



**Human Rights Commission Meeting Agenda Packet**  
**6:30pm January 15, 2026**  
City Space  
100 5th Street NE  
Charlottesville, VA 22902

## Index

- I. Agenda
- II. Martha's Rules (for reference)
- III. 10-16-2025 DRAFT HRC Regular Meeting Minutes
- IV. 11-06-2025 DRAFT HRC Regular Meeting Minutes
- V. OHR Monthly Report
- VI. 20250919 HRC Rules & Procedures
- VII. 2025 HRC Work Plan

# Attachment 1



**Human Rights Commission Meeting Agenda**  
**6:30pm January 15, 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

- 10-16-2025 HRC Regular Meeting Minutes\*
- 11-06-2025 HRC Special Meeting Minutes\*

### IV. BUSINESS MATTERS

- Chair update
- OHR staff report

### V. WORK SESSION

- HRC Officer Elections
- Discussion of HRC Annual Planning Meeting
- Work Plan check in
- New business

### 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 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  
October 16, 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 6:34 pm
- b. ROLL CALL
  - i. Present
    - 1. Heather Roberson Gaston
    - 2. Dawn Lawson
    - 3. Elizabeth Stark
    - 4. Jayson Whitehead
    - 5. Suzanne Lynn
  - ii. Absent
    - 1. Mariane Asad Doyle
    - 1. LD Perry
- 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
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
  - i. None

**3. MINUTES**

- a. Review of minutes from 09/18/2025
  - i. Vote
    - 1. In favor: 3
    - 2. Opposed: 0
    - 3. Abstained: 2
  - ii. Motion to approve minutes passes

**4. BUSINESS MATTERS**

- a. CHAIR UPDATE
  - i. Chair contacted Riaan Anthony, Director of Parks and Recreation, regarding the updated play surface allocation policies. Mr. Anthony said that the policies would be drafted by the end of the calendar year.
- b. OHR STAFF REPORT
  - i. Staff just returned from the 2025 International Association of Official Human Rights Agencies (IAOHRA) Conference
  - ii. City is currently in process of developing next year's budget
  - iii. Outreach and Service data in the OHR Monthly Report (available in the

Agenda Packet) are up to date

1. Staff updated the format of the OHR Monthly Report
2. If Commissioners would like to suggest changes to the format or the data included, please let staff know

## 5. WORK SESSION

- a. Discussion of local policy recommendations
  - i. Commissioners discuss existing resources for housing support including MACAA Hope House, The Crossings, Home to Hope, Region Ten vouchers, and the Charlottesville Supplemental Rental Assistance Program (CSRAP)
    1. Commissioners discuss researching what, if any, funding relationships exist between the City and these programs
  - ii. Commissioners discuss economic mobility and the provision of public benefits including housing vouchers, food assistance, and other financial assistance
    1. Commissioner states that some residents struggle when their income increases enough to make them ineligible for food or housing supports, but still unable to afford the cost of living
      - a. Commissioners discuss researching this further to determine if adjustments could be made to existing programs or if new programs could be created to address this issue
        - i. Staff person states that the City is in the process of hiring an Economic Mobility Officer
          1. Suggests recommending to Council that the incoming Economic Mobility Officer look into this topic
  - iii. Commissioners discuss looking at other localities' approaches to addressing concerns around housing and homelessness
  - iv. Commissioners discuss proposed purchase of property at 2000 Holiday Drive for potential low-barrier shelter
    1. Commissioners express concerns about guests having access to wraparound services, food resources, mail services, and transportation
    2. Commissioners discuss the need for multiple shelter options throughout the city to meet the needs of the diverse unhoused population to include options for sheltering families, the elderly, and those with mental health and substance use concerns
    3. Commissioners suggest developing ways to accommodate medical and mobility challenges, having pets on site, and other unique needs
  - v. Commissioners discuss previously recommended "Right to Counsel" pilot program to provide legal representation to those being evicted in the city
  - vi. Commissioners make plan to draft a letter to City Council between meetings to be discussed in November
- b. Commissioners discuss officer elections
  - i. Commissioners decide not to hold an ad hoc election for the vacant Vice Chair position and defer that election to the annual officer elections

process in January

- ii. Heather and Elizabeth will serve on the Officer Nomination Committee and develop slate of nominees

c. The next HRC meeting will be a Special Meeting held on November 6, 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. Begin drafting letter on OneDrive or Word

ii. Officer Nominating Committee duties

1. Develop slate of nominees for presentation to full Commission

b. Elizabeth

i. Assist with drafting letter

ii. Officer Nominating Committee duties

1. Develop slate of nominees for presentation to full Commission

**9. ADJOURN**

a. Meeting adjourned at 7:58 pm

Pending HRC Approval

# Attachment 4



**Human Rights Commission  
Meeting Minutes  
Special Meeting  
November 6, 2025  
Virtual Meeting Conducted on Zoom  
6:30 pm**

