



## **Human Rights Commission Meeting Agenda Packet**

**6:30pm October 16, 2025**

City Space

100 5th Street NE

Charlottesville, VA 22902

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- I. Agenda
- II. Martha's Rules (for reference)
- III. DRAFT 09-18-2025 Regular Meeting Minutes
- IV. OHR Quarterly Report
- V. HRC Rules and Procedures

# Attachment 1



**Human Rights Commission Meeting Agenda**  
**6:30pm October 16, 2025**  
City Space  
100 5th Street NE  
Charlottesville, VA 22902

## Regular Meeting

### I. WELCOME

- Call to order/Roll call
- 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.*

### II. MATTERS BY THE PUBLIC

- Public Comment
- Commission response to Matters by the Public

### III. MINUTES

- 09-18-2025 Regular Meeting Minutes\*

### IV. BUSINESS MATTERS

- Chair update
  - i. Parks and Recreation play surface allocation procedure
- OHR staff report

### V. WORK SESSION

- Local policy recommendations
- Elections
  - i. Vice Chair ad hoc election discussion
  - ii. Form nominating committee for annual election
- Work Plan check in
- New business
- Confirmation of next Work Session on November 6, 2025

### VI. MATTERS BY THE PUBLIC

- Public comment
- Commission response to Matters by the Public

### VII. COMMISSIONER UPDATES

### VIII. NEXT STEPS & ADJOURN

\* ACTION NEEDED

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.

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](mailto: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  
September 18, 2025  
City Space, 100 5<sup>th</sup> 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 6:38 pm
- b. ROLL CALL
  - i. Present
    1. Heather Roberson Gaston
    2. Mariane Asad Doyle
    3. Wolfgang Keppley
    4. Dawn Lawson
    5. Suzanne Lynn
  - ii. Absent
    1. LD Perry
    2. Elizabeth Stark
    3. Jayson Whitehead
- 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 08/21/2025
  - i. Vote
    1. In favor: 4
    2. Opposed: 0
    3. Abstained: 1
  - ii. Motion to approve minutes passes

**4. BUSINESS MATTERS**

- a. CHAIR UPDATE
  - i. Chair sent a letter to City Council regarding proposed "Ordinance on Camping and Storage on City Property"
- b. OHR STAFF REPORT
  - i. Data in the "OHR Monthly Report" is up to date
  - ii. Staff share that the tabling event earlier this month was successful with over 100 people reached
  - iii. Staff provide updates on the HRC's submission of legislative recommendations
    1. City Council requested for the list to be divided into the below

- categories.
  - a. HRC priorities
  - b. Items that may have patrons in other localities
  - c. Items that may not have patrons in other localities
- 2. Staff will categorize the recommendations for submission to the City Manager on 9/19/25
- iv. The OHR's application for the Fair Housing Assistance Program (FHAP) was denied by the United States Department of Housing and Urban Development
- v. The OHR is undergoing structural changes, and the current "Human Rights Outreach Specialist" was reclassified to "Policy & Impact Analyst"
  - 1. The OHR is requesting that the "Human Rights Outreach Specialist" position be funded and filled in Fiscal Year 2027

## 5. WORK SESSION

- a. Discussion of prioritization of "Recommendations for 2026 Legislative Agenda"
  - i. Commissioners discuss which of the recommendations included in their list are the highest priority and select the following items
    - 1. Support the expansion of Permanent Supportive Housing (PSH) for people with disabilities and others with complex needs.
    - 2. 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.
    - 3. Reinstate fourteen-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.
    - 4. Increase funding for 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.
  - ii. Vote
    - 1. In favor: 5
    - 2. Opposed: 0
    - 3. Abstained: 0
  - iii. Motion to approve selected priorities for 2026 Legislative Agenda passes
- b. Commissioners discuss amending the HRC Rules and Procedures to establish a procedure for electing officers when a chair or vice chair does not complete their term and correct minor issues
  - i. Commissioner asks about legality of maintaining the HRC's ability to hold a meeting with less than 3 days' notice in the event of an emergency
    - 1. Staff will consult City Attorney's Office and adjust the Rules and Procedures accordingly

- ii. Vote
    - 1. In favor: 5
    - 2. Opposed: 0
    - 3. Abstained: 0
  - iii. Motion to approve amendment to Rules and Procedures passes
    - 1. All proposed amendments were approved except for the clause regarding holding emergency meetings with less than 3 days' notice (Section 3.7.2)
  - c. Commissioners discuss a plan for drafting City policy recommendations and update the "2025 HRC Work Plan" working document
  - d. Commissioners decide not to hold a Work Session on October 2, 2025
    - i. The next HRC meeting is scheduled for October 16, 2025
- 6. MATTERS BY THE PUBLIC**
- a. PUBLIC COMMENT
    - i. None
  - b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
    - i. None
- 7. COMMISSIONER UPDATES**
- a. Wolfgang Keppley shares that due to personal reasons, they will be stepping down from the Human Rights Commission
- 8. NEXT STEPS**
- a. **Todd**
    - i. **Contact City Attorney's Office about Rules and Procedures**
- 9. ADJOURN**
- a. Meeting adjourned at 8:02 pm

# Attachment 4



## City of Charlottesville Office of Human Rights Quarterly Report: October 2025

### HRC Work Summary

Date	Roles (Sec. 433)	Primary Action	Protected Activity	Protected Class	Summary & Analysis
2/7/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Public Poll	Multiple	Multiple	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	Multiple	Multiple	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	N/A	N/A	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	Public Accommodation	Gender Identity	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	N/A	N/A	HRC Vice Chair promoted HRC public poll on NBC29 Community Conversations.

