

COMMUNITY POLICY AND MANAGEMENT TEAM OF DINWIDDIE COUNTY,
VIRGINIA POLICY REGARDING ELECTRONIC PARTICIPATION IN MEETINGS FROM
REMOTE LOCATIONS

Except as provided hereafter, the Community Policy and Management Team of Dinwiddie County, Virginia (CPMT) does not conduct any meeting wherein the public business is discussed through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the CPMT 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.

I. Definitions

“Electronic communication” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Meeting" means any gathering of three or more members of the CPMT, or a quorum of members if less than three, of any of its committees or advisory committees, at which public business is discussed.

II. Quorum Physically Assembled

A. The CPMT may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if:

1) On or before the day of a meeting, a member of the CPMT notifies the Chair that the member is unable to attend the meeting:

a. due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. that the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and

2) The CPMT approves the member's participation by a majority vote of the members present at the primary or central meeting location. Electronic participation by a CPMT member due to a personal matter is limited to two meetings or 25 percent of the meetings held each calendar year rounded up to the next whole number, whichever is greater. Electronic participation due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance is not subject to the same limitation.

B. If participation by a CPMT member through electronic communication means is approved pursuant to subsection A above, the CPMT records in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved due to a temporary or permanent disability or other medical condition,

the CPMT also includes in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved due to a personal matter, the CPMT also includes in its minutes the specific nature of the personal matter cited by the member. If a CPMT member's participation from a remote location due to a personal matter is disapproved, such disapproval is recorded in the minutes with specificity.

C. A CPMT member may participate in a meeting by electronic means pursuant to subsections A and B above only when:

- 1) A quorum of the CPMT is physically assembled at one primary or central meeting location; and
- 2) The CPMT makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.