



Human Rights Commission Meeting Agenda Packet
May 21, 2026, 6:00pm
City Space
100 5th Street NE
Charlottesville, VA 22902

Index

- I. Agenda
- II. Martha's Rules (for reference)
- III. DRAFT 04/16/2026 HRC Regular Meeting Minutes
- IV. OHR Monthly Report - April
- V. DRAFT Amended HRC Rules & Procedures
- VI. HRC 2026-27 Work Plan

Attachment I



Human Rights Commission Meeting Agenda
May 21, 2026, 6:00pm
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 for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

II. MATTERS BY THE PUBLIC

- Public Comment
 - i. To provide written public comment, please email humanrights@charlottesville.gov.

III. MINUTES

- 04/16/2026 HRC Regular Meeting Minutes*

IV. BUSINESS MATTERS

- Chair update
- OHR staff report

V. WORK SESSION

- Legislator dialogue planning for 06/18/2026 HRC Regular Meeting
- 1:1 Stakeholder meeting planning (June – July)
- Expert panel planning for upcoming HRC Regular Meeting
- Public administrative appeal hearing planning
- HRC Rules & Procedures amendments*
- Work Plan check in
- New business
- Decision regarding next Work Session on 06/04/2026*

VI. MATTERS BY THE PUBLIC

- Public comment
 - i. To provide written public comment, please email 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. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Attachment II

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 III



**Human Rights Commission
Meeting Minutes
Regular Meeting
April 16, 2026
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:00 pm**

1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Heather Roberson-Gaston, called the meeting to order at 6:02 pm
- b. ROLL CALL
 - i. Present
 - 1. Heather Roberson-Gaston, Chair
 - 2. Elizabeth Stark, Vice Chair
 - 3. Dawn Lawson
 - a. Arrived after vote to approve minutes
 - 4. Emily Currier
 - 5. Jayson Whitehead
 - 6. Mariane Asad Doyle
 - a. Arrived after vote to convene in closed session
 - 7. Suzanne Lynn
 - ii. Absent
 - 1. Callum McCain von Schill
 - 2. Jessica Cocciolone
- 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. Motion to approve minutes from 03/05/2026 HRC Annual Meeting
 - i. Motion: Heather Roberson-Gaston
 - ii. Second: Suzanne Lynn
 - iii. Vote

1. In favor: 5
2. Opposed: 0
3. Abstained: 0

iv. Motion passed.

4. BUSINESS MATTERS

a. CHAIR UPDATE

- i. Review of agenda
- ii. Welcome to Deputy City Attorney April Wimberly
- iii. Welcome to prospective Intern Shounak Reza

b. OHR STAFF REPORT

- i. Shounak Reza introduction
- ii. Review of the scope of engagement with Economic Mobility Officer Abi Matthew Wade
 1. Can provide insights and information
 2. Cannot guide policy recommendations
- iii. Policy & Impact Analyst hiring
 1. Position posted
- iv. Legislator attendance at 5/21/26 HRC Regular Meeting
 1. Tentative confirmation from both Sen. Deeds and Del. Callsen
- v. Collaboration with Housing Advisory Committee
 1. Todd will reschedule meeting with Madelyn Metzler
- vi. HRC & OHR CY2025 Annual Report
 1. In progress
 2. Will upload to Council agenda by 5/18
 3. Presentation to Council on 6/15
- vii. Cyber security training
 1. Commissioners should check City email for annual Hox Hunt training
- viii. All employee emails
 1. Todd asked the IT Department about removing Commissioners from all staff emails
 2. Removal is possible but it would remove all announcements including emergency and safety announcements
 3. Commissioners can let Todd know if removal is still wanted

5. CLOSED SESSION

- a. Motion to convene in closed session for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, revisions to the City Code pertaining to the Human Rights

Commission and training regarding compliance with the Virginia Freedom of Information Act, the State and Local Government Conflict of Interests Act, and the Virginia Public Records Act

- i. Motion: Heather Roberson-Gaston
- ii. Second: Suzanne Lynn
- iii. Vote
 1. In favor: 6
 2. Opposed: 0
 3. Abstained: 0
- iv. Motion passed.

b. Closed session convened.

c. Motion that the Commission certify, by a recorded vote, that to the best of each Commission member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session

- i. Motion: Heather Roberson-Gaston
- ii. Second: Elizabeth Stark
- iii. Vote
 1. In favor: 7
 2. Opposed: 0
 3. Abstained: 0
- iv. Motion passed.

6. WORK SESSION

a. Discussion with Abi Matthew Wade, Economic Mobility Officer

- i. See attached presentation and handouts

b. Human Rights Ordinance Amendments

- i. Director reviewed proposed amendments.
- ii. Motion to adopt proposed amendments to the Charlottesville Human Rights Ordinance for recommendation to City Council
 1. Motion: Heather Roberson-Gaston
 2. Second: Suzanne Lynn

a. Vote

- i. In favor: 7
- ii. Opposed: 0
- iii. Abstained: 0

b. Motion passed.

c. HRC Rules & Procedures Amendments

- i. Director reviewed proposed amendments to HRC Rules & Procedures

- ii. Additional changes proposed for alignment with proposed amendments to Charlottesville Human Rights Ordinance
- iii. Motion to adopt proposed amendments to the Human Rights Commission Rules & Procedures
 - 1. Motion: Heather Roberson Gaston
 - 2. Second: Elizabeth Stark
 - 3. Vote
 - a. In favor: 7
 - b. Opposed: 0
 - c. Abstained: 0
 - 4. Motion passed.
- d. Work Plan check in
 - i. Discussion of expert panel planning and stakeholder identification
 - 1. Commissioner proposes the use of a collaborative document to plan a list of panelists in lieu of the work session on 5/7/26
 - 2. Commissioner suggests expanding beyond the list of panelists from previous years given the focus on economic stability
 - 3. Commissioner suggests talking with experts who are currently addressing immediate problems like housing maintenance in addition to talking about legislative and policy initiatives
 - 4. Commissioner suggests talking with representatives from neighborhood associations
 - 5. Commissioner suggests talking to the City Manager
 - 6. Commissioner suggests talking to RVA Rising
 - 7. Commission will review list of potential invitees at the May regular meeting and send invitations afterward
 - ii. Work Plan updated with actions between April and May meeting
- e. New business
 - i. Discussion regarding the appeal hearing for case 2025-2
 - 1. Next step is to verify whether the panelists have reviewed the report
- f. Confirmation of next Work Session on 5/7/26
 - i. Commission elects not to hold the work session on 5/7/26

