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City of Alexandria -City Council/School Board Subcommittee

Electronic Participation Policy

The following policy is established for members' remote electronic participation in City Council/School Board Subcommittee meetings due to:

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 subcommittee 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 subcommittee'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 subcommittee shall record the specific nature of the personal matter and the remote location from which the absent member participated in the subcommittee'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 subcommittee.
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 Board must be physically assembled at the primary or central meeting location.

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- c. The subcommittee 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 subcommittee's minutes.
3. For any remote participation, the subcommittee shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.