



**Human Rights Commission Meeting Agenda Packet**  
**6:30pm February 19, 2026**  
City Space  
100 5th Street NE  
Charlottesville, VA 22902

## Index

- I. Agenda
- II. Martha's Rules (for reference)
- III. DRAFT 01-09-2026 HRC Special Meeting Minutes
- IV. DRAFT 01-15-2026 HRC Regular Meeting Minutes
- V. OHR Monthly Report
- VI. HRC Rules and Procedures
- VII. 2025 HRC Work Plan

# Attachment 1



**Human Rights Commission Meeting Agenda**  
**6:30pm February 19<sup>th</sup>, 2026**  
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 (to provide public comment in writing, please email [humanrights@charlottesville.gov](mailto:humanrights@charlottesville.gov))

**III. MINUTES**

- 01-09-2026 HRC Special Meeting Minutes\*
- 01-15-2026 HRC Regular Meeting Minutes\*

**IV. BUSINESS MATTERS**

- Chair update
- OHR staff report

**V. WORK SESSION**

- HRC Vice Chair election
- Discussion of public hearing procedure
- Work Plan check in
- New business
- Confirmation of Annual Planning Meeting on March 5, 2026

**VI. MATTERS BY THE PUBLIC**

- Public comment (to provide public comment in writing, please email [humanrights@charlottesville.gov](mailto:humanrights@charlottesville.gov))
- 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  
Special Meeting  
January 9, 2026  
City Space, 100 5<sup>th</sup> Street NE, Charlottesville, VA 22902  
2:00 pm**

**1. WELCOME**

- a. CALL TO ORDER
  - i. Secretary, Todd Niemeier, called the meeting to order at 1:56pm
- b. ROLL CALL
  - i. Present
    - 1. Callum von Schill
  - ii. Absent (note: existing commissioners are not required to attend this new member orientation)
    - 1. Heather Roberson Gaston
    - 2. Dawn Lawson
    - 3. Elizabeth Stark
    - 4. Jayson Whitehead
    - 5. L.D. Perry
    - 6. Mariane Asad Doyle
    - 7. Suzanne Lynn
- 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. WORK SESSION**

- a. New Commissioner orientation
  - i. IT Security Training
    - 1. Staff person from IT department presents training and sets up email accounts for newly appointed commissioners
  - ii. Director presents New Commissioner Orientation slideshow (attached)

**4. MATTERS BY THE PUBLIC**

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

**5. COMMISSIONER UPDATES**

- a. None

**6. NEXT STEPS**

- a. None

**7. ADJOURN**

- a. Meeting adjourned at 2:56pm

# **CHARLOTTESVILLE HUMAN RIGHTS COMMISSION ORIENTATION**



# PART ONE

## EMAIL ACCESS

- Setting up City email
- Use of City email
- IT security training

# HRC EMAIL GROUP

All emails to the Human Rights Commission email list go to:

- members of the HRC
- staff members of the OHR
- Chief Prosperity Officer
- Deputy City Attorney that works with the OHR/HRC

# PART TWO

## CONTEXT

- What are human rights?
- What is the Charlottesville Human Rights Ordinance (CHRO)?
- Roles of the HRC

# WHAT LAWS PROTECT HUMAN RIGHTS?

- 1963: Equal Pay Act
- 1964: Federal Civil Rights Act
- 1967: Age Discrimination in Employment
- 1968: Federal Fair Housing Law
- 1972: Virginia Fair Housing Law
- 1973: Rehabilitation Act
- 1987: Virginia Human Rights Act
- 1990: Americans with Disabilities Act
- 2008: Genetic Information Nondiscrimination Act
- 2023: Pregnant Workers Fairness Act

# WHAT PROTECTS HUMAN RIGHTS IN CHARLOTTESVILLE?

In 2013, Charlottesville's City Council adopted the Charlottesville Human Rights Ordinance, which safeguards people from unlawful discrimination in the City.

# The Charlottesville Human Rights Ordinance...

- Is based on federal and state human and civil rights law
- Specifies what and who is protected
- Provides a process for addressing unlawful discrimination within the city
- Specifies duties of Human Rights Commission and Office of Human Rights

# The Charlottesville Human Rights Ordinance...

- Amended four times since 2013, with the most recent amendment passed in January 2025:
  - Fair Housing Assistance Program eligibility.
  - Refining the complaint handling process.
  - Refining the Commission's role in complaints.