7. MATTERS BY THE PUBLIC

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

8. COMMISSIONER UPDATES

- a. Salvation Army will soon open a family shelter
 - i. They are compiling a waitlist
- b. Tom Tom Festival
 - i. Civic Futures Day is Wednesday
 - 1. Housing sessions
 - 2. Placemaking session regarding the Downtown Mall
 - 3. Discussion about the Innocence Project
 - 4. Mariane is also facilitating a panel regarding non-profits

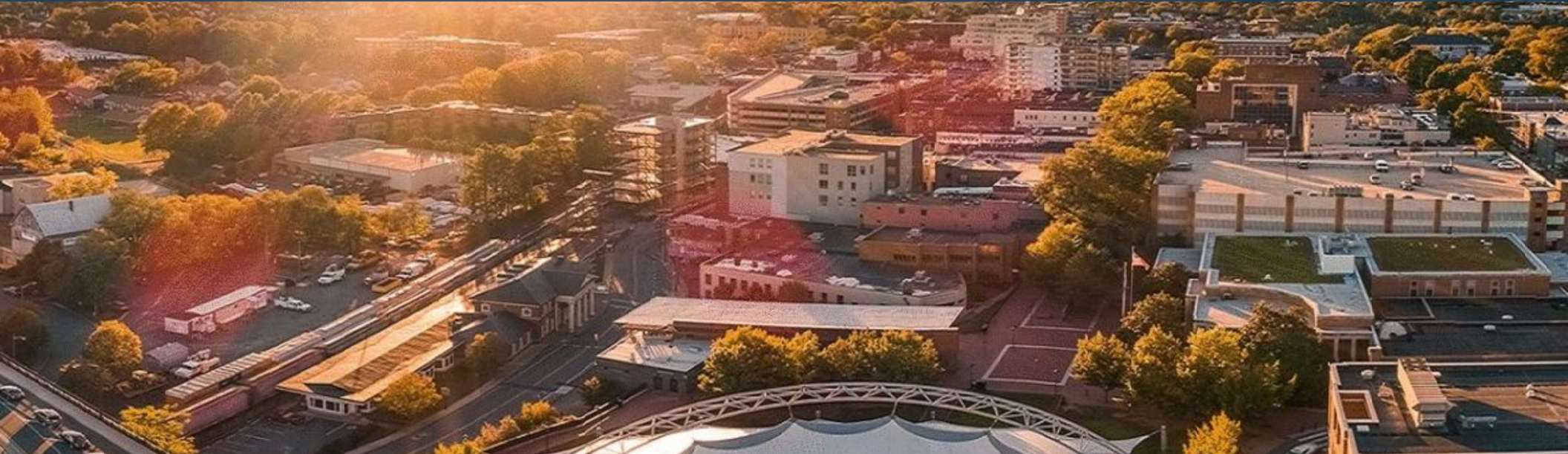
9. NEXT STEPS

- a. **Todd**
 - i. Review HRC Rules & Procedures for recommended amendments to align with changes to the Charlottesville Human Rights Ordinance.
 - ii. Confirm legislator attendance at 5/21/26 HRC Regular Meeting
 - iii. Send list of organizations that Commission proposed meeting with last year
 - iv. Send a check-in email to the public appeal hearing review panel
- b. **Elizabeth**
 - i. Create collaborative document for brainstorming participants for upcoming expert panel in June or July
- c. **Mariane**
 - i. Will reach out to RVA Rising to see if they may be interested in talking to the HRC

10. ADJOURN

- a. Meeting adjourned at 8:53 pm

Charlottesville



Introduction to Economic Mobility and Opportunity Data and Efforts

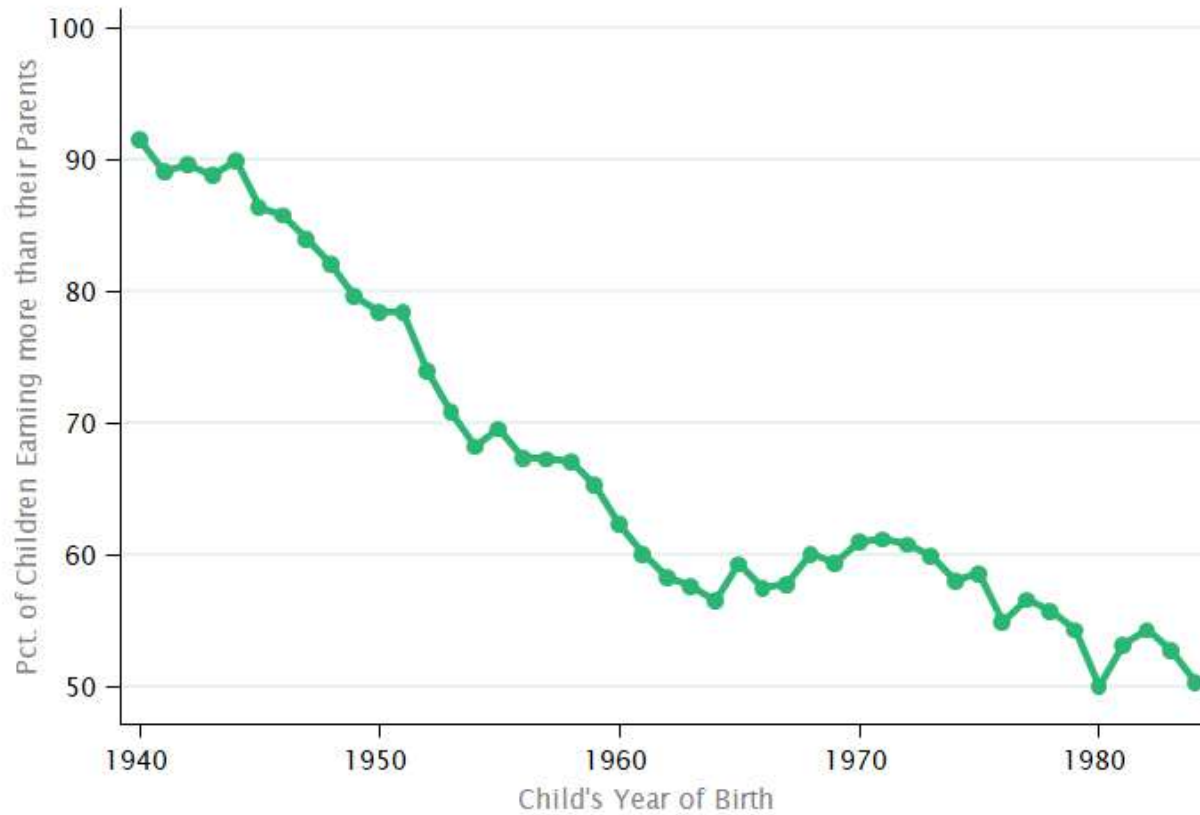
April 16, 2026

Who is your why?

