

## ELECTRONIC PARTICIPATION POLICY TEMPLATE

City of Alexandria  
Transportation Commission  
Electronic Participation Policy

The following policy is established for members' remote electronic participation in Transportation Commission meetings due to:

1. An emergency or personal matter

- a. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to an emergency or a personal matter. The member must identify with specificity the nature of the emergency or personal matter.
- b. A quorum of the Commission must be physically assembled at the primary or central meeting location. The Chair may approve or disapprove the request for electronic participation. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the [TYPE OF GROUP's] minutes. The decision shall be based solely on the criteria in this resolution, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The Commission shall record the specific nature of the emergency or personal matter and the remote location from which the absent member participated in the [TYPE OF GROUP's] minutes.
- c. Participation by the absent member due to an emergency or a personal matter shall be limited in each calendar year to two (2) meetings of the meetings of the Commission.

2. A temporary or permanent disability

- a. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.
- b. A quorum of the Board must be physically assembled at the primary or central meeting location. The Commission shall record the fact of the disability or other condition and the remote location from which the absent member participated in the [TYPE OF GROUP's] minutes.

3. For any remote participation, the Commission shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.