



**Human Rights Commission
Regular Meeting
September 18, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. Martha's Rules (for reference)
3. DRAFT 08-21-2025 HRC Regular Meeting Minutes
4. OHR Monthly Report
5. 2025 HRC Work Plan - Working Copy
6. DRAFT Amendment to HRC Rules and Procedures

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
September 18, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Please take Notice that this meeting of the Human Rights Commission is for the purposes of planning, developing, and drafting management and administration documents for the Human Rights Commission. This meeting will be a limited public forum to discuss the agenda items presented below and to ensure the continuity of services provided by the Commission. The Commission Chair may limit public comments or discussion points that are unrelated to agenda items or that pertain to topics outside the scope of this Agenda.

The Commission welcomes comments and questions and commits to listening carefully and thoughtfully to what is presented. A maximum of sixteen public comment time slots are allotted per meeting. Each speaker will have three minutes to speak. The Commission requests that members of the public refrain from engaging in personal attacks against Commissioners and staff members and asks that comments and questions focus on matters related to human rights within the City.

1. WELCOME

- a. Call to order
- b. Roll call
- c. Mission (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. Public Comment
- b. Commission response to Matters by the Public

3. MINUTES

- a. 08-21-2025 HRC Regular Meeting Minutes*

4. BUSINESS MATTERS

- a. Chair update
- b. OHR staff report

5. WORK SESSION

- a. Action updates
- b. Work Plan check in
- c. Discussion of City policy recommendations
- d. Proposed amendment to HRC Rules and Procedures
- e. New business
- f. Confirmation of next Work Session on October 2, 2025

6. MATTERS BY THE PUBLIC

- a. Public comment
- b. Commission response to Matters by the Public

7. COMMISSIONER UPDATES

8. NEXT STEPS & ADJOURN

* ACTION NEEDED

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 987-1267 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Attachment 2

Martha's Rules of Order
As adopted by the HRC on February 20, 2020

1. The proposal is presented. Clarifying questions are taken.
 - a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
 - a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
 - a. Time limit on discussion is set by the group.
 - b. Facilitator helps group identify key issues.
 - c. Motion to table or refer is in order and requires $\frac{3}{4}$ vote.
6. First vote is taken.
 - a. People vote
 - i. In favor of the proposal, or
 - ii. Can live with the proposal, or
 - iii. Opposed to the proposal.
 - b. If a majority of those present votes "in favor" or "can live with," proceed to Step 8.
 - c. If less than a majority of those present votes "in favor" or "can live with," proposal dies.
7. Those voting in opposition are allowed to state their objections and concerns.
 - a. No discussion is allowed, only clarifying questions.
8. The second vote is taken as in Step 6.
 - a. It takes a majority of those present to override objections and pass the proposal.

Attachment 3



**Human Rights Commission
Meeting Minutes
Regular Meeting
August 21, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Heather Roberson Gaston, called the meeting to order at 6:33 pm
- b. ROLL CALL
 - i. Present
 - 1. Heather Roberson Gaston
 - 2. Jason Melendez
 - 3. Wolfgang Keppley
 - 4. Dawn Lawson
 - 5. Suzanne Lynn
 - 6. LD Perry
 - 7. Elizabeth Stark
 - 8. Jayson Whitehead
 - ii. Absent
 - 1. Mariane Asad Doyle
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None

3. MINUTES

- a. Review of minutes from 07/17/2025
 - i. Vote
 - 1. In favor: 8
 - 2. Opposed: 0
 - 3. Abstained: 0
 - ii. Motion to approve minutes passes
- b. Review of minutes from 08/07/2025
 - i. Vote
 - 1. In favor: 5
 - 2. Opposed: 0
 - 3. Abstained: 3
 - ii. Motion to approve minutes passes

4. BUSINESS MATTERS

- a. CHAIR UPDATE
 - i. Chair shares that she has been conducting research on the status of recommended bills from last General Assembly session and confirming the recommendations made by expert panelists

- b. OHR STAFF REPORT
 - i. Outreach Specialist shares that data in the OHR Monthly Report is up to date
 - ii. Outreach Specialist states that upcoming tabling opportunities in the OHR Monthly Report are tentative
 - iii. Outreach Specialist shares that the City plans to release a City Service Handbook for members of City boards and commissions in December

5. WORK SESSION

- a. Legislative Recommendations for City Council's 2026 Legislative Agenda
 - i. Commissioners discuss recommendations made by expert panelists during the 07/17/2025 HRC Regular Meeting as well as input gathered through commissioner outreach
 - ii. Commissioners review legislative recommendations made by the HRC in 2024 and choose to repeat some recommendations that were unsuccessful last year
 - iii. Approval of recommendations and authorization of Chair to finalize and submit to City Council (finalized letter attached to these minutes below)
 - 1. Vote
 - a. In favor: 8
 - b. Opposed: 0
 - c. Abstained: 0
 - 2. Motion to approve recommendations and authorize the Chair to finalize and submit them to City Council passes
- b. Commissioners decide not to hold a Work Session on September 4, 2025
 - i. The next HRC meeting is scheduled for September 18, 2025

6. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

7. COMMISSIONER UPDATES

8. NEXT STEPS

- a. Heather
 - i. Finalize and send Recommendations for 2026 Legislative Agenda Letter

9. ADJOURN

- a. Meeting adjourned at 7:55 pm



CITY OF CHARLOTTESVILLE

To be a place where everyone thrives

Human Rights Commission
P.O. Box 911
Charlottesville, Virginia 22902
Telephone: 434-970-3023
www.charlottesville.gov

August 29, 2025

Dear Mayor Wade and City Councilors,

Pursuant to Sec.2-433.(e) of the Charlottesville Human Rights Ordinance, it is the role of the Human Rights Commission to “make recommendations regarding the City’s annual legislative programs and policies that will address discrimination.” During our annual planning meeting on March 22nd, 2025, Commissioners identified “Housing Access and Stability Across Protected Classes and Economic Status” as the primary focus of our work in 2025. Commissioners sought feedback from community members and subject matter experts regarding specific, state-level legislation that may have both local and regional impacts on housing across protected classes and socioeconomic statuses.

At its regular meeting on August 21st, 2025, the Commission voted to recommend the following housing-related legislative priorities for your consideration as Council prepares its legislative recommendations for the Thomas Jefferson Planning District Commission for referral to the General Assembly. The Commission recommends that Council support enabling legislation related to the following key areas:

1. Tenant Rights and Protections:

- **Amend the Virginia Residential Landlord and Tenant Act to allow tenants to raise unsafe or unsanitary conditions as an affirmative defense to non-payment of rent in eviction cases.**
- **Amend the Virginia Residential Landlord and Tenant Act to remove barriers to tenants enforcing the right to habitability.** Under current law, a tenant must follow often lengthy procedures and be up to date on all rent payments before suing a landlord for conditions that make their homes uninhabitable.
- **Amend the Virginia Residential Landlord and Tenant Act to increase transparency during the tenant screening process** by requiring landlords to list minimum criteria before accepting applications and provide reasons for a tenant’s application denial.

