



## **Prince Edward County Board of Supervisors Electronic Meeting Policy**

It is the policy of the Board of Supervisors of the County of Prince Edward, Virginia, that individual members of the Board of Supervisor may participate in meetings of the Board of Supervisors by electronic means as permitted by *Virginia Code §2.2-3708.3*. The procedure, as outlined below, shall apply to the entire membership and without regard to the identity of the Board member(s) requesting remote participation or the matters that will be considered or voted on at the meeting.

1. An individual Board member may participate from a remote location only if a quorum of the Board of Supervisors is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
2. Remote participation in a meeting due to a personal matter may be approved only if, on or before the day of the meeting, the requesting Board member notifies the Chair of the Board and/or County Administrator that he/ she is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
3. Remote participation in a meeting due to: (a) a temporary or permanent disability or other medical condition that prevents the Board member's physical attendance, or (b) a medical condition of a member of the Board member's family that requires the Board member to provide care that prevents the Board member's physical attendance, may be approved only if, on or before the day of the meeting, the requesting Board member notifies the Chair of the Board and/or County Administrator that he/she is unable to attend the meeting due to (a) or (b) above.
4. As required by law, in the event of any such participation by a Board member from a remote location, the Board shall record in its minutes the specific nature of the personal matter, temporary or permanent disability or other medical condition of the Board member or family member, and the location, by general description, from which the Board member participated remotely.
5. As required by law, remote participation that is due to a personal matter shall be limited in each calendar year for each individual Board member to two (2) meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. This limitation shall apply separately with respect to the meetings of each of the Board's Standing Committees.
6. An individual Board member's request for participation from a remote location under this policy shall be considered approved upon receipt of the request by the Chair of the Board unless such request is in violation of this policy or *§2.2- 3708.3, Code of Virginia*, as amended. If a Board member's participation from a remote location is disapproved, such disapproval shall be recorded in the minutes with specificity.

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