**1. WELCOME**

- a. CALL TO ORDER
  - i. Chair, Heather Roberson Gaston, called the Zoom meeting to order at 6:41pm
- b. ROLL CALL
  - i. Present
    - 1. Heather Roberson Gaston
    - 2. Dawn Lawson (arrived 7:09pm)
    - 3. Elizabeth Stark
    - 4. Jayson Whitehead
  - ii. Absent
    - 1. Mariane Asad Doyle
    - 2. Suzanne Lynn
    - 3. LD Perry
- 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
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
  - i. None

**3. WORK SESSION**

- a. Discussion of local policy recommendations
  - i. Commissioners discuss whether to include a small number of key recommendations or a larger number of recommendations
    - 1. Commissioner states that other sources are likely making similar recommendations and additional detail may not be needed from the HRC
    - 2. Commissioners determine by consensus that a more concise list of recommendations may be most strategic at this time
  - ii. Director shares Chief Prosperity Officer's feedback on draft recommendations, including:
    - 1. Proposed shelter at 2000 Holiday Drive
      - a. Consideration of ADA compliance
        - i. Transportation and access to shelter
          - 1. Commissioner states that if the proposed shelter is serving three meals per day and providing mail services,

- that may reduce demand for transportation
  - ii. Elevator on site
  - b. Discussion of services offered on-site
    - i. May provide beds and private spaces for medical needs
  - 2. Consideration of alternative options for housing, including:
    - a. Permanent supportive housing
    - b. Options for people that do not qualify for permanent supportive housing
    - c. Options for those making 0-20% of Area Median Income (AMI)
  - 3. City is currently recruiting for Economic Mobility Officer
  - 4. Charlottesville Supplemental Rental Assistance Program (CSRAP)
    - a. Difficult to determine specific dollar amount needed at this time
- iii. Commissioners discuss alternative forms of shelter for people not accommodated by the 2000 Holiday Drive site
  - 1. Commissioner raises concern about insufficient options for families experiencing homelessness
    - a. Short term solutions needed
    - b. Staff member shares that Salvation Army is looking to provide family shelter options following construction
      - i. Commissioner asks if the HRC can invite a representative from the Salvation Army to speak to the HRC
        - 1. Another commissioner agrees
        - 2. Staff person suggests also meeting 1:1 or emailing to receive answers more quickly
  - 2. Commissioners discuss Cherry Avenue site
  - 3. Commissioner suggests exploring any options for interim shelter while the 2000 Holiday Drive site is under renovation
    - a. Another commissioner agrees and emphasizes that this need is especially great for families
    - b. Another commissioner states that even if there were an interim space, staffing that site would also have to be considered
    - c. Commissioner asks about hotel stays for families experiencing homelessness
      - i. Commissioner states that the City's hotel stay program covers 2 weeks, which is very short term when families generally need several weeks of intensive support and case management to return to stable housing
        - 1. Commissioners discuss recommending expanding the length of time covered
        - 2. Commissioner states that eligibility for

hotel stays for people with health concerns is also very restrictive

- ii. Commissioner suggests program to provide a form of insurance that encourages landlords to rent to homeless families with poor credit history by covering lost rent or damage to a certain amount
    1. Commissioner suggests doing this as a pilot program to determine effectiveness
  4. Commissioner suggests inviting City Councilors, City Manager, and representatives from the Salvation Army and People and Congregations Engaged in Ministry (PACEM) to an HRC meeting to discuss these topics
    - a. Another commissioner agrees
    - b. Commissioners discuss collaborating with the City's Housing Advisory Committee
  - iv. Commissioners discuss recommending that the incoming Economic Mobility Officer look at benefits cliffs and the needs of Asset-Limited, Income Constrained, Employed (ALICE) households
  - v. Motion to approve the local recommendations and finalize draft letter
    1. Vote
      - a. In favor: 4
      - b. Opposed: 0
      - c. Abstained: 0
    2. Motion to approve local recommendations passes
  - b. Commissioners discuss next steps
  - c. Nominating Committee is polling commissioners for interest in serving as officers in 2026
- 4. MATTERS BY THE PUBLIC**
- a. PUBLIC COMMENT
    - i. None
  - b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
    - i. None
- 5. NEXT STEPS**
- a. **All commissioners**
    - i. **Provide input on wording for local recommendations**
- 6. ADJOURN**
- a. Meeting adjourned at 8:15pm