# WHAT IS THE HUMAN RIGHTS COMMISSION (HRC)?

The HRC is a City Council-appointed body with three main roles:

- Advises City Council on human rights issues
  - City policies and practices
  - Council's Annual Legislative Agenda
- Conducts community outreach
- Assists the OHR with individual complaints of discrimination

# PUBLIC COMMENT

HRC meetings usually include two opportunities for attendees to provide public comment. Each person will have up to 3 minutes to speak. The HRC is not currently accepting virtual public comment.

Examples of public comment:

- Someone suspects that a certain policy or practice is leading to the systemic discrimination of a protected group
- Someone would like to provide input on a topic discussed by the HRC

The HRC does not receive individual complaints of discrimination during public meetings. To file a complaint of individual discrimination, individuals can contact the Office of Human Rights.

# PART THREE

## COMMISSIONERS' RESPONSIBILITIES

- What do commissioners do?
- How much time does it take?

# MAIN INDIVIDUAL RESPONSIBILITIES

## 1. Attend meetings

### a. Regular Meetings

i. Third Thursday of the month at 6:30pm, usually at City Space.

### b. Work Sessions (for existing projects or relevant trainings)

i. First Thursday of the month at 6:30pm, usually at CitySpace.

ii. At each regular meeting, the Commission decides whether or not it should convene for the next month's work session.

## 2. Check and respond to emails at least twice weekly

# OTHER INDIVIDUAL RESPONSIBILITIES

1. Attend outreach events as you are able.
2. Draft, review, and edit letters and other documents between meetings as needed.
3. Read agenda packets and other materials ahead of meetings.

# ATTENDANCE

- Attendance Policy
  - Per City policy, Commissioners will be removed from office if they are absent from three consecutive meetings, or any four meetings within any twelve month period.
- 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.
  - Currently, that means there must be 5 commissioners present.
- Remote Participation
  - Per City Policy No. 100-02 and Va. Code § 2.2-3708.3.B., only certain reasons for remote participation are allowable.
  - If you have a qualifying reason, submit the [form](#) found on the Human Rights Commission website in advance of the meeting for which you would like to participate remotely.

# PART FOUR

## OHR AND COMPLAINT PROCESS

- What does the OHR do?
- How does the complaint process work?
- How is the HRC involved in the complaint process?

# WHAT IS THE OFFICE OF HUMAN RIGHTS (OHR)?

The OHR is a division of the City Manager's Office and has three main roles:

1. Receives and addresses individual complaints of discrimination
2. Conducts community outreach
3. Supports Human Rights Commission

There are currently 4 full time positions at the Office.

# WHAT IS UNLAWFUL DISCRIMINATION

The denial of a person's opportunity to engage in a protected activity, when that person is a member or perceived member of a protected class.

