

CLIFTON PLANNING COMMISSION ELECTRONIC MEETING POLICY

It is the policy of the Clifton Planning Commission that individual members may participate in meetings by electronic means as permitted by Code of Virginia of 1950, § 2.2-3708.3, as amended. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Planning Commission to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such remote participation is due to a temporary or permanent disability or other medical condition of a Planning Commissioner or a family member that requires the Planning Commissioner to provide care, the number of meetings is not limited. If remote participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25% of the meetings each calendar year, whichever is greater.

In the event of a declaration of emergency issued by the Governor in accordance with Code of Virginia § 44-146.7 or by the Town in accordance with Code of Virginia § 44-146.21, and for the duration of the emergency, the Planning Commission may meet without a quorum physically assembled at one location as provided in Code of Virginia § 2.2-3708.2(A)(3), provided that the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the continuity of Town operations or the discharge of the Commission's lawful purposes, duties and responsibilities. In such event, the Planning Commission shall give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with notice provided to members of the Planning Commission; make arrangements for public access to the meeting through electronic communication means, including videoconferencing if available; and provide the public with the opportunity to comment at the meeting if the meeting is one at which public comment is customarily received. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

AUTOMATIC APPROVAL

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Clifton Planning Commission shall vote whether to allow such participation. If the Planning Commission votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Note that if the member's electronic participation is disapproved, the member may still monitor the meeting, but MAY NOT participate.