# Attachment 5



## City of Charlottesville Office of Human Rights Quarterly Report: January 2026

### HRC Work Summary

| Date      | Roles (Sec. 433)  | Primary Action     | Protected Activity   | Protected Class | Summary & Analysis  |
|-----------|---|--------------------|----------------------|-----------------|---|
| 2/7/2025  | Sec. 2-433. (b)(1)<br>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)<br>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)<br>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)<br>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)<br>Awareness and Guidance - Community engagement | Community Outreach | N/A                  | N/A             | HRC Vice Chair promoted HRC public poll on NBC29 Community Conversations.   |

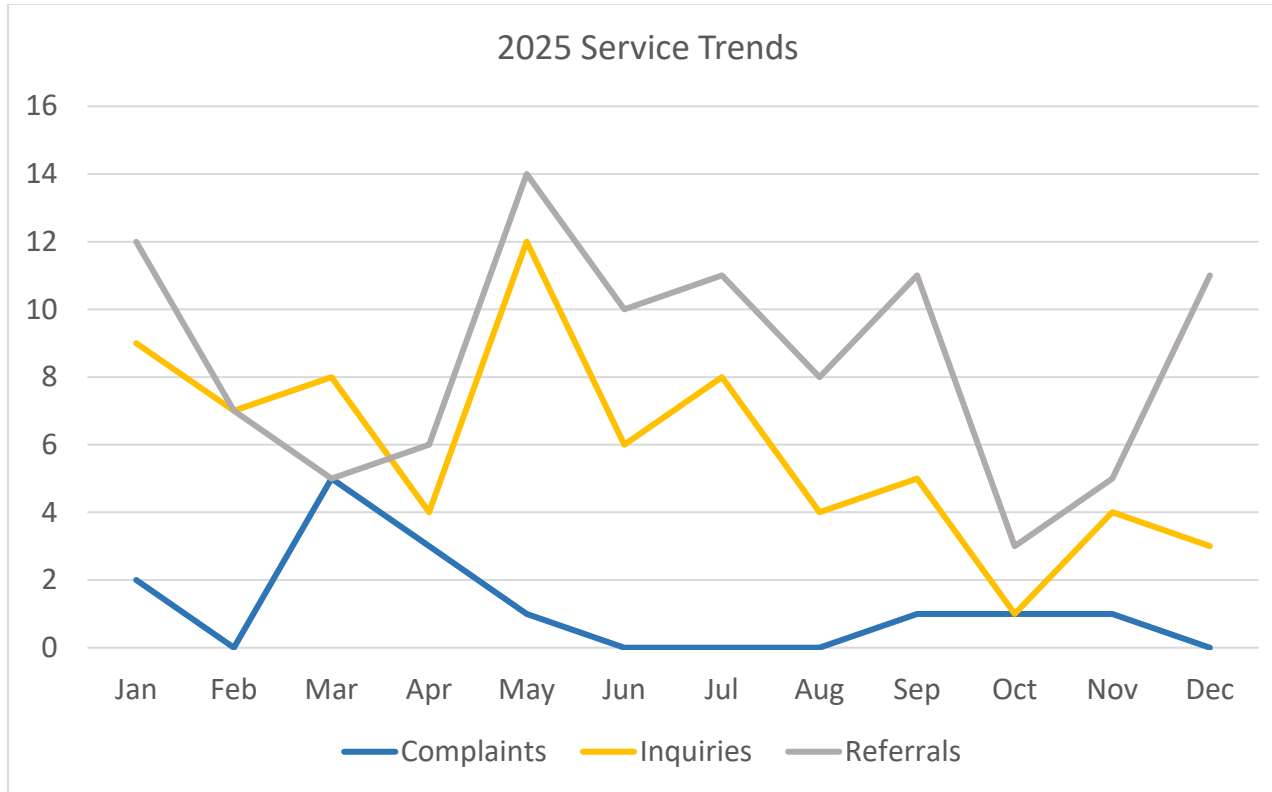
| Date      | Roles (Sec. 433)   | Primary Action      | Protected Activity   | Protected Class | Summary & Analysis   |
|-----------|--|---------------------|----------------------|-----------------|--|
| 4/24/2025 | Sec. 2-433. (c) City Policies and Practices                      | Stakeholder Meeting | 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.                |
| 11/25/2025 | c  | Sec. 2-433. (c) City Policies and Practices | Housing access and stability | Submit City policy recommendations to City Council by November 30, 2025. | Council Recommendation   |



