

## **PLANNING COMMISSION POLICY FOR REMOTE PARTICIPATION**

In accordance with the Planning Commission Bylaws and pursuant to § 2.2-3708.1 of the Code of Virginia, the following policy is established for members' remote electronic participation in Planning Commission meetings due to a personal matter or a disability. A member may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

### **1. A personal matter**

a. On or before the day of a meeting, the member shall notify the chair of the Commission 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. The member should also notify the Commission's Secretary (i.e., the Director of Planning) if the member is unable to attend a meeting due to personal matter that prevents the member's physical attendance.

b. A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commission members present must approve the remote participation by a majority vote, which shall be recorded in the Commission'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 Secretary shall record in the Commission's minutes the specific nature of the personal matter and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Commission's minutes.

c. Remote participation by the absent member due to a personal matter shall be limited in each calendar year to two (2) meetings.

### **2. A temporary or permanent disability**

a. On or before the day of a meeting, the member shall notify the chair of the Commission 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. The member should also notify the Commission's Secretary (i.e., the Director of Planning) if the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

b. A quorum of the Commission must be physically assembled at the primary or central meeting location. The Secretary shall record in the Commission's minutes the fact of the disability or other condition and the remote location from which the absent member participated.

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

4. The above provisions shall also be applicable to committee meetings of the Commission, to include the Development Review Committee and the Policy Committee.

  
Richard Krapf  
Chair

Adopted by the Planning Commission of James City County, Virginia, this 4<sup>th</sup> day of October,  
2017.