- **Reinstate 14-day pay or quit notices.** Under current law, after a tenant is five days late in paying rent, a landlord can issue a five-day "pay or quit" notice requiring the tenant to pay full rent or face eviction proceedings. By extending the five-day "pay or quit" window to fourteen days, tenants have a better chance of accessing funds and avoiding housing instability and homelessness.
 - **Increase protections against landlord retaliation** by including non-renewal of leases as a form of prohibited landlord retaliation against those who have filed complaints of discrimination.
 - **Require that critical lease information be made available in languages other than English.**
2. Excessive Rental Costs:
- **Limit fees for rental applications and/or allow groups of tenants to submit a single application.**
 - **Require landlords to disclose to prospective rental applicants a complete list of additional fees** involved in renting as a separate document prior to tenant application.
 - **Support enabling legislation to allow for local rent stabilization to prevent price gouging** and resultant housing instability and displacement.
3. Increased Funding for Affordable Housing and Housing Assistance:
- **Increase funding and make permanent the Virginia Eviction Reduction Pilot Program (VERP).** Established in 2020 to support the creation of local/regional coordinated systems to prevent evictions, this program provides local organizations with resources to help families access emergency financial assistance, case management, and court navigation.
 - **Establish statewide pilot program funded at \$60 million annually for two years** to provide rental assistance for 5,000 very low-income families across Virginia.
 - **Increase annual funding for Virginia Housing Trust Fund (VHTF) from \$87.5 million to \$150 million.** The VHTF provides loans to create, preserve, and support affordable housing, and provides grants targeted at reducing homelessness.
4. Expansion of Local Authority:
- **Amend the Virginia Residential Landlord and Tenant Act to allow localities to sue landlords** who fail to maintain health and safety standards of rental units.
 - **Grant localities right of first refusal during the sale of publicly-supported affordable housing.** This would ensure localities have the opportunity to purchase affordable housing before it expires.
5. Homelessness & Wraparound Services:
- **Require that each county and city in Virginia maintain a public overnight homeless shelter or fund a private equivalent.**
 - **Support the expansion of Permanent Supportive Housing (PSH)** for people with disabilities and others with complex needs.

- **Support comprehensive probation reform bills that offer increased housing support** and services to aid in successful re-entry of those exiting incarceration.
- **Recognize homelessness as a protected class** in the Virginia Human Rights Act and Virginia Fair Housing Law to prohibit discrimination based upon an individual's housing status.
- **Support the passage of a Homeless Bill of Rights** codifying the right of unhoused individuals to move freely in public spaces; to receive equal treatment by state and municipal authorities; to maintain employment, privacy, and personal property; and to vote.
- **Increase public mental health care funding.**

The Commission welcomes questions, feedback, and dialogue with City Council about these recommendations. The Commission also requests that Council communicate regarding the recommendations included in its proposal to the Thomas Jefferson Area Planning District. Commissioners look forward to planning with Council in advance of submitting legislative recommendations next year. Please do not hesitate to reach out to me or the Office of Human Rights should you have any questions prior to making your recommendations or if you wish to schedule a time to meet.

Sincerely,



Heather Roberson Gaston
Chair
Charlottesville Human Rights Commission

Attachment 4

Service Provision Data:

- Current status: complete data entered through August 2025. Partial data entered for September 2025. Values may change in subsequent reports if an error is caught and corrected.

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Open office days in the month	18	19	20	22	21	20	18	21	21	23	17	21	241
Total Incoming & Outgoing Contacts	310	227	331	251	268	285	377	207	88	1	0	0	2345
Total Incoming Contacts	166	126	219	119	147	166	235	131	48	1	0	0	1358
Average Incoming & Outgoing Contacts/Day	17	12	17	11	13	14	21	10	4	0	0	0	10
Average Incoming Contacts/Day	9	7	11	5	7	8	13	6	2	0	0	0	6
Total Unique Individuals Served (rough count due to some anonymous contacts)													156
Contacts Requiring Interpretation Services	8	2	1	1	0	3	4	0	0	0	0	0	19
Language Interpretation: Arabic	0	0	0	0	0	0	0	0	0	0	0	0	0
Language Interpretation: Dari	0	0	0	0	0	0	0	0	0	0	0	0	0
Language Interpretation: Nepali	0	0	0	0	0	0	0	0	0	0	0	0	0
Language Interpretation: Pashto	0	0	0	0	0	0	0	0	0	0	0	0	0
Language Interpretation: Spanish	8	2	1	1	0	3	4	0	0	0	0	0	19
Language Interpretation: Swahili	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Staff Follow-ups (Outgoing)	84	53	84	84	97	75	76	51	22	0	0	0	626
Total Third-Party Contacts (Outgoing)	60	48	28	48	24	44	66	25	18	0	0	0	361
Total Individual Follow-ups (Incoming)	96	61	163	63	98	116	176	97	22	1	0	0	893
Total Third-Party Contacts (Incoming)	53	50	34	43	33	35	44	24	19	0	0	0	335
Total Inquiries (Incoming)	15	15	17	10	15	15	15	10	5	0	0	0	117
Total Complaints (Incoming)	2	0	5	3	1	0	0	0	2	0	0	0	13
Total Duration of all Incoming and Outgoing Contacts	42.78	30.65	42.74	40.19	27.50	37.90	47.71	21.52	13.51	0.75	0.00	0.00	305.25
Total Duration of Conciliation Activity Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Informal Dialogue Contacts	1.14	2.16	0.08	0.33	0.08	0.16	0.32	0.00	0.00	0.00	0.00	0.00	4.27
Total Duration of Information Contacts	5.22	3.36	5.28	4.45	4.24	8.14	7.22	4.81	2.39	0.00	0.00	0.00	45.11
Total Duration of Intake Activity Contacts	15.27	8.78	16.72	8.74	4.31	3.74	7.89	7.61	2.54	0.75	0.00	0.00	76.35
Total Duration of Investigation Activity Contacts	3.02	1.12	6.13	8.43	10.34	10.34	17.91	3.74	1.36	0.00	0.00	0.00	62.39
Total Duration of Mediation Activity Contacts	0.00	0.00	0.80	0.72	0.08	0.16	0.16	0.00	0.00	0.00	0.00	0.00	1.92
Total Duration of Case Administration Contacts	8.56	13.54	12.42	17.36	6.30	7.58	6.35	2.17	5.60	0.00	0.00	0.00	79.88
Total Duration of Navigation & Advocacy Contacts (All Staff)	9.57	1.69	1.31	0.16	2.15	7.78	7.86	3.19	1.62	0.00	0.00	0.00	35.33
Total Duration of Navigation & Advocacy Contacts (TN)	5.79	1.20	0.74	0.00	1.00	4.80	4.33	1.00	0.33	0.00	0.00	0.00	19.19
Total Duration of Navigation & Advocacy Contacts (CC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (TN & CC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (LG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (BCC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (LH)	2.53	0.49	0.57	0.16	1.15	2.98	3.53	2.19	1.29	0.00	0.00	0.00	14.89
Total Duration of Navigation & Advocacy Contacts (TN & LH)	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25
Total Duration of Navigation & Advocacy Contacts (CC & LH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Duration N&A Contacts (All Staff) out of Duration of All Contacts (%)	22%	6%	3%	0%	8%	21%	16%	15%	12%	0%	0%	0%	12%
Total Duration of N&A Application Assistance Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A AG OCR Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	0.25
Total Duration of N&A City Agency Liaison Contacts	0.81	0.32	0.08	0.00	0.00	0.40	0.98	0.81	0.80	0.00	0.00	0.00	4.20