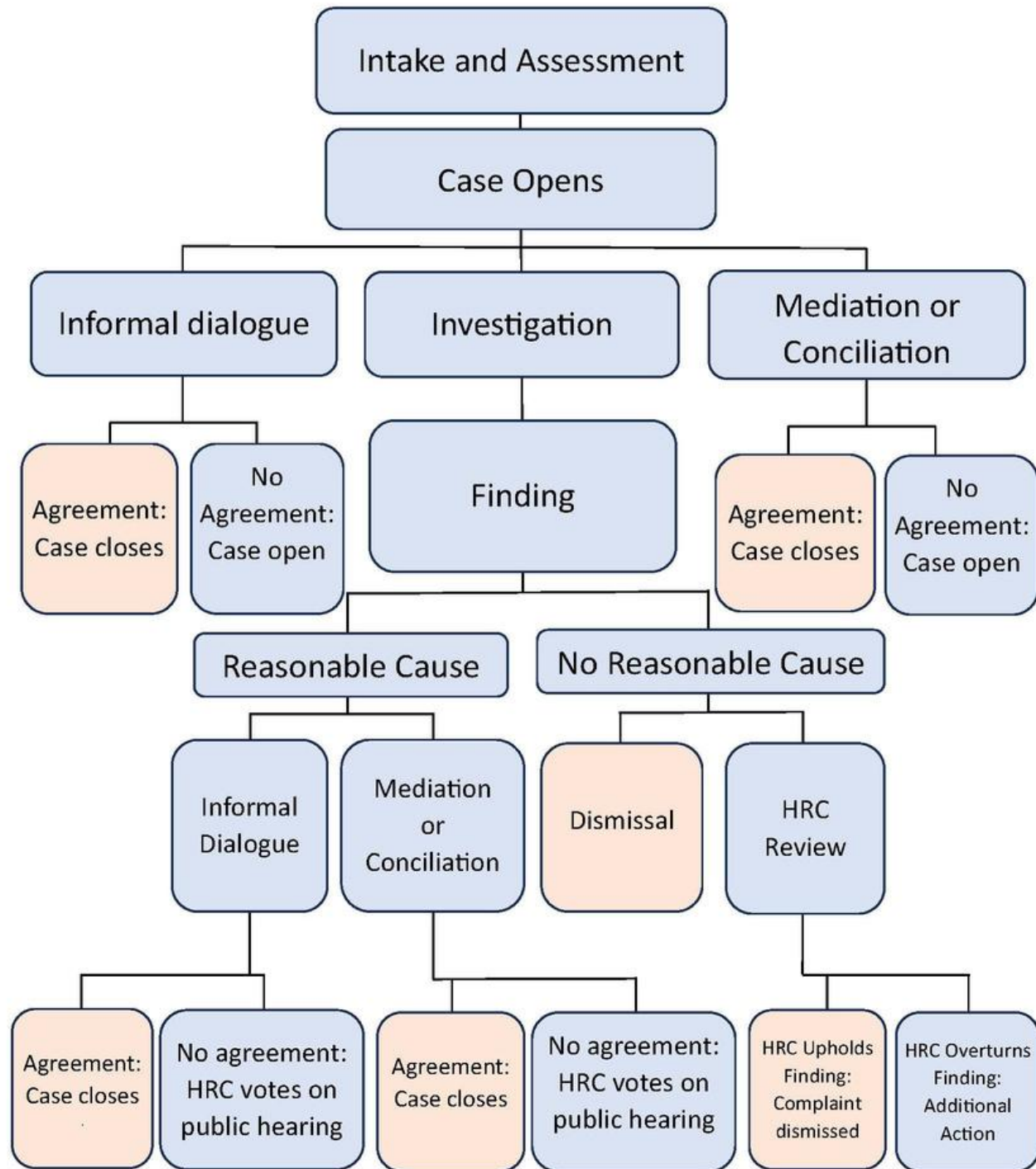
# WHAT ARE PROTECTED ACTIVITIES?

- Employment
- Credit
- Housing
- Public Accommodations
- Private Education

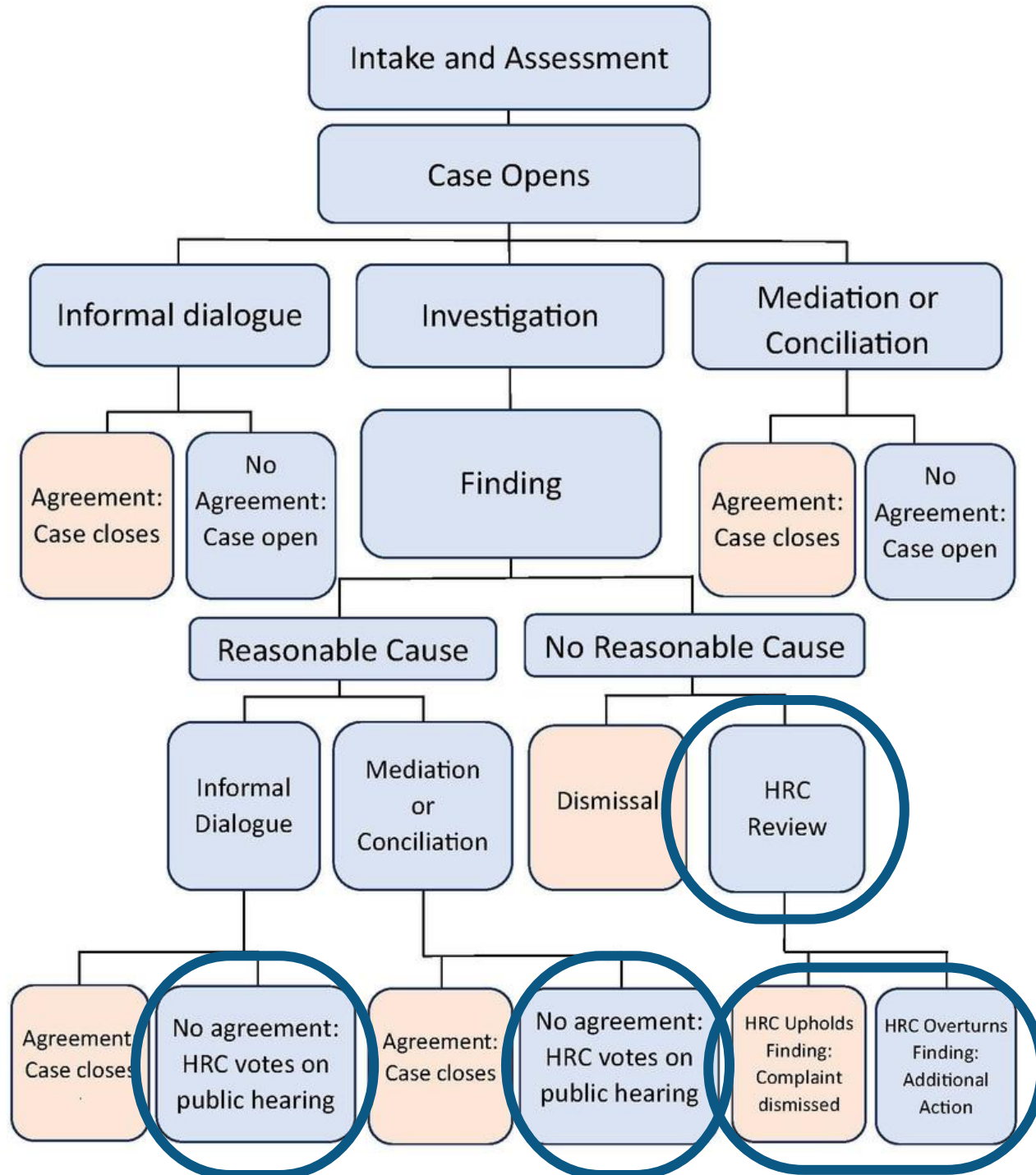
# WHAT ARE PROTECTED CLASSES?