Many of us come to work everyday so that our lives and the lives of our loved ones are better in the short-, medium-, and long-run.



Percent of Children Earning More than Their Parents, by Year of Birth

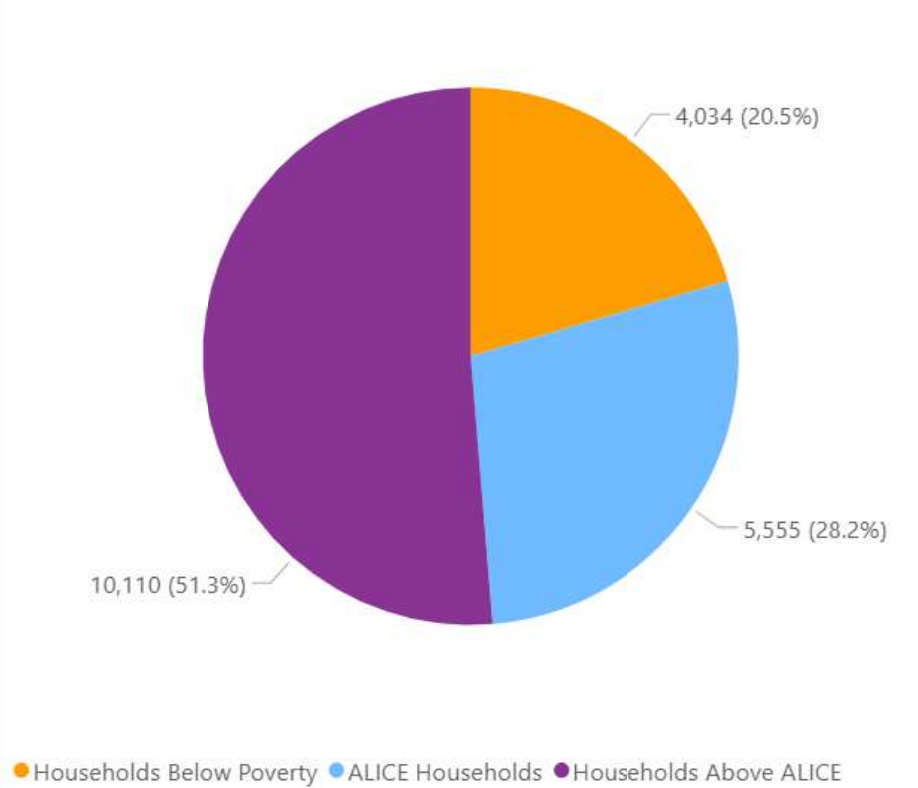


Source: "The American Dream Is Fading," *Opportunity Insights*, April 2, 2018, https://opportunityinsights.org/national_trends/.

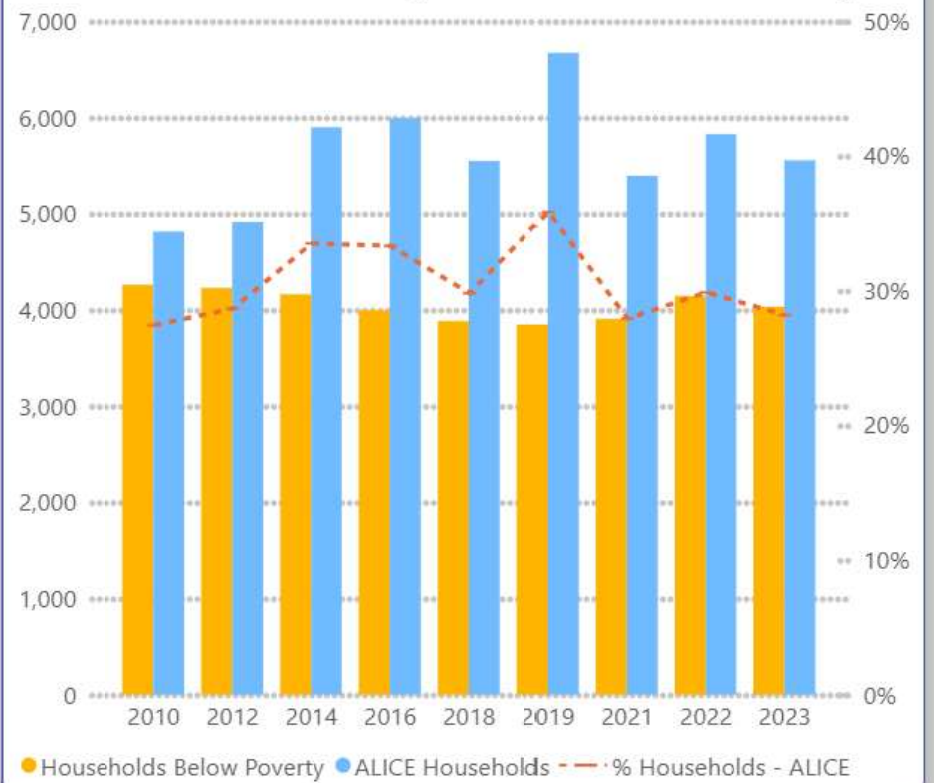
2023 Poverty Level for Family of 4 = \$30,000

ALICE = Asset Limited, Income Constrained, Employed; income <\$94,644 for a family of 4

