

**REQUEST TO PARTICIPATE REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

In accordance with Virginia Code Sections 2.2-3708.2 and 2.2-3708.3, and the Rules of Procedure of the Sustainability Commission, I hereby notify the Chair that I am requesting permission from the Sustainability Commission to electronically participate at the Sustainability \_\_\_\_\_ meeting.  
(insert date)

I. I hereby certify that (check A, B, C, or D):

- A. \_\_\_\_\_ I am unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents my physical attendance; OR
- B. \_\_\_\_\_ I am unable to attend the meeting due to a medical condition of member of my family which requires me to provide care that prevents my physical attendance or I am a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing my physical attendance; OR
- C. \_\_\_\_\_ my principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; OR
- D. \_\_\_\_\_ I am unable to attend the meeting due to the following specifically identified personal matter: \_\_\_\_\_;  
AND I have not already used remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

II. The remote location from which I plan to electronically participate is

\_\_\_\_\_  
(insert general description of location)

This remote location need not be open to the; AND

III. I verify that my participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities.

DATE: \_\_\_\_\_  
(on or before day of meeting)

\_\_\_\_\_  
Member of the Commission

\* \* \* \* \*

This form should be provided to the Chair and the Clerk to the Sustainability Commission on or before the date of the meeting and shall be included in the meeting minutes.

**Commission Action on Request:**

\_\_\_\_\_ Approval, (i) upon which the Member participated in the meeting through electronic communication means; (ii) a quorum of the Sustainability Commission was physically assembled at one primary or central meeting location; and (iii) arrangements were

made for the voice of the Member to be heard by all persons at the primary or central meeting location.

\_\_\_\_\_ Disapproval; upon which the Member did not participate in the meeting through electronic communication means; although the Member may have monitored the meeting through electronic communication means. If the request pursuant to Section I(b) was disapproved because such participation would violate the Sustainability Commission policy or any provision of FOIA, such disapproval shall be recorded in the minutes with specificity.