

City of Alexandria
CITY COUNCIL NAMING COMMITTEE

Electronic Participation Policy for Remote Participation and All-Virtual Public Meetings

It is the policy of City Council Naming Committee that members may participate in meetings of the Committee by electronic communication means as permitted by § 2.2-3708.3 of the Code of Virginia.

Remote Participation by Individual Members

Remote participation by individual members is allowed under the following circumstances:

1. A 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 a personal matter. The member must identify with specificity the nature of the personal matter.
 - b. A quorum of the Committee must be physically assembled at the primary or central meeting location.
 - c. 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, the basis for the disapproval shall be recorded in the Committee's minutes. The decision shall be based solely on the criteria in this policy, without regard to the identity of the member or matters that will be considered or voted on during the meeting.
 - d. The Committee shall record the specific nature of the personal matter and the remote location from which the absent member participated in the Committee's minutes.
 - e. Participation by the absent member due to a personal matter shall be limited in each calendar year to: (1) two (2) meetings or (2) 25% of the meetings held rounded up to the next whole number, whichever is greater, of the Committee.
2. A member's temporary or permanent disability or other medical condition or a family member's medical condition that requires the member to provide care for such family members, thereby preventing the member's physical attendance
 - 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 the member's temporary or permanent disability or other medical condition that prevents his or her physical attendance or a family member's medical condition that requires the member to provide care for such family members, thereby preventing the member's physical attendance.

- b. A quorum of the Committee must be physically assembled at the primary or central meeting location.
 - c. The Committee shall record the fact of the member's disability or other medical condition or a family member's medical condition that requires the member to provide care for such family members, thereby preventing the member's physical attendance, and the remote location from which the absent member participated in the Committee's minutes.
3. The member's principal residence is more than 60 miles from the meeting location identified in the meeting notice.
 4. For any remote electronic participation, the Committee shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.

[IMPORTANT: City Council, Planning Commissions, the Board of Architectural Review, the Board of Zoning Appeals, and any boards with the authority to deny, revoke, or suspend a professional or occupational license are not permitted to use all-virtual public meetings. Those boards must delete the section below concerning all-virtual public meetings before adopting this electronic participation policy]

All-Virtual Public Meetings

All-virtual meetings are permitted, other than for groups prohibited by Code of Virginia § 2.2-3708.3, when conducted in conformance with the following requirements:

1. The meeting notice shall indicate that the meeting will be all-virtual and a statement that the method by which the Commission meets shall not be changed unless a new notice is advertised;
2. Public access to all-virtual public meetings is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the Commission participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the group as well;
4. A phone number or other live contact information is provided to alert the group if the audio or video transmission of the meeting fails. The Commission shall monitor the means of communication during the meeting and recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the Commission for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the group;

6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meeting when public comment is customarily received;
7. No more than two members of the Commission are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the Commission votes to certify the closed meeting as required by § 2.2-3712(D);
9. The Commission shall not convene an all-virtual meeting more than (i) two (2) meetings or (ii) 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater. The Commission shall not hold consecutive all-virtual meetings; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by Code of Virginia § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the City Council. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Code of Virginia § 2.2-3708.2.