



## Northern Virginia Regional Commission

# RESOLUTION

Resolution No. 16-19

PATRON: Penelope A. Gross  
Chairman  
DATE: February 25, 2016

### ELECTRONIC PARTICIPATION IN MEETINGS

WHEREAS, Section 2.2-3708.1 of the Virginia Code (Freedom of Information Act) permits individual members of public bodies to participate in a meeting through electronic communication from a remote location that is not open to the public; and

WHEREAS, exercising this option is subject to the following procedural requirements

1. A physically assembled quorum must be achieved;
2. The remote member's voice must be heard by all;
3. The remote member must notify the chair of the public body on or before the day of the meeting;
4. The nature of the emergency or personal matter must be identified;
5. The member's remote participation must be approved in accordance with an approval process adopted by the public body;
6. The nature of emergency or personal matter, and the remote location must be recorded in the minutes; and

WHEREAS, remote participation due to an emergency or personal matter is limited to two meetings per year or 25% of the meetings of the public body, whichever is less; and

WHEREAS, similar provisions pertain to individuals with a physical disability or other medical conditions, or if the individual is a member of a regional public body who lives sixty miles or more from the meeting location; and

WHEREAS, to permit electronic participation under this Section of the Virginia Code, a public body must adopt a policy regarding individual participation by electronic means before members are allowed to use these provisions;

THEREFORE BE IT RESOLVED, that the Northern Virginia Regional Commission hereby adopts the attached "Northern Virginia Regional Commission Remote Participation Policy" effective immediately upon adoption.

### CERTIFICATION

The undersigned certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Northern Virginia Regional Commission on February 25, 2016.

  
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G. Mark Gibb, Certifying Officer