- Age
- Childbirth or related medical conditions
- Color
- Disability
- Gender Identity
- Marital status
- National Origin
- Pregnancy
- Race
- Religion
- Sex
- Sexual orientation
- Military Status
- Additional for housing:
  - Source of Funds
  - Familial Status
  - Elderliness

# OHR Complaint Process



# OHR Complaint Process



# CURRENT OHR DATA

2025

- **16** complaints filed
- **19** cases currently open
  - Protected activities identified in currently open cases: **housing, public accommodation, and employment**
  - Protected classes identified in currently open cases: **disability, marital status, familial status, national origin, race, religion, retaliation, source of funds, gender identity, sex, and sexual orientation**
- Total individuals: **roughly 184**
- Total incoming contacts: **1885**

Point in Time: 12/31/2025

# PART FIVE

## HOUSEKEEPING

- Guiding documents
- Next steps

# FOIA KEY POINTS

- Public meetings
  - Meetings of more than 2 commissioners must be publicly noticed and have published minutes.
- Public records and emails

# BACKGROUND DOCUMENTS

- Annual Work Plan
- Human Rights Ordinance
- Rules and Procedures
- Resolutions
- Policy Review Work
- Meeting Materials
  - Agendas
  - Minutes

# OTHER NOTES

- Dinner is provided at regular meetings and work sessions
  - Usually sandwiches.
  - Let us know if you have any dietary restrictions.
- Meetings are audio-recorded and may be broadcasted live! Broadcasted meetings use microphones in the ceiling that are very sensitive.
  - Please keep this in mind when you are engaging in conversations at meetings.
  - OHR staff arrives around 6pm if you would like to eat dinner before the meeting and off camera.
- We validate parking for the Market and Water Street garages.
- If you have children, you are welcome to bring them.

# WHAT'S GOING ON NOW?

- Election of Chair and Vice Chair - January 15, 2026
- Preparation for Annual Planning Meeting
  - Select focus area(s)
  - Develop work plan

# WHAT'S NEXT?

THURSDAY, January 15th, 6:30pm  
HRC Regular Meeting at CitySpace  
(100 5th St NE)

# Attachment 4



**Human Rights Commission  
Meeting Minutes  
Regular Meeting  
January 15, 2026  
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 6:35pm
- b. ROLL CALL
  - i. Present
    - 1. Heather Roberson Gaston
    - 2. Callum von Schill
    - 3. Elizabeth Stark
    - 4. Mariane Asad Doyle
    - 5. Suzanne Lynn
  - ii. Absent
    - 1. Dawn Lawson
    - 2. 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
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
  - i. None

**3. MINUTES**

- a. Review of minutes from 10/16/2025
  - i. Vote
    - 1. In favor: 3
    - 2. Opposed: 0
    - 3. Abstained: 2
  - ii. Motion to approve minutes passes
- b. Review of minutes from 11/06/2025
  - i. Vote
    - 1. In favor: 2
    - 2. Opposed: 0
    - 3. Abstained: 3
  - ii. Motion to approve minutes passes