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Duration of N&A Clerical Support Contacts	0.00	0.00	0.08	0.00	0.00	0.08	1.00	0.00	0.00	0.00	0.00	0.00	1.16
Total Duration of N&A CRHA Liaison Contacts	2.70	0.00	0.58	0.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	3.53
Total Duration of N&A Crisis Response Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A DPOR Liaison Contacts	0.00	0.00	0.00	0.00	0.25	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.33
Total Duration of N&A EEOC Liaison Contacts	0.00	0.25	0.25	0.00	0.00	1.08	0.83	0.16	0.16	0.00	0.00	0.00	2.73
Total Duration of N&A Housing Navigation Contacts	4.77	0.24	0.66	0.08	1.57	4.90	5.38	1.64	0.88	0.00	0.00	0.00	20.12
Total Duration of N&A Legal Aid Liaison Contacts	0.91	0.64	0.00	0.00	1.41	1.00	0.25	0.33	0.00	0.00	0.00	0.00	4.54
Total Duration of N&A Mental Health Navigation Contacts	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.98	0.00	0.00	0.00	0.00	1.06
Total Duration of N&A Other Agency Liaison Contacts	2.75	0.48	0.16	0.08	0.00	0.48	0.25	0.00	0.58	0.00	0.00	0.00	4.78
Total Duration of N&A Other Contacts	0.49	0.00	0.08	0.00	0.25	0.33	0.74	0.00	0.00	0.00	0.00	0.00	1.89
Total Duration of N&A Translation Services Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A Safe Space Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Incoming & Outgoing Navigation & Advocacy Contacts	67	19	9	2	9	24	29	21	16	0	0	0	196
Total Incoming & Outgoing Navigation & Advocacy Contacts (CC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN)	46	15	4	0	1	14	7	1	2	0	0	0	90
Total Incoming & Outgoing Navigation & Advocacy Contacts (LG)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (BCC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (LH)	20	4	5	2	8	10	22	20	14	0	0	0	105
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & LH)	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Incoming & Outgoing Navigation & Advocacy Contacts (CC & LH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & SK)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & CC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Percentage: Navigation & Advocacy out of Total Contacts	22%	8%	3%	1%	3%	8%	8%	10%	18%	0%	0%	0%	8%
Total N&A Application Assistance Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A AG OCR Liaison Contacts	1	0	0	0	0	1	0	0	2	0	0	0	4
Total N&A City Agency Liaison Contacts	8	4	1	0	0	5	8	8	10	0	0	0	44
Total N&A Clerical Support Contacts	0	0	1	0	0	1	1	0	0	0	0	0	3
Total N&A CRHA Liaison Contacts	17	0	2	0	0	0	1	0	0	0	0	0	20
Total N&A Crisis Response Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A DPOR Liaison Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A EEOC Liaison Contacts	0	1	1	0	0	2	2	2	2	0	0	0	10
Total N&A Housing Navigation Contacts	25	3	3	1	6	11	18	9	11	0	0	0	87
Total N&A Legal Aid Liaison Contacts	4	8	0	0	4	1	1	2	0	0	0	0	20
Total N&A Mental Health Navigation Contacts	1	0	0	0	0	0	0	7	0	0	0	0	8
Total N&A Other Agency Liaison Contacts	5	0	0	0	0	4	0	7	0	0	0	0	16
Total N&A Other Contacts	4	0	1	0	1	2	4	0	0	0	0	0	12
Total N&A Translation Services Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A Safe Space Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Employment	5	6	5	3	2	2	1	2	3	0	0	0	29
Total Inquiries: P.A. - Housing	3	1	3	3	7	6	6	4	1	0	0	0	34
Total Inquiries: P.A. - Public Accommodation	0	3	2	0	1	0	0	0	0	0	0	0	6
Total Inquiries: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Other (Unprotected)	7	5	7	4	5	7	8	4	1	0	0	0	48

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Complaints: P.A. - Employment	2	0	3	1	1	0	0	0	0	0	0	0	7
Total Complaints: P.A. - Housing	0	0	1	1	0	0	0	0	2	0	0	0	4
Total Complaints: P.A. - Public Accommodation	0	0	1	1	0	0	0	0	0	0	0	0	2
Total Complaints: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Inquiries & Complaints	7	6	8	4	3	2	1	2	3	0	0	0	36
Employment inquiries & complaints in Charlottesville	6	3	6	2	3	0	0	0	0	0	0	0	20
Employment inquiries in Albemarle Co.	1	0	0	1	0	1	1	2	0	0	0	0	6
Employment inquiries in other and unspecified localities	0	3	2	1	0	1	0	0	3	0	0	0	10
Total Housing Inquiries & Complaints	3	1	4	4	7	6	6	4	3	0	0	0	38
Housing inquiries & complaints in Charlottesville	3	1	4	2	7	3	3	2	1	0	0	0	26
Housing inquiries in Albemarle Co.	0	0	0	1	0	2	2	1	0	0	0	0	6
Housing inquiries in other and unspecified localities	0	0	0	1	0	1	1	1	0	0	0	0	4
Total Public Accommodation Inquiries & Complaints	0	3	3	1	1	0	0	0	0	0	0	0	8
Public accommodation inquiries & complaints in Charlottesville	0	2	3	1	1	0	0	0	0	0	0	0	7
Public accommodation inquiries in Albemarle Co.	0	1	0	0	0	0	0	0	0	0	0	0	1
Public accommodation inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Credit Inquiries & Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries & complaints in Charlottesville	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Private Education Inquiries & Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries & complaints in Charlottesville	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other (Unprotected) Inquiries & Complaints	7	5	7	4	5	7	8	4	1	0	0	0	48
Other (Unprotected) inquiries & complaints in Charlottesville	2	1	1	2	2	3	5	2	0	0	0	0	18
Other (Unprotected) inquiries in Albemarle Co.	1	0	1	0	1	1	0	0	0	0	0	0	4
Other (Unprotected) inquiries in other and unspecified localities	4	4	5	2	2	3	3	2	1	0	0	0	26
Total Complaints in Charlottesville	2	0	5	3	1	0	0	0	0	0	0	0	11
Total Inquiries in Charlottesville	9	7	9	4	12	6	8	4	1	0	0	0	60
Total Inquiries in Albemarle County	2	1	1	2	1	4	3	3	0	0	0	0	17
Total Inquiries & Complaints in other and unspecified localities	4	7	7	4	2	5	4	3	4	0	0	0	40
Total I&C: P.C. - Age	1	2	1	0	1	0	0	0	0	0	0	0	5
Total I&C: P.C. - Elderliness (Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Disability	1	1	6	2	3	1	1	0	4	0	0	0	19
Total I&C: P.C. - National Origin	0	1	0	0	0	0	1	0	0	0	0	0	2
Total I&C: P.C. - Pregnancy	0	0	0	0	0	0	0	1	0	0	0	0	1
Total I&C: P.C. - Childbirth or Related Medical Conditions	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Familial Status (Housing)	0	0	0	1	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Race	3	2	2	3	0	1	1	0	0	0	0	0	12
Total I&C: P.C. - Color	1	0	0	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Religion	0	0	0	0	0	0	0	1	2	0	0	0	3