Households by Income Group in Locality, 2023



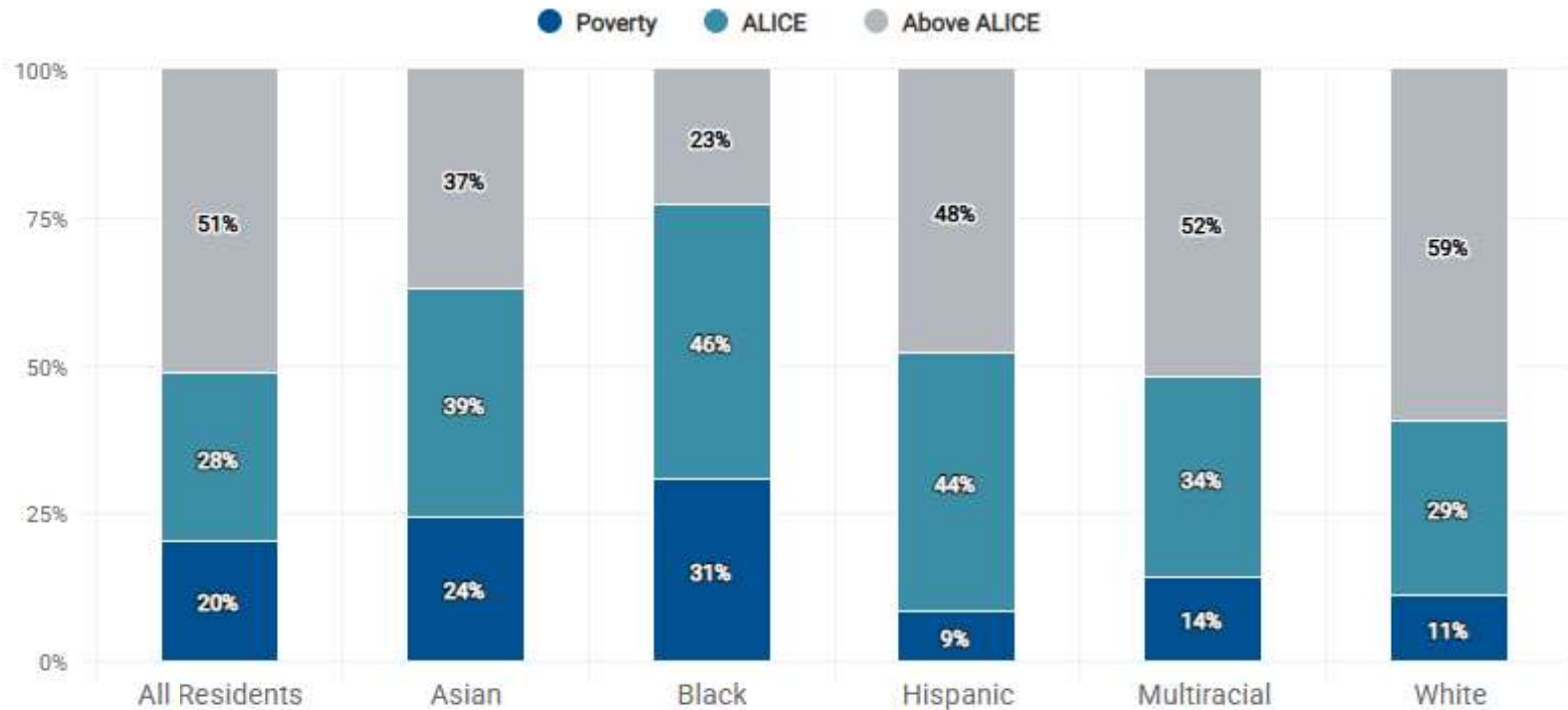
Households Below Poverty & ALICE Households in Locality



Source: Virginia Department of Social Services, "LDSS Annual Profile Report: ALICE Households."

Alice Households by Race/Ethnicity

City of Charlottesville

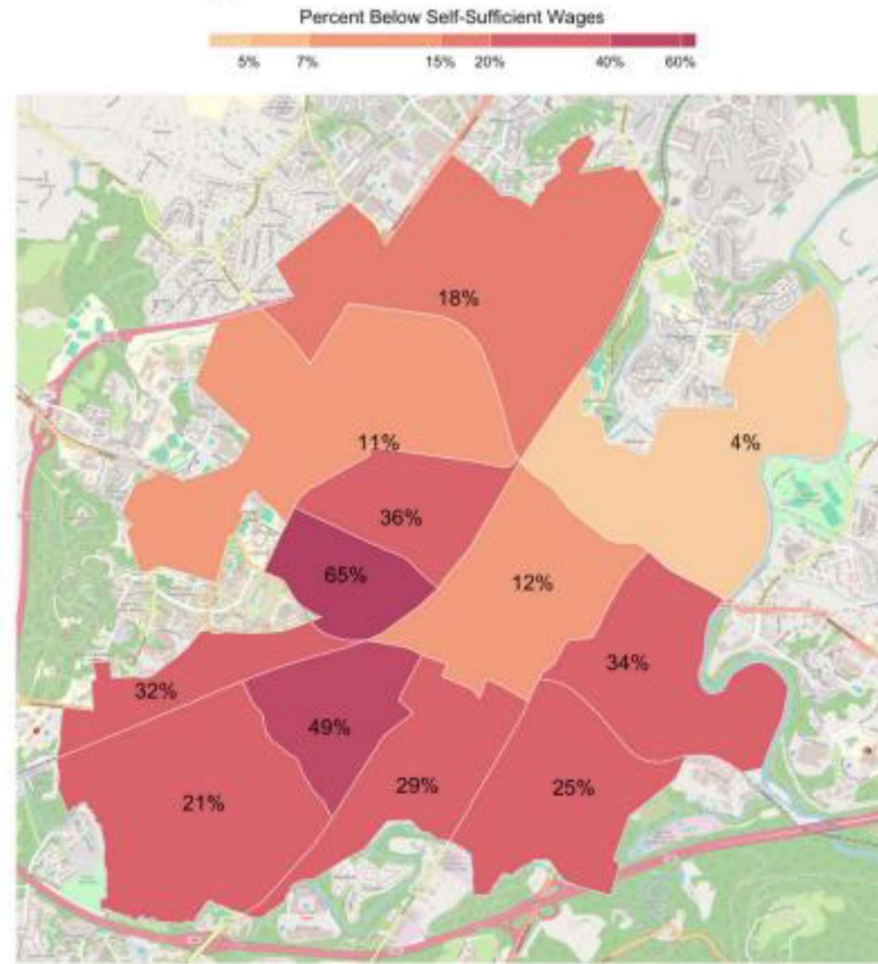


Data Sources: ALICE Threshold, 2023; U.S. Census Bureau, American Community Survey, 2023



Source: UVA Center for Community Partnerships, “Charlottesville Wellbeing Profile.”

