

PRINCE WILLIAM COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY POLICY FOR INDIVIDUAL DIRECTOR'S REMOTE PARTICIPATION IN BOARD MEETINGS

A. Policy Statement

- 1) Pursuant to Section 801 of the By-Laws of the Prince William County Industrial Development Authority ("Authority") and §2.2-3708.3 of the Code of Virginia, this Policy Statement ("Policy") is issued to set forth the procedures for an individual Member of the Authority ("Director") to remotely participate in a Prince William County Industrial Development Authority Meeting ("Meeting").
- 2) In addition to the provisions set forth in Prince William County Industrial Development Authority Bylaws, it shall be the Policy of the Authority that a Director may participate in an Authority Meeting virtually or by telephone conference from a remote location, subject to the conditions of § 2.2-3708.1 of the Code of Virginia and this Policy. The Authority's Policy for remote participation is set forth below:
 - a. At least eight (8) hours prior to the scheduled time of the Authority's Meeting, the Director desiring to participate remotely shall notify the Chair in writing, which may be by e-mail, and shall identify with specificity the nature of the reason as to why remote participation is necessary.
 - b. Permitted reasons shall be limited to the following:
 - i. A temporary or permanent disability or other medical condition that prevents the Director's physical attendance;
 - ii. A medical condition of a Director or the Director's family requires the Director to provide care that prevents the Director's physical attendance;
 - iii. The Director's principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting; or
 - iv. The Director is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
 - c. No Director may participate remotely in more than two (2) Authority meetings per calendar year, or 25% of the Board meetings in any calendar year, whichever is fewer, however, such limitation shall not apply to remote attendance due to temporary or permanent disability or other medical condition that prevents the Director's physical attendance.
 - d. The Authority staff shall arrange for the voice of the remote Director(s) to be heard by all persons present at the meeting location, including other Directors

and the public. The authority shall also record the time the remote Director(s) was connected and the time disconnected, and the minutes shall clearly record the vote of the remote Director(s) on all voting matters during the remote Director's participation.

- e. The Authority shall record in the minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by general description.
 - f. If remote participation is approved pursuant to subdivisions 2) b. i or ii, the Authority shall also include in its minutes the fact that the Director participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance.
 - g. If remote participation is approved pursuant to subdivision 2) b. iii, the Authority shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the the meeting location.
 - h. If remote participation is approved pursuant to subdivision 2) b. iv., the Authority shall also include in its minutes the specific nature of the personal matter cited by the member.
 - i. In the event the Chair disapproves a Director's remote participation because such participation would violate the terms and conditions of this Policy, such disapproval and the reason therefor shall be recorded in the minutes with specificity.
- 3) Although staff will make every effort to provide relevant information/materials to Directors prior to the meeting, it is understood that it may be necessary to distribute additional and/or confidential material to Directors at the meeting. Therefore, the remote Director(s) may not receive these materials. It is also understood that any information sent electronically prior to the meeting may not be received by the remote Director(s) due to circumstances beyond the control of the Authority Staff. Any confidential information to be distributed via hardcopy during closed session shall be provided to the remote Director(s).
- 4) The remote Director(s) shall be in a location that is private such that confidential and sensitive information communicated during meetings shall not be overheard or otherwise intercepted by unauthorized persons.

- 5) As administrative and support procedures (e.g., the telephone number to be called or internet link to be accessed for the meeting) are subject to change, Authority Staff shall determine, implement and communicate such procedures to the Authority Director(s) when necessary.

- 6) This policy shall be applied strictly and uniformly, without exception, to the entire Authority membership and without regard to the identity of the Director requesting remote participation or the matters that will be considered or voted on at the meeting.