

**VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP AUTHORITY
BOARD OF DIRECTORS**

**POLICY ON MEMBER PARTICIPATION
BY ELECTRONIC MEANS DUE TO A PERSONAL
DISABILITY OR MEDICAL CONDITION,
FAMILY MEDICAL CONDITION, OR OTHER PERSONAL MATTER**

It is the policy of the Board of Directors (the “Board”) of the Virginia Economic Development Partnership Authority that individual Board members may participate in meetings of Board or any of its Committees by electronic means as permitted by Section 2.2-3708.2 of the Code of Virginia of 1950, as amended. 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.

A Board member may request to participate in meetings of the Board or any of its Committees by electronic communication when such member is unable to attend the meeting due to:

- (i) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance;
- (ii) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance; or
- (iii) a personal matter that the member identifies with specificity.

That member will notify the Chair of the Board or the Committee of his or her wish to participate by electronic communication. If the Chair believes that such attendance by electronic communication is in accordance with this Policy, the Chair may allow such electronic participation. If a member’s participation from a remote location through electronic communication is approved, the following shall be recorded in the minutes:

- (a) the remote location from which the member participated, which need not be open to the public;
- (b) if pursuant to clause (i) or (ii) above, the fact that the member participated through electronic communication due to (i) a temporary or permanent disability or other medical condition or (ii) a family member’s medical condition that required the member to provide care for such family member, in each case thereby preventing the member’s physical attendance; and
- (c) if pursuant to clause (iii) above, the specific nature of the personal matter cited by the member.

If a member’s request to participate by electronic communication is due to a personal matter, as described in clause (iii) above, and is disapproved because such participation would violate this Policy, such disapproval shall be recorded in the minutes with specificity.

PROPOSED DRAFT

The law requires a quorum of the Board or the Committee to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such member's participation by electronic communication is due to a personal matter, as described in clause (iii) above, such participation is limited by law each calendar year to two meetings or 25% of the meetings of the Board or Committee, whichever is greater.

Approved: October xx, 2021