



City Council Policy

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| Title: Policy for Remote Participation by Councilmembers in Council Meetings | | |
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1.0 Purpose and Need

The purpose of this policy is to enable members of City Council to participate in City Council meetings remotely, by electronic communication means, in accordance with the Virginia Freedom of Information Act.

2.0 Policy

It is the policy of the Virginia Beach City Council that individual members of the Council may participate in Council meetings by electronic means as permitted by Virginia Code § 2.2-3708.2 or its successor provision. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

2.1 The Request and Eligibility Criteria

Whenever an individual member wishes to participate from a remote location, the member shall notify the Mayor and Clerk on or preferably before the day of the meeting that (1) the member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance ("medical reason"); or (2) the member is unable to attend due to a personal matter and the member identifies with specificity the nature of the personal matter ("personal reason"). Participation for a personal reason is limited to two meetings per calendar year.

2.2 Quorum and Minutes Requirements

A quorum of the Council must be physically assembled at the primary meeting location in order to enable remote participation by a member, and arrangements must be made for the voice of the remote participant to be heard by all persons at the primary meeting location.

The reason that the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. If the reason for the remote participation is for a medical reason, the minutes shall include a statement to that a temporary or permanent disability or other medical condition prevented the member's physical appearance at the primary meeting location. While the fact that a disability or medical condition prevents the member's physical attendance must be recorded in the minutes, it is not required to identify the specific disability or medical condition. If instead the member is unable to attend due to a personal reason, the minutes must include the specific nature of the personal matter.

2.3 Challenges

If a member's proposed participation from a remote location is challenged by another member as being inconsistent with this policy, then the Council shall vote on whether to allow such participation. If the Council votes to disapprove the member's remote participation because such

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participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.