

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Taylor Jenkins, Transportation Director, TJPDC/CA-MPO
Date: August 27, 2025
Subject: Remote Electronic Participation and All-Virtual Meeting Policy

Purpose:

According to § 2.2-3708.3 of the *Code of Virginia*, public bodies may hold all-virtual public meetings and allow for individual members to participate in meetings remotely provided that the public body has an adopted policy as described in § 2.2-3708.3. Public bodies must adopt this meeting policy at least annually.

The Remote Electronic Participation and All-Virtual Meeting Policy is adopted by the CA-MPO Policy Board and applies to its committees (CA-MPO Tech and CTAC). Items of note include:

- For an individual member to participate from a remote location, a physical quorum must be assembled at the in-person meeting location. Individual members must provide advance notice of remote participation and specify a reason as categorized below:
 - Due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
 - Because a family member's medical condition requires the member to provide care for such family member;
 - Because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - due to a personal matter. Remote participation for a personal matter is limited to two meetings per calendar year, or 25% of the meetings held per calendar year (whichever is greater).
- The public body may hold all-virtual meetings twice per calendar year or 50% of the meetings held per calendar year. When holding an all-virtual meeting, public notice must advertise the meeting as all-virtual and provide public access via electronic communication means.

Recommendations:

MPO Policy Board: Staff recommends a motion to adopt the Remote Electronic Participation and All-Virtual Meeting Policy as presented.

MPO Technical Committee: Informational item.

Citizens Advisory Committee: Informational item.

If there are any questions or comments, please contact Taylor Jenkins at tjenkins@tjpd.org.