

## Town of Windsor

### Memorandum

March 13, 2018

**TO:** The Honorable Mayor and Town Council

**FROM:** Michael Stallings, Town Manager *MS*

**SUBJECT:** Electronic Participation

In accordance with the electronic participation policy (a copy is attached), Councilwoman Flemming has notified the Mayor that she wishes to participate remotely at tonight's Council meeting. Councilwoman Flemming is not able to be present tonight due to being out of town to assist a family member with childcare who is recovering for surgery.

As required by the electronic participation policy, Council is required to approve the remote participation at the beginning of the meeting.

## **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.

Remote participation by any member of Town Council shall be approved by a majority of Council members physically present at the beginning of any meeting when remote participation is requested.

Adopted: February 13, 2018