

ARLINGTON COUNTY PLANNING COMMISSION
POLICY GOVERNING ELECTRONIC PARTICIPATION IN MEETINGS
Adopted July 7, 2022

Occasions may arise when a member of the Planning Commission is unable to be physically present at the 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.

Circumstances When Electronic Participation Is Permitted

A Planning Commission member may participate in a meeting through electronic means from a remote location not open to the public under the following circumstances:

1. a. 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 a personal matter, and shall identify with specificity the nature of the personal matter. The Planning Commission shall record in its minutes the specific nature of the personal matter and the remote location from which the member participated.

- b. Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Planning Commission, or a public body duly created and given authority by the Planning Commission, held per calendar year rounded up to the next whole number, whichever is greater.

2. A member may 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, or a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance. The Planning Commission shall record this fact and the remote location from which the member participated in its minutes.

3. If a member's participation from a remote location pursuant to any of the reasons stated above is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded in the minutes with specificity.

Procedural Requirements

Participation by a member of the Planning Commission as authorized above shall be only under the following conditions:

1. A quorum of the Planning Commission, or a public body duly created and given authority by the Planning Commission, is physically assembled at the primary or central meeting location.
2. The Planning Commission 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.