

Policy on Individual Participation in SPSA Alternative Waste Disposal RFP Review/Selection Committee Meetings by Electronic Means under § 2.2-3708.3

It is the policy of the Alternative Waste Disposal RFP Review/Selection Committee of the Southeastern Public Service Authority of Virginia (the "Committee") that individual members of the Committee may participate in meetings of the Committee by electronic communication as permitted by Virginia Code § 2.2-3708.3. 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 Committee to be physically assembled at the primary or central meeting location, and arrangements will be made 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 will be recorded in the meeting minutes.

A member may participate remotely by notifying the Chair of the Committee on or before the day of a meeting that such member is unable to attend the meeting because (1) the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; (2) a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance; (3) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or (4) the member is unable to attend the meeting due to a personal matter. When remote participation is due to a personal matter, the nature of the personal matter must be identified with specificity and such participation is limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (the "Act"). The request for remote participation shall be recorded in the minutes of the meeting. If a member's participation from a remote location is challenged, then the Committee shall vote whether to allow such participation. If the Committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity. The minutes shall include other information required by the Act depending on the type of remote participation.

Adopted by the Alternative Waste Disposal RFP Review/Selection Committee of the Southeastern Public Service Authority of Virginia: **June 3, 2024**