**4. BUSINESS MATTERS**

- a. CHAIR UPDATE
  - i. Chair discusses commissioner engagement and ways to increase collaboration with the City
    - 1. Commissioners discuss contacting other Human Rights

- Commissions in the State to collaborate
  - 2. Commissioners discuss inviting City management staff and/or Council members to a future HRC meeting
    - ii. Chair asks about Commissioners' preferences for frequency and platforms for HRC meetings
- b. OHR STAFF REPORT
  - i. Policy & Impact Analyst asks Commissioners to consider whether they would like to do a public poll prior to the Annual Planning Meeting
    - 1. Commissioners would like to do a public poll
  - ii. Director shares that amendments to the Human Rights Ordinance are being drafted and will be shared with the HRC at the February Regular Meeting for review
    - 1. Director provides an overview of proposed changes, which may include changes to the board composition requirements for the HRC, changes to eligibility requirements for Human Rights Commissioners, and provisions to allow staff to hire services related to receiving and investigating housing complaints if the City does not have a contract with the federal Housing and Urban Development agency

## 5. WORK SESSION

- a. HRC Officer Elections
  - i. Motion to nominate Heather Roberson Gaston for Chair is seconded
    - 1. Vote
      - a. In favor: 5
      - b. Opposed: 0
      - c. Abstained: 0
    - 2. Motion to elect Heather Roberson Gaston as Chair of the Human Rights Commission passes
  - ii. Staff member suggests postponing Vice Chair election until more commissioners are present to nominate and vote
    - 1. Motion to postpone the election for the Vice Chair to the February Regular Meeting
      - a. Vote
        - i. In favor: 5
        - ii. Opposed: 0
        - iii. Abstained: 0
      - b. Motion to postpone the Vice Chair election passes
- b. Discussion of HRC Annual Planning Meeting
  - i. Commissioners discuss availability and scheduling for the Annual Planning Meeting
    - 1. The meeting will be held March 5<sup>th</sup>, 2026 at 5:45pm. Location to be determined.
- c. Work Plan check-in
- d. New Business
  - i. None

## 6. MATTERS BY THE PUBLIC

- a. Public comment
  - i. None
- b. Commission response to Matters by the Public

**7. COMMISSIONER UPDATES**

- a. Commissioner shares that the annual Point in Time Count will be held on January 28<sup>th</sup> and 29<sup>th</sup> and encourages commissioners to volunteer
- b. Commissioner shares updates regarding increased federal enforcement activity and a proposal to build a large federal detention center in Ashland, Virginia
  - i. Commissioners discuss contacting the City Attorney's Office and/or the Commonwealth Attorney to understand local implications of federal enforcement activity

**8. NEXT STEPS**

- a. None

**9. ADJOURN**

- a. Meeting adjourned at 7:51pm

Pending HRC Approval

# Attachment 5



## City of Charlottesville Office of Human Rights Monthly Report: February 2026

### HRC Work Summary

| Date     | Roles (Sec. 433)   | Primary Action | Protected Activity | Protected Class | Summary & Analysis   |
|----------|--|----------------|--------------------|-----------------|--|
| 2/9/2026 | Sec. 2-433.<br>(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. |

### Federal Workshares

- Fair Housing Assistance Program (FHAP) workshare agreement
  - January 6, 2025: Scheduled first reading of amended Ordinance by City Council (meeting was canceled due to inclement weather).
  - January 21, 2025: Amended Ordinance adopted by Council in one reading.
  - January 23, 2025: Amended and adopted Ordinance sent to HUD for interim FHAP certification consideration.
  - March 14, 2025: Met with Director of HUD FHAP. Interim certification being considered and is likely.
  - June 17, 2025: Phone call with Director. Certification still pending, potential conflict because Charlottesville protects additional classes.
  - September 5, 2025: Phone call with Director. Certification denied because of additional protections and shift in HUD focus toward state agencies.
- Fair Employment Practices Agency (FEPA) workshare agreement
  - On hold until the FHAP certification is complete.
  - The FHAP agreement provides substantial opportunities and resources to expand and improve the OHR, whereas the FEPA increases workload with insufficient support to increase staffing or training.

