



METRO WASTEWATER JPA BOARD MEETING REMOTE APPEARANCE FORM

Board Member Name _____

Member Agency _____

Date of Requested Remote Participation _____ **Date Request Submitted** _____

Basis for Remote Appearance (select one)

Emergency Circumstances (*i.e.*, a physical or family medical emergency that prevents in-person participation) *Subject to Board Approval

Just Cause (select applicable reason below)

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote participation
- A contagious illness that prevents in-person participation
- A need related to a physical or mental disability
- Travel while on official business of this legislative body or another state or local agency

General Description of Need to Appear Remotely – *Approximately 20 words. No need to disclose any medical diagnosis, disability or personal medical information.*

Important Reminders

- Notify the agency of your need to appear remotely at the earliest opportunity.
- You must participate remotely by both audio and video.
- At the meeting before any action is taken, you must publicly disclose whether there are any individuals 18 years of age or older in the room with you, and the general nature of your relationship with the individual(s).
- You must submit a request for each meeting in which you seek to appear remotely.
- You may not participate remotely for more than three consecutive months or for 20% of regular meetings within the calendar year. If the board meets 10 or fewer times per year, you may only participate remotely for two meetings per calendar year.
- You may only participate remotely for “just cause” for two meetings per calendar year.
- Requests to appear remotely under emergency circumstances require a Board action to approve the request.