

**NATURAL AND CULTURAL ASSETS MAPPING COMMITTEE OF JAMES CITY
COUNTY, VIRGINIA**

POLICY FOR REMOTE PARTICIPATION

In accordance with § 2.2-3708.2 of the Code of Virginia, the following policy is established for members' remote participation in meetings of the Natural and Cultural Assets Mapping Committee (the "Committee") due to a personal matter or a disability or other medical condition. A member may participate in a meeting through electronic communication means from a remote location only as follows:

1. A quorum of the Committee must be physically assembled at one central location.
2. If a member's remote participation is due to a personal matter:
 - a. On or before the day of a meeting, the member shall notify the Committee's Secretary (*i.e.* the Assistant Director of Community Development or a designee) 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. The member should also notify the Committee's Secretary if the member desires to participate in a meeting remotely due to personal matter that prevents the member's physical attendance.
 - b. The Committee members physically present must approve the remote participation by a majority vote, which shall be recorded in the Committee's minutes. The decision shall be based solely on the criteria in this policy, without regard to the identity of the member or matters that will be considered or voted on during the meeting. If the member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Committee's minutes with specificity as to the conflict with this policy.
 - c. The Secretary shall record in the Committee's minutes: (i) the specific nature of the personal matter cited by the member, and (ii) the remote location from which the member participated.
 - d. Remote participation by any member due to a personal matter shall be limited in each calendar year to two meetings, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
3. If a member's remote participation is due to a disability or medical condition:
 - a. On or before the day of a meeting, the member shall notify the Committee's Secretary that the member is unable to attend the meeting due to (i) a temporary or permanent disability or medical condition that prevents the member's physical attendance, or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. The member should also notify the Committee's Secretary if the member desires to participate in a meeting remotely but a disability or other medical condition prevents the member's physical attendance.
 - b. The Secretary shall record in the Committee's minutes: (i) the fact that the member participated through electronic communication means due to a disability or other medical condition consistent with the categories in 3(a), and (ii) the remote location from which the member participated.

4. The location of the member's remote participation need not be open to the public.
5. For any remote participation by electronic communication means, the Secretary of the Committee shall make arrangements for the voice of the member or members to be heard by all persons in attendance at the meeting location.

Secretary

Adopted by the Natural and Cultural Assets Mapping Committee of James City County, Virginia, this 12th day of November, 2021.