

Arlington Electoral Board
Electronic Participation Policy
Effective July 1, 2021

Occasions may arise when a member of the Arlington Electoral Board (the “Board”) is unable to be physically present at a Board meeting. Under certain circumstances, Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted.

It is the policy (the “Policy”) of the Board that individual Board members may participate in Board meetings by electronic means as permitted by § 2.2-3708.2 of the Code of Virginia.

This Policy sets forth the instances when a Board member may participate in a meeting electronically and the procedures that apply. This Policy shall apply to all committees or subcommittees in existence at the time of the Policy’s adoption and to all committees or subcommittees created by the Board after adoption. This Policy shall be applied strictly and uniformly, without exception, to all Board members and without regard to the identity of the Board member requesting to participate remotely or the matters that will be considered or voted on at the Board meeting.

The Policy is established for Board members’ remote electronic participation in Board meetings due to:

1. A personal matter
 - a. On or before the day of a meeting, the Board member shall notify the Chair that the Board member is unable to attend the meeting due to a personal matter. The Board member must identify with specificity the nature of the personal matter.
 - b. A quorum of the Board must be physically assembled at the primary or central meeting location.
 - c. The Chair may approve or disapprove the request for electronic participation. If the absent Board member’s remote participation is disapproved because such participation would violate this Policy, the basis for the disapproval shall be recorded in the Board’s minutes. The decision shall be based solely on the criteria in this Policy, without regard to the identity of the Board member or matters that will be considered or voted on during the meeting.
 - d. The Board shall record the specific nature of the personal matter and the remote location from which the absent Board member participated in the Board’s minutes.
 - e. Participation by the absent Board member due to a personal matter shall be limited in each calendar year to: (1) two (2) meetings or (2) 25% of the meetings held rounded up to the next whole number, whichever is greater, of the Board.
2. A Board member’s temporary or permanent disability or other medical condition or a family member’s medical condition that requires the Board member to provide care for such family members, thereby preventing the Board member’s physical attendance.
 - a. On or before the day of a meeting, the Board member shall notify the Chair that the Board member is unable to attend the meeting due to the Board member’s temporary or permanent disability or other medical condition that prevents his or her physical attendance or a family member’s medical condition that requires the Board member to

provide care for such family members, thereby preventing the Board member's physical attendance.

- b. A quorum of the Board must be physically assembled at the primary or central meeting location.
 - c. The Board shall record the fact of the Board member's disability or other medical condition or a family member's medical condition that requires the Board member to provide care for such family members, thereby preventing the Board member's physical attendance, and the remote location from which the absent Board member participated in the Board's minutes.
3. For any remote participation, the Board shall make arrangements for the voice of the absent Board member or Board members to be heard by all persons in attendance at the meeting location.
 4. The Board may also hold meetings through electronic communication means during a state of emergency without a quorum physically assembled at one location when Arlington County has declared a local state of emergency or the Governor of Virginia has declared a state of emergency in accordance with § 44-146.17. in the following circumstances and for the duration of the declared emergency:
 - a. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location or
 - b. The purpose of the meeting is to provide for the Board's continuity of operations or the discharge of its lawful purposes, duties, and responsibilities.

When holding meetings through electronic communication means during a declared emergency, the Board shall do the following:

- a. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the Board; and
- b. Provide the public with the opportunity to comment at those meetings of the Board when public comment is customarily received.

The Arlington County Electoral Board approved this policy at their June 30, 2021 meeting with an effective day of July 1, 2021.

Matthew Weinstein, Chairman

Kimberly Phillip, Vice Chairman

W. Scott McGeary, Secretary