



**CITY OF PETERSBURG
ECONOMIC DEVELOPMENT AUTHORITY
POLICY FOR REMOTE PARTICIPATION**

In accordance with the Economic Development Authority Bylaws and pursuant to [§2.2-3708.2 of the Code of Virginia](#), the following policy is established for member's remote electronic participation in Economic Development Authority meetings due to personal matter or a disability. A member may participate in a meeting through electronic communication means from a remote location is not open to the public only as follows:

1. A personal matter
 - a. On or before the day of the meeting, the member shall notify the chair of the Board 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 Board must be physically assembled at the primary or central meeting location. The Board members present must approve the remote participation by a majority vote, which shall be recorded in the Board'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. It shall be recorded in the Board's minute's 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 the policy, such disapproval shall be recorded in the Board'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 the meeting, the member shall notify the chair of the Board 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.
 - b. A quorum of the Board must be physically assembled at the primary or central meeting location. It shall record in the Board'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 Chair shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.

Samuel Rhue, Chairman
Economic Development Authority

Adopted by the Economic Development Authority of Petersburg, Virginia, this 19th
day of August 2021.