



**Policy of the Central Virginia Transportation Planning Organization (CVTPO)  
regarding participation in meetings via video conference or telephone**

1. A quorum of the CVTPO voting members must be physically present.
2. At the beginning of each meeting the TPO Board must vote to allow electronic participation to verify that the policy is being followed by the member claiming exemption from personal attendance.
3. The member must notify the chair or staff on or before the day of the meeting that he or she plans to use the exemption.
4. The member must identify the reason for the use of the electronic meeting provision, being one of the following.
  - a. A temporary disability or other medical condition that prevents the member's attendance.
  - b. A personal matter which prevents the member's attendance. The nature of the personal matter must be specifically identified and included in the minutes. There is no definition of what constitutes a "personal matter."
  - c. A family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
  - d. If a member's personal residence is more than 60 miles from the meeting location, he/she may attend electronically.
5. The minutes shall also include a statement as to the remote location where the member is connected electronically.
6. There is no limit to the number of times a member may use:
  - a. the temporary disability or other medical condition reason,
  - c. a family member's medical condition, or
  - d. residence more than 60 miles from the meeting location.
7. The use of personal matters (b) is limited to two of the total meetings of the CVTPO Board in a calendar year.