

**RESOLUTION**

**ADOPTION OF A REVISED POLICY FOR REMOTE PARTICIPATION**

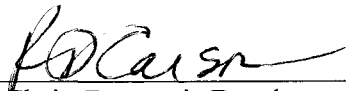
**IN MEETINGS BY EDA MEMBERS**

WHEREAS, the James City County Economic Development Authority (the "EDA") has a policy, pursuant to Virginia Code Section 2.2-3708.1(B)(1), governing remote participation in EDA meetings by EDA members (the "Policy"); and

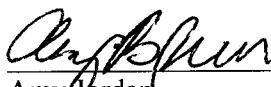
WHEREAS, the Virginia General Assembly amended Virginia Code Section 2.2-3708.1 during the 2017 Legislative Session; and

WHEREAS, the EDA desires to reauthorize, clarify and revise its Policy to conform to the newly amended Virginia Code Section 2.2-3708.1.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, does hereby adopt the revised James City County Economic Development Authority Policy for Remote Participation presented as Exhibit A.

  
\_\_\_\_\_  
Vice Chair, Economic Development Authority  
James City County, Virginia

ATTEST:

  
\_\_\_\_\_  
Amy Jordan  
Secretary to the EDA

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
WARNER	✓	___	___
CARSON	✓	___	___
BLEDSON	✓	___	___
ODLE	___	Absent	___
GERHARDT	✓	___	___
SHIPPEY	✓	___	___
TINGLE	___	Absent	___

Adopted by the Economic Development Authority of James City County, Virginia, this 14th day of September, 2017.

RemoteParticptn-res

## **JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

### **POLICY FOR REMOTE PARTICIPATION**

In accordance with § 2.2-3708.1 of the Code of Virginia, the following policy is established for members' remote electronic participation in Economic Development Authority (EDA) meetings due to a personal matter or a disability. A member may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

1. A personal matter
  - a. On or before the day of a meeting, the member shall notify the chair of the EDA that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter. The member should also notify the EDA's Secretary (i.e., the Director of Economic Development) if the member is unable to attend a meeting due to a personal matter that prevents the member's physical attendance.
  - b. A quorum of the EDA must be physically assembled at the primary or central meeting location. The EDA members present must approve the remote participation by a majority vote, which shall be recorded in the EDA's minutes. The decision shall be based solely on the criteria in this policy, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The Secretary shall record in the EDA's minutes the specific nature of the personal matter and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the EDA's minutes.
  - c. Remote participation by the absent member due to a personal matter shall be limited in each calendar year to two (2) meetings.
2. A temporary or permanent disability
  - a. On or before the day of a meeting, the member shall notify the chair of the EDA that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence. The member should also notify the EDA's Secretary (i.e., the Director of Economic Development) if the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
  - b. A quorum of the EDA must be physically assembled at the primary or central meeting location. The Secretary shall record in the EDA's minutes the fact of the disability or other condition and the remote location from which the absent member participated.

3. For any remote participation, the Secretary shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.
4. The above provisions shall also be applicable to committee meetings of the EDA.
5. A member who is remotely participating in a meeting shall not be permitted to participate in any closed session of that meeting.



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Robin Carson, Vice Chair

Adopted by the Economic Development Authority of James City County, Virginia, this 14<sup>th</sup> day of September, 2017.