

Resolution to adopt electronic participation policy – December 16, 2021

Whereas, the members of the Environmental Sustainability Council and its Subcommittees, of the City of Falls Church, Virginia serve in that capacity on a volunteer basis at the same time they hold other jobs and have other obligations; and

Whereas, Virginia Code section 2.2-3708.2 permits members of public bodies to participate in the meetings of those bodies from remote locations that are not open to the public, through electronic means, and on a limited basis; and

Whereas the Environmental Sustainability Council finds that it is important for all members of Environmental Sustainability Council and its Subcommittees to participate in Environmental Sustainability Council meetings, and those of its Subcommittees, to the maximum extent possible, to represent the citizens of the City.

Now, therefore, the Environmental Sustainability Council of the City of Falls Church, Virginia adopts the attached “CITY OF FALLS CHURCH ENVIRONMENTAL SUSTAINABILITY COUNCIL POLICY ON PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS.”

FALLS CHURCH ENVIRONMENTAL SUSTAINABILITY COUNCIL
POLICY ON PARTICIPATION IN MEETINGS
THROUGH ELECTRONIC MEANS

It is the policy of the Falls Church Environmental Sustainability Council to permit participation in its meetings and those of its subcommittees by all Environmental Sustainability Council and Subcommittee Members through electronic means, to the extent permitted by the Virginia Code, section 2.2-3708.2. Therefore, the following rules apply to members' participation in meetings through electronic means:

- I. A member of the Environmental Sustainability Council or one of its Subcommittees may participate electronically from a remote location in an Environmental Sustainability Council or Environmental Sustainability Council Subcommittee meeting if he or she is unable to attend that meeting due to a personal matter, provided that:
 - A. A quorum of the Environmental Sustainability Council or Environmental Sustainability Council Subcommittee is physically assembled at the primary or central meeting location; and
 - B. Environmental Sustainability Council or Environmental Sustainability Council Subcommittee votes to approve such participation as meeting the standards of this policy; and
 - C. Arrangements have been made for the voice of the remote participant to be heard by all persons at the primary or central meeting location; and
 - D. No member participates by electronic means from a remote location more than two (2) times in any calendar year, or 25% of the Environmental Sustainability Council's or Environmental Sustainability Council Subcommittee's meetings (rounded up to the next whole number), whichever is greater; and
 - E. On or before the day of the meeting, the member of Environmental Sustainability Council or Environmental Sustainability Council Subcommittee has notified the Chair that he or she is unable to attend the meeting due to a personal matter and identifies, with specificity, the nature of the personal matter (If it is the Chair who wishes to participate by electronic means, he or she shall notify the Vice-Chair); and
 - F. The minutes of the meeting record the remote location from which the member participates, and the specific nature of the personal matter.

- II. A member of Environmental Sustainability Council or Environmental Sustainability Council Subcommittees may participate in an Environmental Sustainability Council or Environmental Sustainability Council Subcommittee meeting through electronic means if he or she is unable to attend that meeting due to a (i) temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family

members' medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, provided that:

- A. A quorum of the Environmental Sustainability Council or Environmental Sustainability Council Subcommittee is physically assembled at the primary or central meeting location; and
- B. In each case Environmental Sustainability Council or Environmental Sustainability Council Subcommittee votes to approve such participation as meeting the standards of this policy; and
- C. Arrangements have been made for the voice of the remote participant to be heard by all persons at the primary or central meeting location; and
- D. The minutes of the meeting reflect the fact that the member of Environmental Sustainability Council or Environmental Sustainability Council Subcommittee is unable to attend due to a temporary or permanent disability or other medical condition that prevents the member's physical presence, and also reflect the remote location from which the member participates.

This policy shall be strictly and uniformly applied, without exception, to the entire membership and without regard to the identity of the member requesting remote participation, or to the matters that will be considered or voted on at the meeting. In the event Environmental Sustainability Council or Environmental Sustainability Council Subcommittee disapproves a member's electronic participation because it would violate this policy, the reasons therefore shall be recorded with specificity in the minutes of the meeting.