

Technical Advisory Panel of the Cooperative Agreement
E-Meeting Policy

It is the policy of the Technical Advisory Panel (“the Panel”) that individual Panel members may participate in meetings of the Panel or committees of the Panel by electronic means as permitted by Virginia Code § 2.2-3708.1. 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 Panel or committee to be physically assembled at the primary or central meeting location, and there must be arrangements 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 must be recorded in the meeting minutes. When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings per member each calendar year.

Individual participation from a remote location shall be approved by the chair unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Panel or committee that is meeting shall vote whether to allow such participation. If the Panel or committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

This policy applies to all committees and subcommittees of the Technical Advisory Panel.