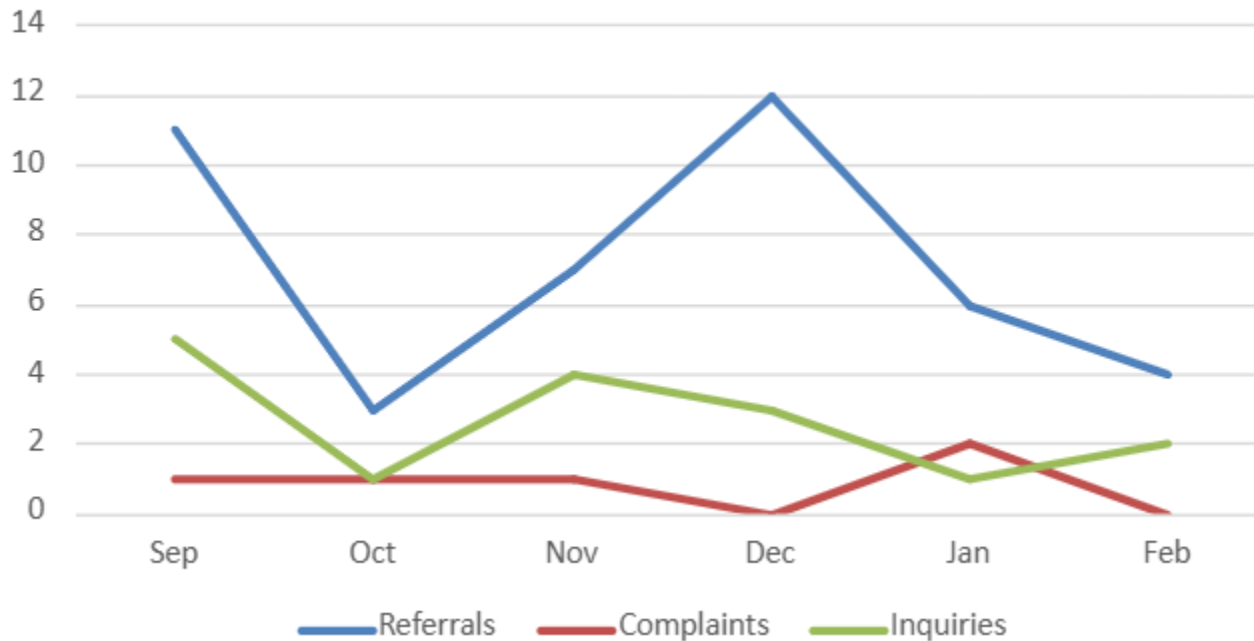
## Outreach

| Measures  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | TOTALS |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| Open office days in the month                   | 20  | 19  | 21  | 22  | 20  | 21  | 22  | 21  | 21  | 22  | 18  | 21  | 241    |
| Total service provision events                  | 3   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 3      |
| Total education & awareness events              | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Total collaboration & leadership events         | 5   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 7      |
| Total outreach activities                       |     |     |     |     |     |     |     |     |     |     |     |     | 10     |
| Total attendees at service provision events     | 62  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 62     |
| Total attendees at education & awareness events | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| Total attendees at events                       |     |     |     |     |     |     |     |     |     |     |     |     | 62     |

## Service Provision Data

### Service Data Trends

6 Month Service 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.                                   |
| 2024-11 | Employment           | Sex, Marital Status                 | Determination in progress.                                   |
| 2025-2  | Employment           | Race                                | Appeal in progress.  |
| 2025-3  | Employment           | Disability                          | Alternative dispute resolution in progress.                  |
| 2025-4  | Housing              | Source of Funds                     | 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.                  |
| 2025-13 | Housing              | Disability                          | Investigation in progress.                                   |
| 2025-14 | Housing              | Race                                | Investigation in progress.                                   |
| 2025-15 | Housing              | National Origin                     | Settled through alternative dispute resolution. Case closed. |
| 2025-16 | Housing              | Race                                | Investigation in progress.                                   |
| 2026-1  | Housing              | Disability                          | Alternative dispute resolution in progress.                  |
| 2026-2  | Housing              | Disability, Elderliness             | Investigation in progress.                                   |

## Reporting

| Report                                  | Status                              |
|---|-------------------------------------|
| CY2025 HRC & OHR Annual Report          | Projected completion February 2026. |
| CY2026 First Quarter Report to Council  | To be submitted in April 2026.      |
| CY2026 Second Quarter Report to Council | To be submitted in July 2026.       |
| CY2026 Third Quarter Report to Council  | To be submitted in October 2026.    |
| CY2026 HRC & OHR Annual Report          | Projected completion February 2027. |

# 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>   |