

City of Alexandria Carlyle/Eisenhower East Design Review Board  
Electronic Participation Policy

The following policy is established for members' remote electronic participation in Carlyle/Eisenhower East Design Review Board meetings due to:

1. A personal matter

- a. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter.
- b. A quorum of the Carlyle/Eisenhower East Design Review Board must be physically assembled at the primary or central meeting location.
- c. The Chair may approve or disapprove the request for electronic participation. If the absent member's remote participation is disapproved because such participation would violate this policy, the basis for the disapproval shall be recorded in the Carlyle/Eisenhower East Design Review Board's minutes. The decision shall be based solely on the criteria in this policy, without regard to the identity of the member or matters that will be considered or voted on during the meeting.
- d. The Carlyle/Eisenhower East Design Review Board shall record the specific nature of the personal matter and the remote location from which the absent member participated in the Carlyle/Eisenhower East Design Review Board's minutes.
- e. Participation by the absent member due to a personal matter shall be limited in each calendar year to two (2) meetings of the Carlyle/Eisenhower East Design Review Board

2. A temporary or permanent disability or other medical condition

- a. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents his or her physical attendance.
- b. A quorum of the Board must be physically assembled at the primary or central meeting location.
- c. The Carlyle/Eisenhower East Design Review Board shall record the fact of the disability or other medical condition and the remote location from which the absent member participated in the Carlyle/Eisenhower East Design Review Board's minutes.

3. For any remote participation, the Carlyle/Eisenhower East Design Review Board shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.