

Town of Windsor

Memorandum

February 13, 2018

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Electronic Participation Policy

At the last Council meeting, Council discussed the creating of a policy to allow members of Council to participate, including voting, remotely. The Town Attorney and I have drafted a policy that is in accordance with State Law. The policy is attached.

As you can see, the policy allows members of Town Council to participate remotely with proper notice. It also limits the number of times that any member may participate remotely to 2 per calendar year as required by State Law.

I recommend that Council adopt the attached policy.

Recommended Motion

Move that Council adopt the enclosed Electronic Participation Policy.

Electronic Participation by Town Council

It is the policy of Town Council of the Town of Windsor, Virginia that individual Town Council members may participate in meetings of Town Council by electronic means as permitted by Virginia Code § 2.2-3708.1. 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 Town Council of the Town of Windsor 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. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings of the public body per member each calendar year.

Adopted: February 13, 2018