Families with Income below Self-Sufficiency Charlottesville City



Data Source: U.S. Census Bureau, American Community Survey 5-year estimates, 2018-2022



Source: Mitchell et al., "Orange Dot Report 6.0."

Benefit Cliffs Refresher

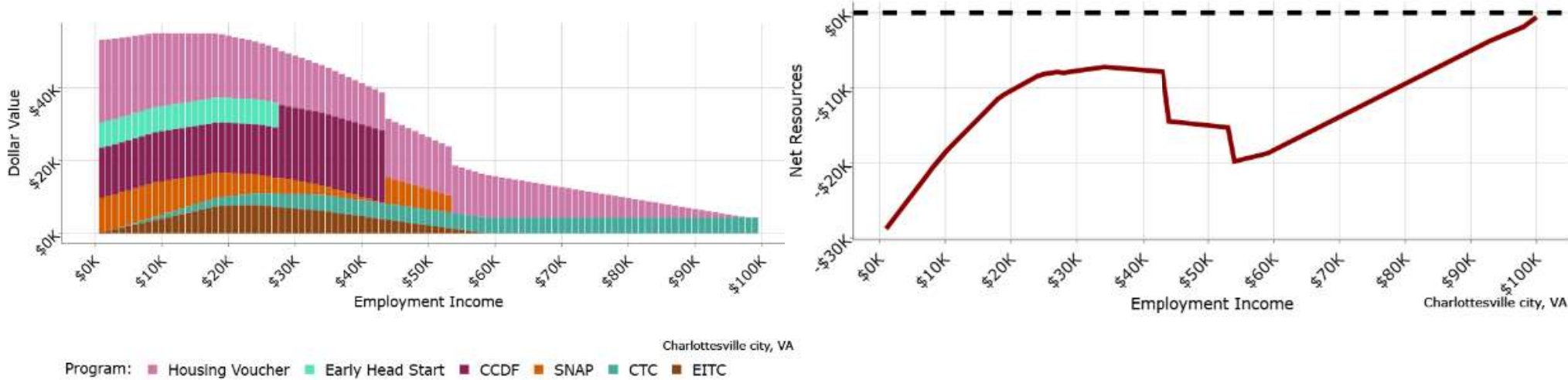
- Effective Marginal Tax Rates (EMTRs) - the proportion of new earnings eroded by a benefit reduction triggered by an increase in income
- High effective marginal tax rates – when most of the earnings increase is offset by lost benefits
- Benefit cliff = EMTR of $\geq 100\%$
- “Benefit cliff” is often also used to refer to high marginal tax rates that may not exceed 100% but are still very impactful.



Source: U.S. Department of Health and Human Services, “Effective Marginal Tax Rates/Benefit Cliffs.”

Benefit Cliffs in Charlottesville

Calculated for initial eligibility; from Atlanta Fed’s CLIFF Policy Rules Dashboard, for a single parent household with two children (ages 2 and 7)



$$\text{Net Resources} = (\text{Earnings} + \text{Benefit}) - (\text{Expenses} + \text{Taxes})$$



Federal Reserve Bank of Atlanta, “Benefit Cliffs Across the U.S. Policy Rules Database.”

Connections Between Benefit Cliffs and ALICE

- Many ALICE households are or have experienced benefit cliffs
- The phase out range for many means-tested benefit programs is far below the Charlottesville ALICE threshold, often with a \$10,000-30,000 gap in between
- Households struggling to thrive: 20% of Charlottesville households are at or below the poverty threshold, and another 28% are below the ALICE threshold



What are the aims of Economic Mobility and Opportunity (EMO)?

