

City of Alexandria
Electronic Participation Policy

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

1. An emergency or personal matter

- a. On or before the day of a meeting, the member shall notify the Mayor that the member is unable to attend the meeting due to an emergency or a personal matter. The member must identify with specificity the nature of the emergency or personal matter. A member may also notify the Mayor that 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 Council must be physically assembled at the primary or central meeting location. The Council members present must approve the participation by a majority vote. 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 Clerk shall record in the Council's minutes the specific nature of the emergency or 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 Council's minutes.
- c. Participation by the absent member due to an emergency or a personal matter shall be limited in each calendar year to two (2) meetings or 25 percent (25%) of the meetings of the Council, whichever is fewer.

2. A temporary or permanent disability

- a. On or before the day of a meeting, the member shall notify the Mayor 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 Council must be physically assembled at the primary or central meeting location. The Clerk shall record in the Council'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 Clerk shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.