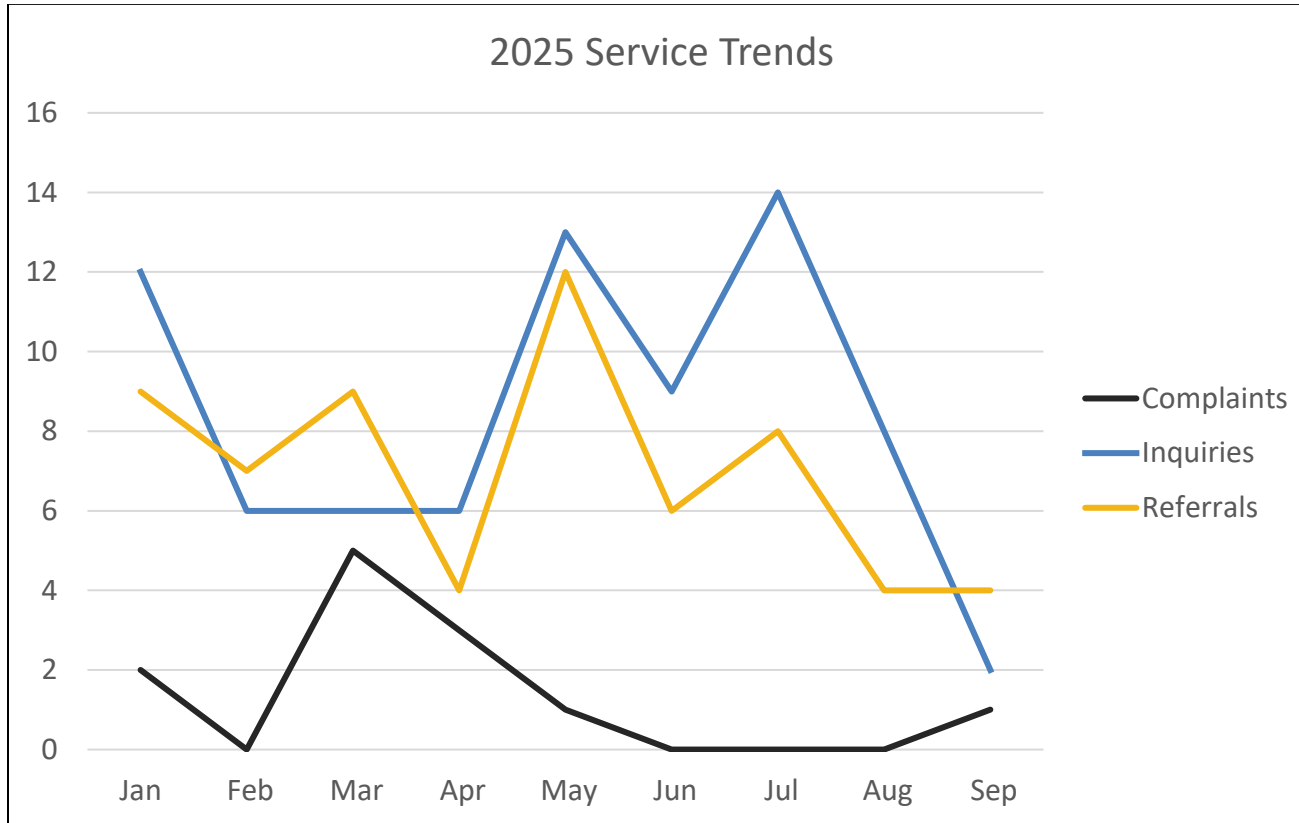
Date	Roles (Sec. 433)	Primary Action	Protected Activity	Protected Class	Summary & Analysis
4/24/2025	Sec. 2-433. (c) City Policies and Practices	Stakeholder Meeting	Public Accommodation	Sex	HRC Chair and OHR staff met with Riaan Anthony, Director, and Annie Sechrist, Management Specialist, of Charlottesville 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	Public Accommodation	Sex	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	Housing	Multiple	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	Housing	Multiple	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	Housing	Multiple	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	Housing	Multiple	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.

Date	Roles (Sec. 433)	Primary Action	Protected Activity	Protected Class	Summary & Analysis
7/22/2025	Sec. 2-433. (b)(1) Awareness and Guidance - Community engagement	Stakeholder Meeting	Housing	Multiple	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	Housing	Marital Status	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	Housing	Marital Status	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	Multiple	Multiple	Commissioner conducted service provision outreach with OHR staff at Cville Pride.
9/18/2025	Sec. 2-433. (f) Commission Policies	HRC Resolution	N/A	N/A	Commissioners amend HRC Rules & Procedures to create a process for ad hoc elections of a Chair or Vice Chair and correct minor issues with the Rules & Procedures.
9/30/2025	Sec. 2-433. (c) City Policies and Practices	Policy Review	Public Accommodation	Sex	Chair contacts Riaan Anthony, Director of Parks and Recreation, regarding opportunity for HRC to review the updated Parks and Recreation play surface allocation procedure.



## Service Provision Data

### Service Data Trends



### Active Complaints

Case #	Protected Activity	Protected Class(es)	Status
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2023-2	Employment	Religion, National Origin	Status pending.
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.

Case #	Protected Activity	Protected Class(es)	Status
2024-10	Employment	Marital Status	Determination in progress.
2024-11	Employment	Sex, Marital Status	Investigation in progress.
2025-2	Employment	Race	Determination 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	Alternative dispute resolution 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	Determination 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	Complaint filed.
2025-13	Housing	Disability	Complaint filed.
2025-14	Housing	Race	Compliant filed.

## 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.

# Attachment 5

## **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, 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 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 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 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 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, 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 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.

**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.

**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.