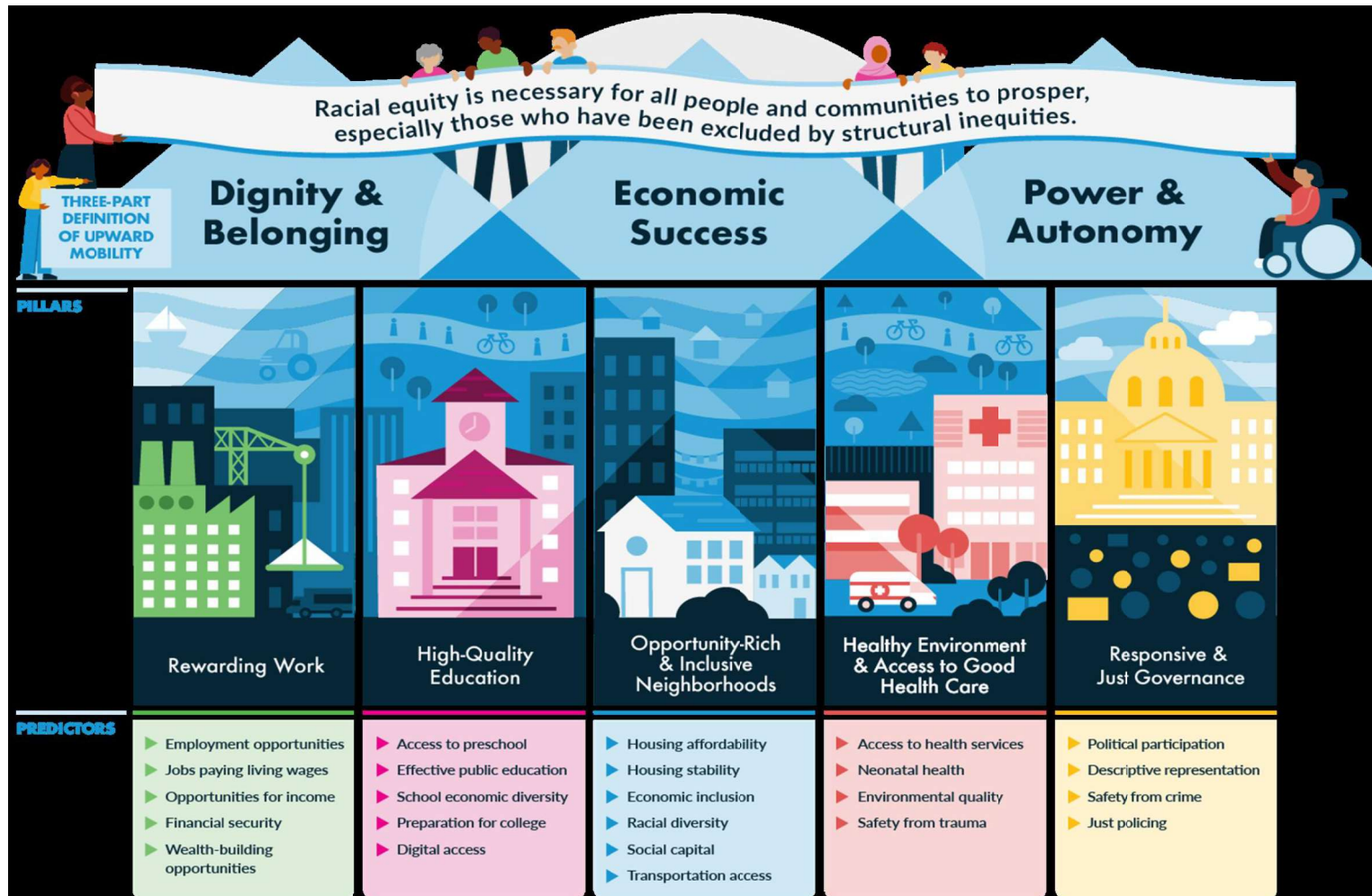
Meeting basic needs

Stable housing and livable income

Saving and planning for your own and your family's future



Upward Mobility Framework



Source: Urban Institute Upward Mobility Framework, <https://upward-mobility.urban.org/framework>



Charlottesville's EMO Work

- ICMA-administered grant for a total of 30 months (till June 2028)
- Key deliverable of EMO work in next year: **an action plan**
 - Co-designed with residents, particularly from communities which have historically experienced the least upward mobility
 - Coordinating across internal City departments and offices
 - Building partnerships with regional governments, non-profits, and community-based organizations
- The Economic Mobility Officer is the backbone support and coordinator of this cross-cutting work, out of the City Manager's Office



What's In the Works and What's Coming Up

- Launched interdepartmental working group
 - Exploring focus areas, priorities, and levers through interdepartmental coordination
- Upcoming event: Economic Mobility and Opportunity Community Data and Dialogue Event with UVA Center for Community Partnerships
 - May 7, Carver Recreation Center, 5:30-7:30 pm
 - Exploring questions to build shared understanding
 - What does economic mobility and opportunity look like in Charlottesville today?
 - How do we define economic thriving as a community?
- Building a website and EMO dashboard
- [Community Co-design Studios](#) later this summer



EMO and Benefit Cliffs Resources



Thank you!

Charlottesville



References

Federal Reserve Bank of Atlanta. “Benefit Cliffs Across the U.S. Policy Rules Database.” Accessed April 16, 2026. https://emar-data-tools.shinyapps.io/prd_dashboard/.

Fu, Samantha, Annie Heinrichs, Kiersten Vaughan, Emma Fernandez, and Joe Schilling. “Toolkit for Increasing Upward Mobility in Your Community.” Urban Institute, April 29, 2025. <https://upward-mobility.urban.org/toolkit-increasing-upward-mobility>.

Mitchell, Elizabeth, Michele Claibourn, and Ridge Schuyler. “Orange Dot Report 6.0.” Charlottesville Data Resource Hub, UVA Center for Community Partnerships, October 21, 2024. <https://communitypartnerships.github.io/data-resources/reports/orange-dot-6.html>.

“The American Dream Is Fading.” *Opportunity Insights*, April 2, 2018. https://opportunityinsights.org/national_trends/.
United Way of Northern New Jersey. “ALICE in Charlottesville City.” United for ALICE, 2023. <https://www.unitedforalice.org/county-reports/virginia#13/38.0400/-78.4848>.

Urban Institute Upward Mobility Initiative. “Upward Mobility Framework.” Accessed March 16, 2026. <https://upward-mobility.urban.org/framework>.

U.S. Department of Health and Human Services. “Effective Marginal Tax Rates/Benefit Cliffs.” HHS Office of Assistant Secretary for Planning and Evaluation. Accessed April 16, 2026. <http://aspe.hhs.gov/topics/poverty-economic-mobility/marginal-tax-rate-series>.

UVA Center for Community Partnerships. “Community Wellbeing: City of Charlottesville Profile.” Charlottesville Regional Data Resources, July 2025. <https://communitypartnerships.github.io/community-wellbeing/charlottesville-key-outcomes.html>.

Virginia Department of Social Services. “LDSS Annual Profile Report: ALICE Households.” Accessed March 12, 2026. <https://app.powerbigov.us/view?r=eyJrIjoieYjhmODU2ZTYtZTc0Zi00ZTE1LWUwYmEtZjNjODQ2ODNkMTQ4IiwidCI6IjYyMGFINWE5LTRIYzEtNGZhMC04NjQxLTVkOWYzODZjNzMwOSJ9>.



Racial equity is necessary for all people and communities to prosper, especially those who have been excluded by structural inequities.

THREE-PART DEFINITION OF UPWARD MOBILITY

Dignity & Belonging

Economic Success

Power & Autonomy

PILLARS



Rewarding Work



High-Quality Education



Opportunity-Rich & Inclusive Neighborhoods



Healthy Environment & Access to Good Health Care



Responsive & Just Governance

PREDICTORS

- ▶ Employment opportunities
- ▶ Jobs paying living wages
- ▶ Opportunities for income
- ▶ Financial security
- ▶ Wealth-building opportunities

- ▶ Access to preschool
- ▶ Effective public education
- ▶ School economic diversity
- ▶ Preparation for college
- ▶ Digital access

- ▶ Housing affordability
- ▶ Housing stability
- ▶ Economic inclusion
- ▶ Racial diversity
- ▶ Social capital
- ▶ Transportation access

- ▶ Access to health services
- ▶ Neonatal health
- ▶ Environmental quality
- ▶ Safety from trauma

- ▶ Political participation
- ▶ Descriptive representation
- ▶ Safety from crime
- ▶ Just policing

Source: "Upward Mobility Framework," Urban Institute Upward Mobility Initiative, <https://upward-mobility.urban.org/framework>.