## 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           | Alternative dispute resolution in progress.  |
| 2024-3  | Public Accommodation | National Origin, Sexual Orientation | Investigation in progress.                   |
| 2024-3R | Public Accommodation | Retaliation                         | Investigation in progress.                   |
| 2024-8  | Employment           | Race, National Origin               | Determination in progress.                   |
| 2024-10 | Employment           | Marital Status                      | Finding of no reasonable cause. Case closed. |

| Case #  | Protected Activity   | Protected Class(es)                 | Status   |
|---------|----------------------|-------------------------------------|--|
| 2024-11 | Employment           | Sex, Marital Status                 | Determination 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                                | Settled through alternative dispute resolution. Case closed. |
| 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                          | Settled through alternative dispute resolution. Case closed. |
| 2025-13 | Housing              | Disability                          | Investigation in progress.                                   |
| 2025-14 | Housing              | Race                                | Investigation in progress.                                   |
| 2025-15 | Housing              | National Origin                     | Alternative dispute resolution in progress.                  |
| 2025-16 | Housing              | Race                                | Investigation in progress.                                   |
| 2026-1  | Housing              | Disability                          | Complaint filed.   |
| 2026-2  | Housing              | Disability, Elderliness             | Complaint 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  | Submitted to Council in October 24, 2025. |
| CY2025 HRC & OHR Annual Report          | Projected completion February 2026.       |

# Attachment 6

## **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.

# Attachment 7

**Human Rights Commission**  
**Annual Work Plan: Focus and Goals**  
**March 2025 – February 2026**  
*Date of last revision: 12/08/2025*

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

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

## 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"> <li>• Sec. 2-433. (b) Awareness, education, and guidance</li> </ul>   | ☒                  |
| <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"> <li>• Sec. 2-433. (b) Awareness, education, and guidance</li> </ul>   | ☒                  |
| <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"> <li>• Sec. 2-433. (c) Systemic issues, policies, and practices</li> <li>• Sec. 2-433. (e) Legislative program</li> </ul>                | ☒                  |
| <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"> <li>• Sec. 2-433. (c) Systemic issues, policies, and practices</li> <li>• Sec. 2-433. (e) Legislative program</li> </ul>                | ☒                  |
| <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"> <li>• Sec. 2-433. (b) Awareness, education, and guidance</li> <li>• Sec. 2-433. (e) Legislative program</li> </ul>                      | ☒                  |
| <i>Individual Commissioners information learned from 1:1 meetings, as relates to City policies during the October 16, 2025, regular meeting.</i>    | Presenting City policy recommendations that align with community needs.        | <ul style="list-style-type: none"> <li>• Sec. 2-433. (b) Awareness, education, and guidance</li> <li>• Sec. 2-433. (c) Systemic issues, policies, and practices</li> </ul> | ☒                  |
| <i>Commission adopts City policy recommendations for City Council on November 20, 2025.</i>   | Presenting City policy recommendations that align with community needs.        | <ul style="list-style-type: none"> <li>• Sec. 2-433. (b) Awareness, education, and guidance</li> <li>• Sec. 2-433. (c) Systemic issues, policies, and practices</li> </ul> | ☒                  |

| Goals  | Focus Area Alignment  | Ordinance Alignment  | Added to Work Plan |
|--|---|--|--------------------|
| Submit City policy recommendations to City Council by November 30, 2025. | Presenting City policy recommendations that align with community needs. | <ul style="list-style-type: none"> <li>• Sec. 2-433. (b) Awareness, education, and guidance</li> <li>• Sec. 2-433. (c) Systemic issues, policies, and practices</li> </ul> | ☒                  |

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

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

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