

**CODE OF CONDUCT
FAIRLAWN SEWER AUTHORITY
BOARD OF DIRECTORS**

REMOTE PARTICIPATION POLICY

A MEMBER OF THE BOARD WHO IS GREATER THAN A 100 MILE RADIUS OF THE MEETING LOCATION AT THE TIME OF A BOARD MEETING MAY PARTICIPATE IN A CLOSED MEETING OF THE BOARD, AND PARTICIPATE IN THE OPEN PORTION OF THE BOARD TO DISCUSS AND VOTE UPON THE MOTION TO CONVENE IN CLOSED SESSION AND THE MOTION TO RETURN TO OPEN SESSION AND THE CERTIFICATION REQUIRED PURSUANT TO CODE OF VIRGINIA 2.2-3712, THROUGH ELECTRONIC COMMUNICATIONS FROM A REMOTE LOCATION THAT IS NOT OPEN TO THE PUBLIC AS PROVIDED AS PROVIDED IN CODE OF VIRGINIA 2.2-3708.1 SUBJECT TO THE FOLLOWING REQUIREMENTS:

1. A member wishing to participate from a remote location in a meeting of the Board shall notify the Board Chair on or before the date of a meeting that they are unable to attend the meeting due to a personal matter, identify with specificity the nature of the personal matter and confirm that at the time of the Board meeting the member will physically be located greater than a 100 mile radius of the meeting location. During the public meeting at which remote participation is requested, and prior to remote participation by any member in any open or closed portion of the meeting, the Board members physically present at the meeting shall vote to approve or disapprove the request to participate remotely.
2. The Board shall record in its minutes the specific nature of the personal matter and the remote location from which the absent member participated. If the remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes.
3. Such participation by the absent member shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer.
4. A quorum of the Board must be physically assembled at the primary or central meeting location.
5. The Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the primary or central meeting location during the open portion of the Board meeting in which the absent member participates and by those in attendance in the closed portion of the Board meeting in which the absent member participates.
6. Other than as provided by this policy, no Board member shall otherwise participate in a Board meeting by electronic communications from a remote location and, specifically, if participation is allowed by this policy, the Board member's participation in the open portion of the meeting shall be limited to participation in the motion to convene the closed session, the motion to exit from the closed session and the adoption of the certification motion required pursuant to § 2.2-3712 of the Code of Virginia.