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total I&C: P.C. - Sex	1	0	3	0	0	0	1	0	0	0	0	0	5
Total I&C: P.C. - Gender Identity	0	1	1	1	0	0	0	0	0	0	0	0	3
Total I&C: P.C. - Sexual Orientation	1	0	2	1	0	0	0	0	0	0	0	0	4
Total I&C: P.C. - Source of Funds (Housing)	0	0	1	0	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Not specified	7	6	4	4	10	9	9	4	2	0	0	0	55
Total I&C: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Retaliation	0	0	0	0	0	2	1	1	0	0	0	0	4
Total I&C: P.C. - Other (Unprotected)	5	3	5	2	2	3	3	3	0	0	0	0	26
Total Contacts resulting in Referrals	9	5	3	0	0	9	0	6	0	0	0	0	32
Referrals to AG OCR	3	2	0	0	0	2	0	0	0	0	0	0	7
Referrals to AIM	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to APS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CPD	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CPS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CRHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CRL	1	0	0	0	0	0	0	1	0	0	0	0	2
Referrals to CVLAS	2	0	0	0	0	1	0	3	0	0	0	0	6
Referrals to DARS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DBHDS	1	1	0	0	0	0	0	1	0	0	0	0	3
Referrals to DHS	0	0	0	0	0	0	0	1	0	0	0	0	1
Referrals to DJC	1	1	0	0	0	0	0	1	0	0	0	0	3
Referrals to DLC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DOJ	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to DPOR	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to EEOC	0	2	1	0	0	2	0	1	0	0	0	0	6
Referrals to EHC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to FIC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to H2H	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to HIL	0	0	0	0	0	1	0	0	0	0	0	0	1
Referrals to IP	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to LAJC	1	1	0	0	0	1	0	3	0	0	0	0	6
Referrals to N2Work	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PCOB	1	0	0	0	0	0	0	0	0	0	0	0	1
Referrals to PHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHA FOC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHA Mediation	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHP	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PMH	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to R10	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to Ready Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SARA	0	0	0	0	0	1	0	0	0	0	0	0	1
Referrals to SB	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SHE	0	0	0	0	0	1	0	0	0	0	0	0	1

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Pub. Accom. Comp.: P.C. - Disability	0	0	1	0	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Race	0	0	1	1	0	0	0	0	0	0	0	0	2
Total Pub. Accom. Comp.: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Open Inquiries	0	0	0	0	0	0	0	0	1	0	0	0	1
Total Closed Inquiries	15	15	17	10	15	15	15	10	4	0	0	0	116
Total Open Complaints	1	0	5	3	1	0	0	0	2	0	0	0	12
Total Closed Complaints	1	0	0	0	0	0	0	0	0	0	0	0	1
Reason for Complaint Closure: Conciliation	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Court Action	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Informal Resolution	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: No Response	1	0	0	0	0	0	0	0	0	0	0	0	1
Reason for Complaint Closure: Non-jurisdictional	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Private Counsel	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Referral	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Settlement	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Withdrawal	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Finding	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Administrative Closure	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Inquiry Closure: Informal Resolution	1	0	2	0	0	1	1	1	0	0	0	0	6
Reason for Inquiry Closure: Navigation Only	10	11	8	6	12	11	12	7	4	0	0	0	81
Reason for Inquiry Closure: No Response	4	2	6	4	2	3	1	2	0	0	0	0	24
Reason for Inquiry Closure: Referral	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Inquiry Closure: Complaint Filed	0	2	1	0	1	0	1	0	0	0	0	0	5
Reason for Inquiry Closure: Administrative Closure	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Case Administration	42	51	37	62	65	37	55	25	31	0	0	0	405
Primary Service: Conciliation Activity	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Informal Dialogue	10	27	1	2	1	2	4	0	0	0	0	0	47
Primary Service: Information	61	42	66	42	53	85	86	58	9	0	0	0	502
Primary Service: Intake Activity	106	74	146	59	36	32	63	73	15	1	0	0	605
Primary Service: Investigation Activity	24	14	62	75	103	103	138	30	17	0	0	0	566
Primary Service: Mediation Activity	0	0	10	9	1	2	2	0	0	0	0	0	24
Primary Service: Navigation & Advocacy	67	19	9	2	9	24	29	21	16	0	0	0	196

Reporting:

Report	Status
CY2024 HRC & OHR Annual Report	Presented to Council on June 16, 2025.
CY2025 First Quarter Report to Council	Submitted to Council on April 28, 2025.
CY2025 Second Quarter Report to Council	Submitted to Council on July 18, 2025.
CY2025 Third Quarter Report to Council	To be completed and submitted to Council in October 2025.
CY2025 HRC & OHR Annual Report	Projected completion February 2026.

Active Complaints:

Case #	Protected Activity	Protected Class(es)	Status
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2023-2	Employment	Religion, National Origin	Parties unresponsive, pending closure.
2024-3	Public Accommodation	National Origin, Sexual Orientation	Alternative dispute resolution in progress.
2024-3R	Public Accommodation	Retaliation	Alternative dispute resolution in progress.
2024-8	Employment	Race, National Origin	Investigation in progress.
2024-10	Employment	Marital Status	Investigation in progress.
2024-11	Employment	Sex, Marital Status	Investigation in progress.
2025-2	Employment	Race	Investigation in progress.
2025-3	Employment	Disability	Alternative dispute resolution in progress.
2025-4	Housing	Source of Funds	Alternative dispute resolution in progress.
2025-5	Employment	Race	Third-party contracted investigation in progress.
2025-6	Employment	Disability, Sex	Investigation in progress.
2025-7	Public Accommodation	Disability, Race	Investigation in progress.
2025-8	Housing	Familial Status	Investigation in progress.
2025-9	Public Accommodation	Race	Investigation in progress.
2025-10	Employment	Sexual Orientation, Gender Identity	Investigation in progress.
2025-11	Employment	Disability	Alternative dispute resolution in progress.
2025-12	Housing	Disability	Notice served awaiting response to offer of ADR.
2025-13	Housing	Disability	Notice served awaiting response to offer of ADR.

HRC Work Summary:

Date	Roles (Ordinance Sec. 433)	Primary Action	Summary & Analysis
2/7/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Public Poll	The HRC released a public poll to solicit feedback on human and civil rights issues that are important to the community. The poll ran from 02/07/25 to 03/07/25 and received 271 responses. Commissioners will use this information to inform their annual planning for CY2025.
4/17/2025	Sec. 2-433. (b) Awareness and Guidance	Community Event	Commissioner conducted service provision outreach with OHR staff at the One Stop Shop.
1/23/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Community Outreach	HRC Chair promoted HRC vacancies and application on NBC29 Community Conversations.
2/20/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	HRC Resolution	HRC passed Resolution HR25-1 expressing the Commission's position relating to access to gender-affirming care and sent it to City Council and the UVA Board of Visitors.
2/27/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Community Outreach	HRC Vice Chair promoted HRC public poll on NBC29 Community Conversations.
4/24/2025	Sec. 2-433. (c) City Policies and Practices	Stakeholder Meeting	HRC Chair and OHR staff met with Riaan Anthony, Director, and Annie Sechrist, Management Specialist, of Charlottesville Parks and Recreation to discuss a concern raised by a community member related to equity and access to play surfaces in City parks.
6/13/2025	Sec. 2-433. (c) City Policies and Practices	Letter of Position	HRC Chair sent a letter to Riaan Anthony, Director of Charlottesville Parks and Recreation, regarding the allocation process for City play surfaces.
6/30/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Stakeholder Meeting	HRC Vice Chair met with Cameron Moore, Interim Executive Director of People and Congregations Engaged in Ministry (PACEM).
7/3/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Stakeholder Meeting	HRC Chair and Commissioner met with Christine Marra , Director of Housing Advocacy at Virginia Poverty Law Center.