The Cost of Basics Outpaces Wages

The Household Survival Budget reflects the minimum cost to live and work in the current economy and includes housing, child care, food, transportation, health care, technology, and taxes. It does not include savings for emergencies or future goals like college or retirement. In 2023, household costs in every county in Virginia were well above the Federal Poverty Level of \$14,580 for a single adult and \$30,000 for a family of four.

Household Survival Budget, Charlottesville City, Virginia, 2023								
Monthly Costs	Single Adult	One Adult, One Child	One Adult, One In Child Care	Two Adults	Two Adults Two Children	Two Adults, Two In Child Care	Single Adult 65+	Two Adults 65+
Housing	\$1,364	\$1,392	\$1,392	\$1,392	\$1,654	\$1,654	\$1,364	\$1,392
Child Care	\$0	\$414	\$1,104	\$0	\$828	\$2,208	\$0	\$0
Food	\$644	\$1,089	\$977	\$1,181	\$1,980	\$1,748	\$592	\$1,086
Transportation	\$418	\$552	\$552	\$657	\$945	\$945	\$347	\$517
Health Care	\$199	\$439	\$439	\$439	\$820	\$820	\$521	\$1,042
Technology	\$86	\$86	\$86	\$116	\$116	\$116	\$86	\$116
Miscellaneous	\$271	\$397	\$455	\$379	\$634	\$749	\$291	\$415
Taxes	\$536	\$590	\$751	\$637	\$910	\$1,230	\$592	\$939
Monthly Total	\$3,518	\$4,959	\$5,756	\$4,801	\$7,887	\$9,470	\$3,793	\$5,507
ANNUAL TOTAL	\$42,216	\$59,508	\$69,072	\$57,612	\$94,644	\$113,640	\$45,516	\$66,084
Hourly Wage	\$21.11	\$29.75	\$34.54	\$28.81	\$47.32	\$56.82	\$22.76	\$33.04

Economic Mobility and Opportunity Resources and Data

DISCLAIMER: Some links lead to websites that are not operated by the City of Charlottesville. The City of Charlottesville does not control these websites nor do we review or control their content. The City of Charlottesville provides these links to users for convenience. The linkage does not imply an endorsement of products, services, or information, and does not imply an association between the City of Charlottesville and the operators of the linked website.

General EMO Resources

[ICMA Economic Mobility and Opportunity Tools and Resources](#)

[National League of Cities Equitable Economic Mobility Initiative](#)

[NACo Economic Mobility Resource Hub](#)

[National Neighborhood Indicators Partnership](#)

[National Conference of State Legislatures Economic Security and Mobility Toolkit](#)

[United Way's United for ALICE](#)

[Urban Institute's Including Disabled People in Upward Mobility: Leveraging Local Data](#)

Regional EMO Data, Tools, and Dashboards

Note: some will report Charlottesville city as an individual "county" and at the census tract level; others may lump Charlottesville into Albemarle, or report data for the MSA or the TJPDC)

[Urban Institute's Upward Mobility Data Dashboard](#)

[Opportunity Insights' Opportunity Atlas](#)

[United for ALICE Budget and Income Status Tool](#)

[United for ALICE County Reports](#) (can drill down to Charlottesville City)

[United for ALICE Mapping Financial Hardship](#)

[United for ALICE Wage Tool](#)

[MIT Living Wage Calculator](#)

[University of Washington Center for Women's Welfare Self-Sufficiency Standard](#)

[Distressed Communities Index](#)

[Neighborhood Atlas and Area Deprivation Index](#)

[New Growth Innovation Network](#)

[Urban Institute's Debt in America: An Interactive Map](#)

[Urban Institute's Affordability Tracker](#)

Catalogues of Economic Mobility Research and Strategies

[Results for America Economic Mobility Catalog](#)

[United for ALICE Economic Viability Dashboard](#)

Benefit Cliff Research and Resources

[Federal Reserve Bank of Atlanta CLIFF Tools](#)

[CLIFF Portal](#)

[Career Ladder Identifier and Financial Forecaster](#)

[Benefit Cliffs Across the U.S. Policy Rules Database](#)

[National Conference of State Legislatures Benefits Cliffs Resources](#)

[APHSA Benefits Cliffs Dashboard](#)

[HHS Office of the Assistant Secretary for Planning and Evaluation Effective Marginal Tax Rates/Benefit Cliffs Research](#)

Child Care Resources

[Child Care Deserts Tool](#)

[Virginia Early Childhood Foundation Ready Region ECCE Supply/Demand Data](#)

[Child Care Aware Charlottesville Child Care Needs Assessment](#)

[United Way Partnering with City of Charlottesville for National League of Cities Funding](#)

[Federal Reserve Bank of Atlanta: What Can Be Done about the Childcare Benefits Cliff? A Case Study in Florida](#)

EMO Communities of Practice and Opportunity for Connection

[National League of Cities Economic Mobility Peer Network \(EMPN\)](#)

[NACo Counties for Economic Mobility](#)

[Small and Midsized Cities Hub](#)

[Government Alliance on Race & Equity Community Discussions and Topic Guides](#)

[ICMA 2026 National Economic Mobility and Opportunity Conference \(August 19-21, 2026\)](#)

