



## **REMOTE ELECTRONIC PARTICIPATION BY MEMBERS OF THE LEESBURG TOWN COUNCIL, BOARDS AND COMMISSIONS**

The following policy is established for the Town of Leesburg Town Council, board and commission members' remote electronic participation in their public meetings. It is the policy of the Leesburg Town Council that individual council, board and commission members may participate in their public meetings by electronic means as permitted by Virginia Code § 2.2-3708.2. 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.

The town council, board or commission members reviewing an individual member's request to participate remotely must approve such request, unless that participation would violate this written policy or the provisions of Virginia Code § 2.2-3708.2. If a member's participation from a remote location is challenged based on a violation of this written policy or Virginia Code § 2.2-3708.2, then the town council, board or commission shall vote whether to allow such participation, and if the town council, board or commission votes to disapprove of the member's remote participation, such disapproval shall be recorded in the meeting minutes with specificity. Only a violation of this written policy or Virginia Code § 2.2-3708.2 shall be grounds for challenge and disapproval. In all other instances, members must approve a remote participation request.

### **Emergency or Personal Matter**

1. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the town council, board or commission, that he/she is unable to attend the meeting due to an emergency or personal matter.
2. The member must identify with specificity the nature of the emergency or personal matter.
3. Arrangements for the remote member's voice to be heard by all persons in physical attendance of the public meeting must be made.
4. A quorum of the town council, board or commission must be physically assembled at the meeting location.
5. The town council, board or commission must record in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.
6. Such participation by the member shall be limited each calendar year to two (2) meetings.

### **Temporary or Permanent Disability**

1. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the town council, board or commission, that he/s she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

2. Arrangements for the remote member's voice to be heard by all persons in physical attendance of the public meeting must be made.
3. The town council, board or commission must record in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance and the remote location from which the member participated.
4. A quorum of the town council, board or commission must be physically assembled at the meeting location.