7/7/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Stakeholder Meeting	HRC Chair and Vice Chair met with Marjan Omranian and Bonnie Gordon, co-directors of Cville Tulips.
7/17/2025	Sec. 2-433. (e) Legislative Program	Public Discussion	HRC hosted service provider expert panel with representatives from Blue Ridge Area Coalition for the Homeless, Public Housing Association of Residents, International Neighbors, International Rescue Committee, Sin Barreras, Housing Opportunities Made Equal of Virginia, and Legal Aid Justice Center.
7/22/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Stakeholder Meeting	HRC Chair and a Commissioner met with Sunshine Mathon, Executive Director of Piedmont Housing Alliance, and Isabel McClain, Director of Policy and Advocacy for Virginia Housing Alliance.
8/29/2025	Sec. 2-433. (e) Legislative Program	Council Recommendation	HRC Chair sent Recommendations for 2026 Legislative Agenda letter to City Council.
9/2/2025	Sec. 2-433. (c) City Policies and Practices	Council Recommendation	HRC Chair sent a letter to Council regarding a proposed ordinance to ban camping and storage of personal items on City property.
9/7/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Community Outreach	Commissioner conducted service provision outreach with OHR staff at Cville Pride.

Attachment 5

Human Rights Commission
Annual Work Plan: Focus and Goals
March 2025 – February 2026
Date of last revision: 08/07/2025

This document serves as a tool for use during the annual planning meeting and throughout the year to assist with the identification of focus areas and goals and the development of a monthly calendar.

Human Rights Ordinance Reference

The Charlottesville Human Rights Ordinance (City Code Chapter 2, Article XV) is the roadmap for the work of both the Human Rights Commission and Office of Human Rights. Sec. 2-433. (a) – (f) of the Ordinance includes details of the roles of the Commission and Office. The subsections are given shortened titles here for easier reference.

Human Rights Commission Roles	General Actions and Timeframes
Sec. 2-433. (a) Individual assistance	<ul style="list-style-type: none"> • Timing dependent upon individual complaints and findings • Could include training on: <ul style="list-style-type: none"> ○ Public administrative hearings ○ Human and civil rights protections
Sec. 2-433. (b) Awareness, education, and guidance	<ul style="list-style-type: none"> • Timing is throughout the year in response to community issues • Could include community dialogue or other informational programs • Could be expanded with additional staffing and Commission support
Sec. 2-433. (c) Systemic issues, policies, and practices	<ul style="list-style-type: none"> • Timed to inform policy recommendations to Council in October • Could include single events like panels, forums, and townhalls • Could also include long-term, multi-year research or reviews of policy • Additional staffing and Commission support could expand the work
Sec. 2-433. (d) Federal workshares	<ul style="list-style-type: none"> • Timing dependent upon workshare requirements • May include review and adoption of Ordinance amendments • May include community engagement activities
Sec. 2-433. (e) Legislative program	<ul style="list-style-type: none"> • Timed to inform legislative recommendations to Council in September • Could include events like panels, forums, and townhalls • Could also include research related to Sec. 2-433. (c)
Sec. 2-433. (f) Commission policies	<ul style="list-style-type: none"> • Time for October, if recommendations have a budgetary impact <ul style="list-style-type: none"> ○ Funding for programs or staffing • Changes to the Commission’s Rules & Procedures are not timebound

Annual Focus Areas

Each year the Commission identifies focus areas for its work from March – February. These are informed by current events, public input, data from the Office of Human Rights, and Commissioner knowledge.

Primary Focus Area(s)
<ul style="list-style-type: none"> • Housing Access and Stability Across Protected Classes and Economic Status <ul style="list-style-type: none"> ○ Engaging the community to better assess current and emerging needs. ○ Presenting legislative agenda recommendations that align with community needs. ○ Presenting City policy recommendations that align with community needs.

Annual Goals and Alignment

Specific, measurable, achievable, relevant, and time-bound goals that align with focus areas and HRC roles under the Human Rights Ordinance.

Goals	Focus Area Alignment	Ordinance Alignment	Added to Work Plan
<i>Commissioners host a panel of service provider representatives related to the focus area on July 17, 2025.</i>	Engaging the community to better assess current and emerging needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance 	<input checked="" type="checkbox"/>
<i>Individual Commissioners conduct 1:1 meetings with stakeholders from June 5 – July 31, 2025.</i>	Engaging the community to better assess current and emerging needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance 	<input checked="" type="checkbox"/>
<i>Individual Commissioners information learned from 1:1 meetings as relates to legislative priorities during the August 7, 2025, work session.</i>	Presenting legislative agenda recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (c) Systemic issues, policies, and practices • Sec. 2-433. (e) Legislative program 	<input checked="" type="checkbox"/>
<i>Commission adopts legislative priorities during the August 21, 2025, regular meeting.</i>	Presenting legislative agenda recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (c) Systemic issues, policies, and practices • Sec. 2-433. (e) Legislative program 	<input checked="" type="checkbox"/>
<i>Submit legislative recommendations to City Council by August 30, 2025.</i>	Presenting legislative agenda recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (e) Legislative program 	<input checked="" type="checkbox"/>
<i>Individual Commissioners information learned from 1:1 meetings, as relates to City policies on DATE</i>	Presenting City policy recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>
<i>Commission adopts City policy recommendations for City Council on DATE</i>	Presenting City policy recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>

Goals	Focus Area Alignment	Ordinance Alignment	Added to Work Plan
Submit City policy recommendations to City Council by DATE	Presenting City policy recommendations that align with community needs.	<ul style="list-style-type: none"> • Sec. 2-433. (b) Awareness, education, and guidance • Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>

