

# **NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

## **Policy Number 26 – Electronic Participation in Meetings**

- I. Purpose.** The purpose of this policy is to provide governance for Authority Member electronic participation in Northern Virginia Transportation Authority (NVRTA) meetings and meetings of Authority Committee's (meeting).
- II. General.** Occasions may arise when an Authority Member (member) is unable to be physically present at a meeting. Under certain circumstances, Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted. This Policy, as hereafter set forth, sets forth the instances when a member may participate in a meeting electronically and the procedures that apply.

### **III. Circumstances When Electronic Participation Is Permitted**

- A.** An NVRTA member may participate in a meeting through electronic means from a remote location not open to the public under the following circumstances:
1. A member shall notify the chair on or before the day of the meeting that such member is unable to attend the meeting due to an emergency or personal matter, and shall identify with specificity the nature of the emergency or personal matter.
    - a. The Authority shall record in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated. If the member's participation from a remote location is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded in the minutes.
    - b. Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Authority and committee meetings, whichever is fewer.
    - c. The electronic participation at Authority meetings and meetings of each committee (since a member may serve on more than one committee) during the calendar year, shall be counted separately.
  2. A member shall notify the chair that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The Authority shall record this fact and the remote location from which the member participated in its minutes.
  3. The chair noted above is the Authority Chair for meetings of the Authority or committee chair for a meeting of an Authority committee.

### **IV. Procedural Requirements**

- A.** Participation by a member of the Authority as authorized above shall be only under the following conditions:

1. A quorum of the Authority is physically assembled at the primary or central meeting location.
2. The Authority makes arrangements for the voice of the member who is participating remotely to be heard by all persons at the primary or central meeting location.
3. This Policy shall be applied strictly and uniformly, without exception, to all members and without regard to the identity of the member requesting to participate remotely or the matters that will be considered or voted on at the meeting.

**Approved by Northern Virginia Transportation Authority:** June 9, 2016

**Amended:** January 12, 2017