

**ROANOKE COUNTY BOARD OF ZONING APPEALS
REMOTE PARTICIPATION/ VIRTUAL MEETING POLICY
(Adopted July 17, 2024)**

It is the policy of the Roanoke County Board of Zoning Appeals (the "BZA") that individual members of the BZA may participate in meetings of the BZA by electronic communication as permitted by Virginia Code § 2.2-3708.3. 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.

A. Individual Member Remote Participation

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the BZA to be physically assembled at the primary or central meeting location.

When such individual participation is due to a personal matter, such participation is limited by law to two meetings per calendar year or twenty-five percent (25%) of the meetings held per calendar year rounded up to the next whole number, whichever is greater. This limitation (two meetings per calendar year or 25% of the meetings held per year does not apply to the following circumstances):

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance,
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance, or
3. The member's principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting.

B. Requests to Participate Remotely

Requests for remote participation shall be conveyed to the BZA's Secretary who shall then relay such requests to the BZA's Chair.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 *et seq.*). If a member's participation from a remote location is challenged, then the members of the BZA shall vote whether to allow such participation. If the BZA votes to disapprove the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

C. Minutes Requirements

The request for remote participation shall be recorded in the minutes of the meeting.

If an individual member remotely participates in a meeting, a general description of the remote location must be included in the minutes (it does not need to be an exact address-