**Human Rights Commission
Annual Work Plan: Calendar
March 2025 – February 2026**

Month	Actions
March	<ul style="list-style-type: none"> • Annual Meeting (3/22)
April	<ul style="list-style-type: none"> • Work Session (4/3: City Space) <ul style="list-style-type: none"> ○ Training: FOIA/COIA/VPRA with City Attorney’s Office • Regular Meeting (4/17: City Space) <ul style="list-style-type: none"> ○ Discuss roundtable topics and attendees • Actions Between Meetings <ul style="list-style-type: none"> ○ June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists)
May	<ul style="list-style-type: none"> • Work Session (5/1: City Space) <ul style="list-style-type: none"> ○ <i>Canceled</i> • Regular Meeting (5/15: City Space) <ul style="list-style-type: none"> ○ Legislator panel (Delegate Katrina Callsen and Senator Creigh Deeds) • Actions Between Meetings <ul style="list-style-type: none"> ○ HRC Leadership and staff discuss next steps with HRC work plan
June	<ul style="list-style-type: none"> • Work Session (6/5: City Space) <ul style="list-style-type: none"> ○ Update work plan • Regular Meeting (6/19: City Space) <ul style="list-style-type: none"> ○ <i>Not scheduled due to Juneteenth holiday</i> • Actions Between Meetings <ul style="list-style-type: none"> ○ Vice Chair and OHR staff present CY2024 annual report to Council ○ Commissioners engage in 1:1 meetings with community stakeholders
July	<ul style="list-style-type: none"> • Work Session (7/3: City Space) <ul style="list-style-type: none"> ○ <i>Not scheduled due to July 4th holiday</i> • Regular Meeting (7/17: City Space) <ul style="list-style-type: none"> ○ Expert Panel ○ Actions Between Meetings
August	<ul style="list-style-type: none"> • Work Session (8/7: City Space) <ul style="list-style-type: none"> ○ Commissioners report back on community outreach as relates to legislative priorities • Regular Meeting (8/21: City Space) <ul style="list-style-type: none"> ○ Discuss legislative recommendations • Actions Between Meetings <ul style="list-style-type: none"> ○ Legislative recommendations drafted and sent to Council by 8/30
September	<ul style="list-style-type: none"> • Work Session (9/4: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (9/18: City Space) <ul style="list-style-type: none"> ○ TBD • Actions Between Meetings <ul style="list-style-type: none"> ○ Follow up with Parks and Recreation regarding updated play surface allocation process

Month	Actions
October	<ul style="list-style-type: none"> • Work Session (10/2: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (10/16: City Space) <ul style="list-style-type: none"> ○ Form Officer Nomination Committee (minimum of three Commissioners) ○ Commissioners present 1:1 meeting information related to City policy recommendations • Actions Between Meetings <ul style="list-style-type: none"> ○ Nominating Committee begins nomination process ○ Chair begins draft of City policy recommendations to Council
November	<ul style="list-style-type: none"> • Work Session (11/6: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (11/20: City Space) <ul style="list-style-type: none"> ○ Discuss draft City policy recommendations and equip Chair to draft • Actions Between Meetings <ul style="list-style-type: none"> ○ Submit City policy recommendations to Council by November 30, 2025
December	<ul style="list-style-type: none"> • Work Session (12/4: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (12/18: City Space) <ul style="list-style-type: none"> ○ Officer Nominating Committee presents slate of nominees • Actions Between Meetings
January	<ul style="list-style-type: none"> • Work Session (1/1: City Space) <ul style="list-style-type: none"> ○ <i>Not scheduled – City holiday</i> • Regular Meeting (1/15: City Space) <ul style="list-style-type: none"> ○ Officer elections ○ Plan date for Annual Meeting in March • Actions Between Meetings
February	<ul style="list-style-type: none"> • Work Session (2/5: City Space) <ul style="list-style-type: none"> ○ <i>Tentative</i> • Regular Meeting (2/19: City Space) <ul style="list-style-type: none"> ○ Planning for Annual Meeting • Actions Between Meetings <ul style="list-style-type: none"> ○ HRC leadership begins draft of annual focus and goals

Attachment 6

Key:

New language

Removed language

**RULES AND PROCEDURES OF THE HUMAN RIGHTS COMMISSION
CITY OF CHARLOTTESVILLE, VIRGINIA**

The Human Rights Commission, established pursuant to Article XV, Sections 2-430 to 2-443 of the Charlottesville City Code (the Charlottesville Human Rights Ordinance), hereby adopts the following rules and procedures for the execution of its duties and responsibilities thereunder:

1. Composition of the Human Rights Commission

1.1. The Commission membership shall consist of no less than nine members appointed by City Council, and shall be broadly representative of the City's population, with consideration of racial, gender (including gender identity, transgender status, and sexual orientation), religious, ethnic, disabled, socio-economic, geographic neighborhood and age groups within the City.

1.2 Of the members first appointed, at least three shall be appointed for terms of three years, at least three shall be appointed for terms of two years, and at least three shall be appointed for terms of one year. Thereafter members shall be appointed for terms of three years each. Despite the expiration of a member's term, the member shall continue to serve until a successor is appointed by City Council. Any vacancy during a term shall be filled by the City Council for the unexpired portion of that term. Following notice to the member, any member of the Commission may be removed for good cause by a majority vote of City Council.

1.3 Members of the Commission shall serve without compensation, but funds may be appropriated in the City's annual budget for reasonable and necessary expenses to be incurred by Commission in the conduct of its prescribed functions.

2. Officers and Duties

2.1 Officers. The officers of the Human Rights Commission shall be a Chair, a Vice Chair and a Secretary, who shall have the duties set forth below.

2.2 Duties of Officers.

2.2.1 Chair. The Chair shall be elected from the Commission's membership. It shall be the duty of the Chair to execute all documents on behalf of the Commission, to act as liaison between the Commission and the Office of Human Rights and Director of the Human Rights Commission, to cause all resolutions, approvals and other actions of the Commission to be executed or carried out, to determine that all matters delegated to

the Commission by state statute, city ordinance, or at the instance of the City Council are properly brought before the Commission.

2.2.2. Vice Chair. The Vice Chair shall be elected from the Commission's membership and shall exercise the powers and perform the duties of the Chair during the absence, disability or disqualification of the Chair.

2.2.3. Secretary. The Director of the Human Rights Commission or designated staff shall be the Secretary of the Commission. If the position of Director of the Human Rights Commission is vacant, then the Acting Director or other person designated by the City Manager shall serve as Secretary until the position of Director is filled. The Secretary shall not be a member of the Commission and shall have no right to vote. It shall be the duty of the Secretary to keep minutes of the Commission's proceedings in accordance with the requirements of the Virginia Freedom of Information Act ("FOIA") and any other applicable provisions of law; to give notices required by law or these bylaws; to prepare, in consultation with the Chair, the agenda for all meetings of the Commission; to be custodian of and maintain the Commission's public records and other records, as required in the performance of its duties and functions; to inform the Commission of correspondence relating to the business of the Commission and to respond to such correspondence unless responsibility is otherwise assigned by the Chair; to act as liaison with the City Manager, City departments and agencies, and to execute on behalf of the Commission any documents requiring the signature of the Secretary. In the event the Secretary is absent from any meeting, the Chair presiding at the meeting shall designate an individual to perform the duties of Secretary for that meeting.

2.3 Terms and Vacancies, and Ad-Hoc Elections. ~~The term of office for the Chair and Vice Chair shall be for one year. The Chair shall be eligible for reappointment to no more than one additional one-year term. Should any vacancy occur among the offices described above, the Commission shall fill that vacancy as promptly as practicable and the individual elected to such office shall serve for the unexpired term of that office.~~ The term of office for the Chair and Vice Chair shall be for one year. The Chair shall be eligible for reappointment to no more than one additional one-year term. Should any vacancy occur among the offices of the Chair or Vice Chair during the term of office, the Commission shall fill that vacancy as promptly as practicable. The following procedure shall be used to fill such vacancies.

2.3.1 When a vacancy occurs in the office of Chair or Vice Chair during the term of office, the Secretary shall promptly notify all Commission members of the vacancy and place the matter of filling the vacancy on the agenda for the next regular meeting, or a special meeting may be called pursuant to Section 3.4. To conduct the election, a quorum as defined in Section 4.1 must be present at the meeting.

2.3.2 The Secretary shall preside over the meeting during the officer elections process.

2.3.3 At the meeting designated for the election, the presiding officer shall call for nominations from the floor, with only names that are moved and seconded being placed in nomination. Any Commission member may move or second their own name. After it appears no one else wishes to make a nomination, the presiding officer will ask if there are any further nominations, and if there are no responses, nominations shall be declared

closed.

