



CVPDC Policy for All-Virtual Meetings

1. The Chairperson of the Central Virginia Planning District Commission may, upon determining that a meeting is required, whether regular or special called, call a virtual meeting of the PDC if, in his/her judgement, a virtual meeting will encourage participation necessary for a quorum of the body.
2. A quorum of the Planning District Commissioners must affirm a virtual meeting by majority vote.
3. An audio recording of the virtual meeting shall be maintained along with the meeting minutes.
4. This policy shall be invoked no more than twice per calendar year.



Policy of the Central Virginia Planning District Commission regarding participation in meetings via video conference or telephone

1. A quorum of the Planning District Commission members must be physically present.
2. At the beginning of each meeting, the Commission must vote to allow electronic participation to verify that the policy is being followed by the member claiming exemption from personal attendance.
3. The member must notify the chair or staff on or before the day of the meeting that he or she plans to use the exemption.
4. The member must identify the reason for the use of the electronic meeting provision:
 - a) a temporary disability or other medical condition that prevents the member's attendance;
 - b) a personal matter which prevents the member's attendance (The nature of the personal matter must be specifically identified and included in the minutes.);
 - c) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or
 - d) a member's personal residence more than 60 miles from the meeting location.
5. The minutes shall also include a statement as to the remote location where the member is connected electronically.
6. There is no limit to the number of times a member may use:
 - a. the temporary disability or other medical condition reason;
 - b. a family member's medical condition; or
 - c. residence more than 60 miles from the meeting location.
7. The use of personal matters (4b) is limited to two of the total meetings of the Commission in a calendar year.