Memorandum

To: Charlottesville-Albemarle Regional Transit Authority Board
From: Lucinda Shannon
Date: May 28, 2026
Subject: Readoption of the Remote Electronic Participation and All-Virtual Meeting Policy

Purpose

This memorandum requests that the CARTA Board vote to readopt the Remote Electronic Participation and All-Virtual Meeting Policy, as provided in your May 28, 2026, agenda materials.

Background

The purpose of this policy is twofold:

1. To establish a framework allowing individual CARTA Board members to participate in public meetings from a remote location via electronic communication.
2. To outline the procedures by which the CARTA Board of Directors may conduct entirely virtual meetings, in strict compliance with the Virginia Freedom of Information Act (FOIA).

The Board originally adopted this policy on May 22, 2025, with a commitment to review, update, and readopt it at least once annually to ensure ongoing regulatory compliance.

Discussion

Readopting this policy ensures that CARTA Board meetings remain compliant with Virginia FOIA guidelines (§ 2.2-3708.3). Specifically:

- **Subsection B** governs the requirements and limitations for individual members to participate remotely when a physical quorum is present.
- **Subsection C** regulates all-virtual public meetings, limiting them to two meetings or 50 percent of the total meetings held in a calendar year, whichever is greater.

The complete text and procedural requirements are detailed in the attached policy document.

Recommendation

Staff recommends that the CARTA Board vote to readopt the Remote Electronic Participation and All-Virtual Meeting Policy.