2.3.4 If both the Chair and Vice Chair positions are vacant, the election for the office of Chair will be held first, followed by the election for the office of Vice Chair. If only the Vice Chair position is vacant, Commissioners shall begin with the election for the office of Vice Chair.

2.3.5 Commissioners will then vote on the first person nominated for the vacant office. A Commission member who is nominated may vote for themselves.

2.3.6 If a majority of those present and voting affirmatively vote for the first candidate, that person is elected to the vacant office, and there is no further voting. If the first candidate does not receive a majority, the Commission will then vote on the second person nominated. If no nominee receives a majority, no further voting may occur during that meeting unless there is a motion, second, and affirmative vote to reopen nominations, in which case the process described in this paragraph will be repeated in consideration of any newly or renominated candidates.

2.3.7 Following the election, offices are effective immediately. Following an election for the office of Chair, the newly-elected Chair will preside over the remainder of the meeting. The individual(s) elected shall serve for the balance of the unexpired term of that office until the next annual election in January. Service of the balance of an unexpired term shall not be considered a full term for purposes of eligibility for reappointment to an office, when applicable.

2.4 Annual Officer Elections Procedures. The Chair shall appoint a nominating committee of no less than three members of the Commission, who shall meet in October of each year to make recommended nominations for the offices of Chair and Vice Chair. The recommended slate will be presented to the full Commission at the December meeting. At the Commission's January meeting of each year, the officer election rules ~~currently in place (attached)~~ below may be invoked by any member who wishes to make nominations in addition to the Nominating Committee's recommended slate.

2.4.1 The Secretary will Chair the meeting during the officer elections process.

2.4.2 The Secretary will ask for nominations for the Office of Chair. Only names that are moved and seconded will be placed in nomination. Any Commission member may move or second ~~his or her~~ their own name. After one or more persons are nominated and it appears that no one else wishes to make a nomination, the Secretary will ask if there are any further nominations. If there are no responses, the Secretary will declare that nominations for the Office of Chair are closed.

2.5.5 Commissioners will then vote on the first person nominated for the Office of Chair. A Commission member who is nominated may vote for ~~himself or herself~~ themselves.

2.5.6 If a majority of those present and voting affirmatively vote for the first candidate, that person is elected Chair and there is no further voting. If the first candidate does not receive a majority, the Commission will then vote on the second person nominated. If no nominee receives a majority, there will need to be a motion, second, and vote on reopening nominations.

2.5.7 After a Commissioner is elected as Chair, the same procedure will be followed for the election of Vice-Chair. Following the election of the Vice-Chair, the newly-elected Chair will chair the remainder of the meeting.

3. Meetings

3.1 Election Meetings. The Commission shall hold an annual election meeting, which shall take place during the first regular meeting of the Commission in the month of January of each year. At this meeting, the members of the Commission shall elect officers. The Commission may also conduct such other business as shall be placed on the agenda in accordance with the provisions of these bylaws.

3.2 Annual Planning Meetings. The Commission shall hold an annual planning meeting, which shall take place during the regular meeting of the Commission in the month of March of each year. At the annual planning meeting, the members of the Commission shall adopt the work plan for the ensuing year. The Commission may also conduct such other business as shall be placed on the agenda in accordance with the provisions of these bylaws.

3.3 Regular Meetings. Regular meetings shall be held on the third Thursday of each month. The basic order of business will be as set forth in 4.3, following below.

3.4 Special Meetings. Special meetings may be called by the Chair, the Vice Chair in the absence of the Chair, or by any two members, upon written request to the Secretary.

3.5 Work Sessions. Work sessions are special meetings that may be held at the request of the Chair, or the Vice Chair in the absence of the Chair. Work sessions shall be held for the purpose of inquiry and discussion and no official action shall be taken at such meetings.

3.6 Public meetings; exceptions for Closed Sessions. Meetings of the Commission shall be open meetings, as that term is defined within FOIA, except that the Commission may hold closed meetings when authorized pursuant to Va. Code Section 2.2-3711, and upon compliance with the closed meeting procedures and certification requirements set forth within Va. Code Section 2.2-3712.

3.7 Notice of Meetings.

3.7.1. The Secretary shall give notice of all meetings (annual, regular, special, and work session) to all members of the Commission, **five three** days prior to such meeting, or, for a special meeting or work session, such other notice as is reasonable under the

circumstances. Such notice shall state the time and place of such meetings. With respect to regular meetings and the annual meeting, such notice shall be accompanied by an agenda prepared in accordance with the provisions of these rules and procedures and accompanied by such documentation as may be reasonable to permit the members of the Commission to consider the business which they are called upon to act. With respect to work sessions and special meetings, the notice shall state the purpose of the meeting or the nature of the discussion or inquiry to be undertaken and shall be accompanied by such documentation as may be available and practicable to provide to enable the members of the Commission to thoughtfully consider the business to come before the meeting.

3.7.2. The Secretary shall place notice of the date, time, and location of each Commission meeting in a prominent public location at which notices of City Council meetings are regularly posted and shall also post such notice on the City's website. This public notice shall be posted at least three (3) working days prior to the meeting; ~~however, notice of a special meeting or work session may be given upon fewer than 3 days' notice, if reasonable under the circumstances and if such notice is given contemporaneously with the notice provided to Commission members.~~ At least one copy of all agenda packets and, unless a specific FOIA exemption applies, all materials furnished to Commission members for a meeting, shall be made available for public inspection in the office of the Director ~~/Secretary~~ at the same time such documents are furnished to the Commission.

3.7.3. For the purposes of this section, and as used throughout these rules and procedures, the term "notice" shall mean and include any format within the definition of a "public record" set forth in FOIA, at Virginia Code Sec. 2.2-3701.

4. Conduct of Meetings.

4.1 Quorum. A majority of currently serving Commissioners ("quorum") must be in attendance at a meeting of the Commission in order for business to be legally transacted. Except as expressly provided in Virginia Code Section 2.2-3708(G) or 2.2-3708.1, the Commission shall not conduct a meeting where its business is discussed or transacted through any means of communication where the members are not physically assembled.

4.2 Procedure. All meetings of the Commission shall be conducted in accordance with Martha's Rules of Order as amended and adopted by the Commission on February 20, 2020. The Chair of the Commission, or in their absence, the Vice Chair, or in the absence of both, the person having been designated by the Chair as parliamentarian, shall preside at meetings of the Commission.

4.3 Proceedings. At any meeting of the Commission, the Commission may hear, review, discuss and act upon, and otherwise transact business related to, any matters within its role, and within the scope of its duties and responsibilities, as described within the Charlottesville Human Rights Ordinance. At any regular meeting and annual meeting of the Commission, the order of

business to come before the meeting shall be as expressed on the agenda sent out with the notice of the meeting provided, however, the presiding officer, with the consensus or affirmative vote of a majority of the Commissioners, may change the order of business on the agenda for any reason, or may add a matter to the agenda.

