

1.0 Purpose and Need

On occasion a Commissioner may be unable to attend a meeting of the Commission due to an emergency or personal situation. This policy covers how a Commissioner may still participate from a remote location in meetings of the HRSD Commission by electronic means as permitted by Virginia Code § 2.2-3708.1 on these rare occasions.

2.0 Definitions

Emergency or personal matter – Examples include but are not limited to car trouble on the way to the meeting; traffic congestion or stoppage; personal, family or business emergency; blizzard, flood or other sudden severe weather conditions that prevent travel to the meeting location.

Physical disability or other medical condition – Examples include but are not limited to temporary hospitalization or confined to home, contagious illness, any permanent physical disability that prevents travel to the meeting location.

Quorum - Four members of the Commission physically assembled in one location shall constitute a quorum.

3.0 Guiding Principles

The HRSD Commission practices open and transparent governance in full compliance with FOIA and other applicable laws and regulations. Commissioners shall make every effort to physically attend every meeting of the Commission.

Remote participation in committee or subcommittee meetings, as a committee member, shall not be permitted.

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.

Use of a mobile device while driving should be avoided.

Remote participation due to an emergency or personal matter is limited to two meetings per member per year out of the twelve required meetings of the Commission held each year. This limit does not apply to remote participation due to a physical disability or other medical condition.

COMMISSION ADOPTED POLICY
Remote Participation



Adopted: July 28, 2015

Revised: August 25, 2015

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Commissioners with temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance may participate remotely in accordance with this policy.

4.0 Procedures

In order to permit a Commissioner to participate in a meeting by electronic means, a quorum of the HRSD Commission must be physically assembled at the noticed meeting location. Arrangements will be made for the voice of the remote participant to be heard by all persons at the noticed meeting location.

On or before the day of a properly noticed meeting, a Commissioner that is unable to attend shall notify the Chair and identify with specificity the nature of the emergency or personal matter.

The specific reason that the member is unable to attend the meeting and the remote location from which the member participates will be recorded in the meeting minutes.

Individual participation from a remote location must be approved by majority vote of the Commissioners physically assembled at the noticed meeting location. If the HRSD Commission votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

5.0 Responsibility and Authority

This policy shall be reviewed annually by the Operations and Nominations Committee and revised as required to conform to current law and regulations.

Approved:

Handwritten signature of Vishnu K. Lakdawala in black ink.

Vishnu K. Lakdawala, Ph.D.
Commission Chairman

8/25/2015

Date

Attest:

Handwritten signature of Jennifer L. Cascio in blue ink.

Jennifer L. Cascio
Commission Secretary

8/25/2015

Date