

1.0 Purpose and Need

In accordance with Virginia Code §2.2-3708.2(B), HRSD as a regional public body desires to afford a Commissioner the opportunity to participate remotely in a Commission meeting when the Commissioner's principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting. Additionally, on occasion a Commissioner may be unable to attend a meeting of the Commission due to a physical disability or medical condition of the Commissioner or a family member of the Commissioner for whom the Commissioner is required to provide care, or 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 § 2.2-3708.2 (A) and (B).

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 of Commissioner – 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 by the Commissioner.

Physical disability or other medical condition of a family member of a Commissioner- is limited to those situations in which the family member's disability or medical condition requires the Commissioner to provide care for the family member and thus prevents the Commissioner from physically attending the meeting.

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 the Virginia Freedom of Information Act ("FOIA") and other applicable laws and regulations.

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, other medical condition of a Commissioner or a Commissioner's family member or because the Commissioner's principal residence is more than 60 miles from the identified meeting location.

Commissioners with temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance or a Commissioner who cannot attend due to the need to care for a family member's temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance may participate remotely in accordance with this policy. Additionally, a Commissioner whose principal residence is located more than 60 miles from the identified noticed meeting location 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 also must be made for the voice of the remote participant to be heard by all persons at the noticed meeting location.

Unable to attend pursuant to §2.2-3708.2(A). On or before the day of a properly noticed meeting, a Commissioner who is unable to attend shall notify the Chair of one of the following reasons the Commissioner cannot attend: (1) Commissioner has a disability/medical condition that prevents the Commissioner from physically attending the meeting, (2) a family member of the Commissioner has a disability/medical that requires the Commissioner to provide care and prevents the Commissioner from attending the meeting, or (3) the Commissioner has a personal matter which prevents the Commissioner from attending the meeting. The Commissioner shall identify with specificity the nature of the personal reason the Commissioner cannot attend.

COMMISSION ADOPTED POLICY
Remote Participation



Adopted: July 28, 2015

Revised: September 28, 2021

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Unable to attend pursuant to §2.2-3708.2(B). On the day of a properly noticed meeting, a Commissioner notifies the Chair that the Commissioner's principal residence is located more than 60 miles from the meeting location identified in the required notice for the meeting and the Commissioner accordingly desires to participate remotely.

The specific reason that the Commissioner is unable to attend the meeting and the remote location from which the Commissioner 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 a Commissioner's participation from a remote location 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:  9/28/21
Frederick N. Elofson, CPA
Commission Chairman Date

Attest:  9/28/2021
Jennifer L. Cascio
Commission Secretary Date