4.4 Voting. All business transacted by the Commission shall be authorized by a vote of the majority of members present and voting taken at a lawful meeting conducted in accordance with these rules and procedures. At all meetings of the Commission, each member present shall be entitled to cast one vote providing there is a physical quorum. A decision on whether to hold a public hearing on a complaint of an unlawful discriminatory practice shall not be valid unless authorized by a majority of the full Commission members. No vote of the Commission shall be taken by secret or written ballot. A member may vote by telephone or other electronic communication means as expressly authorized by FOIA Section 2.2-3708.1.

4.5 Committees. The Commission may, in its discretion, delegate any of its duties or responsibilities to a panel of not less than three Commissioners. Any such panel shall constitute a committee of the Commission, which shall transact the delegated business of the Commission following the same rules, procedures, and meeting requirements applicable to the Commission, except it shall not be authorized to vote on any matter. Rather, any such committee shall bring its recommendations to the full membership of the Commission for a vote in accordance with these rules. No such committee may include individuals who are not members of the Commission; however, the Commission may appoint advisory committees or form task forces which may include individuals who are not members of the Commission.

4.5.1 Ad hoc Committees. The Chair may recommend the formation of Ad hoc Committees for the purpose of addressing specific issues of concern to the Commission or to develop and implement projects approved by the Commission. The Chair of the Commission appoints members of each Ad hoc Committee and a Chair of each committee is selected from committee members. Commission staff is responsible for assisting Committee chairs with setting Committee meeting agendas and preparing Committee reports for presentation to the full Commission during its regular meetings.

5. Conflicts of Interest.

5.1 All members of the Human Rights Commission are subject to the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq.) ("COIA") and are required to read and familiarize themselves with the provisions of COIA.

5.1.1. In the event that any member shall have a "personal interest in a transaction" as defined by Va. Code Section 2.2-3101, in a matter before the Commission, the member shall be required to make a declaration of such interest before participating in the transaction, and the member may be required to disqualify himself from participating in the transaction. The member's obligations in a given situation shall be determined in accordance with Va. Code Section 2.2-3112. It is the obligation of each member to

ascertain whether he or she has a personal interest in a transaction, and to take action in accordance with Va. Code 2.2-3112 immediately upon concluding that a personal interest does exist; however, the issue of personal interests of a commission member may also be raised by other members or by individuals who are not members.

Any member of the Commission may request an advisory opinion from the Commonwealth's Attorney or the City Attorney or his or her representative, as to whether a personal interest exists and, if so, what are the Commissioner's obligations under COIA. An opinion of the Commonwealth's Attorney or the City Attorney shall have the effect specified in Va. Code Sec. 2.2-3121.

5.1.2. Every declaration and disqualification required pursuant to COIA shall be reflected in the public records of the Commission for a period of five (5) years, in the office of the Director/Secretary.

5.1.3. In the event of a disqualification, the disqualified member shall be prohibited from (i) attending any portion of a closed meeting when the matter in which he or she has a personal interest is discussed, and (ii) discussing the matter in which he or she has a personal interest with other members of the Commission, with the Director, or with other officers or employees of the City government, at any time.

5.1.4. At all times, Commission members shall conduct themselves and the Commission's business in accordance with all applicable requirements of COIA, including those provisions not specifically referenced within these rules and procedures.

6. Community Participation

6.1 Public notice. Public notice of all meetings of the Commission will be provided as set forth in 3.6, above. In addition, the Commission may direct the Secretary to give additional or special notice, or advertise or announce specific matters before the Commission, as the Commission may deem appropriate.

6.2 Public Participation. At the beginning and at the end of each of its open meetings the Commission will receive public comment in accordance with City Council's "Rules for Public Participation," which Rules are hereby adopted and incorporated by reference within these rules and procedures, as rules of the Commission.

7. Reports.

7.1. Quarterly Reports. The Commission shall make quarterly reports to the City Council concerning the operation of the Commission and the Office of Human Rights and the status of the performance of the duties, responsibilities, and roles set forth within the Charlottesville Human Rights Ordinance. Quarterly reports shall be submitted each year in the months of January, April, July, and October.

7.2. Annual Reports. The Commission shall present a calendar year annual report to the City Council concerning the operation of the Commission and the Office of Human Rights and the status of the performance of the duties, responsibilities, and roles set forth within the Charlottesville Human Rights Ordinance. Annual reports shall be submitted each year on a date specified by the City Council.

8. Amendments.

These bylaws, rules and procedures may be amended by vote of a majority of the Commission at any meeting provided, however, notice of such proposed amendment shall be given to each member of the Commission in writing at least five days prior to such meeting.

AMENDMENTS

**Human Rights Commission Policy on Individual Participation in Meetings by Electronic Means
Administrative Policy No. 1: Approved May 21, 2015 and amended May 18, 2023.**

- I. **Policy Statement:** It is the policy of the Charlottesville Human Rights Commission (HRC) that individual members of the HRC may participate in meetings of the Commission by electronic means as permitted by City Policy No. 100-02, as enabled by City Council Resolution #R22-110 (September 6, 2022), City Code Sec. 2-149 & 2-154, and Va. Code Sec. 2.2-3708.3, 15.2-1107, and 15.2-1541.

- II. **Eligibility:** This policy shall apply to the entire membership of the HRC and without regard to the identity of the member requesting remote participation or the matter considered or voted on at the meeting.

Election of the Chair and Vice-Chair **Adopted March 20, 2014**

The Human Rights Commission Rules and Procedures (2.2) provide that a Chair and Vice-Chair shall be annually elected. This is to set forth the customary procedure as modified from the 2013 City Attorney memo regarding the election of Mayor and Vice-Mayor for the City of Charlottesville.

1. The Director will Chair the meeting during the officer elections process.
2. The Director will ask for nominations for the Office of Chair.
3. Only names that are moved and seconded will be placed in nomination.
Any Commission member may move or second his or her own name.
4. After one or more persons are nominated and it appears that no one else wishes to make a nomination, the Director will ask if there are any further nominations. If there are no responses, the Director will declare that nominations for the Office of Chair are closed.
5. Commissioners will then vote on the first person nominated for the Office of Chair. A Commission member who is nominated may vote for himself or herself.
6. If a majority of those present and voting affirmatively vote for the first candidate, that person is elected Chair and there is no further voting. If the first candidate does not receive a majority, the Commission will then vote on the second person nominated. If no nominee receives a majority, there will need to be a motion, second and vote on reopening nominations.
7. After a Commissioner is elected as Chair, the same procedure will be followed for the election of Vice-Chair. Following the election of the Vice-Chair, the newly elected Chair will chair the remainder of the meeting.

Martha's Rules of Order
As adopted by the HRC on February 20, 2020

1. The proposal is presented. Clarifying questions are taken.
 - a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
 - a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
 - a. Time limit on discussion is set by the group.
 - b. Facilitator helps group identify key issues.
 - c. Motion to table or refer is in order and requires $\frac{3}{4}$ vote.
6. First vote is taken.
 - a. People vote
 - i. In favor of the proposal, or
 - ii. Can live with the proposal, or
 - iii. Opposed to the proposal.
 - b. If a majority of those present votes "in favor" or "can live with," proceed to Step 8.
 - c. If less than a majority of those present votes "in favor" or "can live with," proposal dies.
7. Those voting in opposition are allowed to state their objections and concerns.
 - a. No discussion is allowed, only clarifying questions.
8. The second vote is taken as in Step 6.
 - a. It takes a majority of those present to override objections and pass the proposal.