Attachment IV



City of Charlottesville Office of Human Rights Monthly Report: May 2026

HRC Work Summary

Date	Roles (Sec. 433)	Primary Action	Summary & Analysis
2/9/2026	Sec. 2-433. (b) Community Outreach & Engagement	Public Poll	The HRC released a public poll to solicit feedback on human and civil rights issues that are important to the community. The poll ran from 02/09/26 to 02/23/26 and received 103 responses. Commissioners will use this information to inform their annual planning for CY2026.
2/19/2026	Sec. 2-433. (a) Individual Assistance	Public Discussion	The HRC voted to hold the Appeal Hearing for case 2025-2 by a panel of 3 Commissioners.
4/16/2026	Sec. 2-433. (f) Commission Policies	Policy Review	The HRC reviewed proposed amendments to the Charlottesville Human Rights Ordinance and voted unanimously to adopt the amendments for recommendation to City Council. The amendments included minor wording changes for clarity, changes to membership criteria, updates to the complaint process procedures, clarification on contracted services for housing cases, and the addition of a conflict-of-interest clause to the Commission enforcement section. These changes will be presented to City Council on June 15, 2026.
4/16/2026	Sec. 2-433. (f) Commission Policies	Policy Review	The HRC reviewed proposed amendments to the HRC Rules & Procedures and voted unanimously to adopt the changes. The amendments included a clarification about public notice for emergency meetings and detailed protocols for the HRC public administrative hearing process.
4/16/2026	Sec. 2-433. (b) Community Outreach & Engagement	Public Discussion	The HRC invited Abi Matthew Wade, Economic Mobility Officer, to present a summary of her work and share data pertaining to key issues of interest to the HRC including the benefits cliff, challenges faced by asset-limited income-constrained employed (ALICE) residents, childcare accessibility, and barriers to economic stability for people with disabilities.

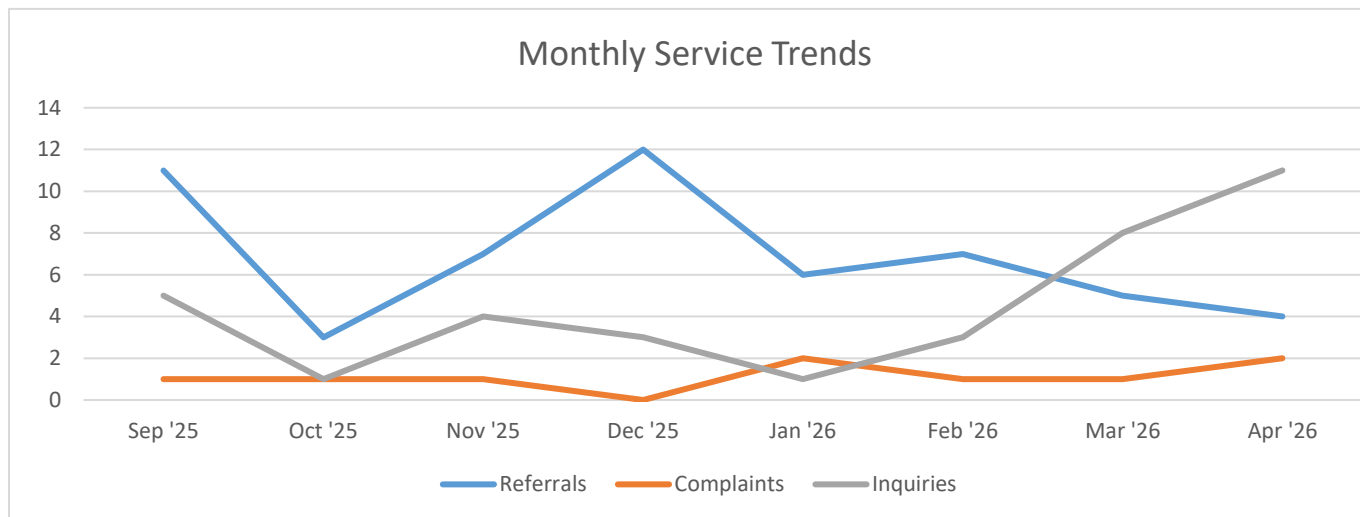
Federal Workshares

- Fair Housing Assistance Program (FHAP) workshare agreement
 - September 5, 2025: Certification denied because of additional local 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	1	0	0	0	0	0	0	0	0	3
Total education & awareness events	0	0	0	1	0	0	0	0	0	0	0	0	0
Total collaboration & leadership events	8	7	6	6	2	0	0	0	0	0	0	0	23
Total outreach activities	11	7	6	8	2	0	0	0	0	0	0	0	26
Total attendees at service provision events	62	0	0	5	0	0	0	0	0	0	0	0	62
Total attendees at education & awareness events	0	0	0	20	0	0	0	0	0	0	0	0	0
Total attendees at events	62	0	0	25	0	0	0	0	0	0	0	0	62

Service Provision



Active Complaints

Case #	Protected Activity	Protected Class(es)	Status
2021-5	Employment	Sexual Orientation, Race	Investigation 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	Determination in progress.
2025-7	Public Accommodation	Disability, Race	Determination in progress.
2025-8	Housing	Familial Status	Administratively closed due to Complainant non-response.
2025-9	Public Accommodation	Race	Determination in progress.
2025-10	Employment	Sexual Orientation, Gender Identity	Determination in progress.
2025-11	Employment	Disability	Investigation in progress.
2025-13	Housing	Disability	Determination in progress.
2025-14	Housing	Race	Determination in progress.
2025-16	Housing	Race	Determination in progress.
2026-1	Housing	Disability	Settled in mediation.
2026-2	Housing	Disability, Elderliness	Investigation in progress.
2026-3	Housing	Disability	Investigation in progress.
2026-4	Employment	Race, Retaliation	Alternative dispute resolution in progress.
2026-5	Employment	Disability, Sex, Marital Status	Alternative dispute resolution in progress.
2026-6	Housing	Disability, Retaliation	Alternative dispute resolution in progress.

Reporting

Report	Status
CY2025 Fourth Quarter Report to Council	Submitted February 25, 2026.
CY2025 HRC & OHR Annual Report	Published May 20, 2026 (To be presented to City Council on June 15, 2026).
CY2026 First Quarter Report to Council	Submitted April 14, 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 V

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~~

- ~~a. 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.~~
- ~~b. 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.~~
- ~~c. 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.~~
- ~~d. 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

- a. **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.
- b. **Duties of Officers.**
 - i. **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.
 - ii. **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.
 - iii. **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.

- c. **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.
- i. 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.
 - ii. The Secretary shall preside over the meeting during the officer elections process.
 - iii. 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.
 - iv. 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.
 - v. Commissioners will then vote on the first person nominated for the vacant office. A Commission member who is nominated may vote for themselves.
 - vi. 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.
 - vii. 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.

- d. **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.
- i. The Secretary will Chair the meeting during the officer elections process.
 - ii. 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.
 - iii. Commissioners will then vote on the first person nominated for the Office of Chair. A Commission member who is nominated may vote for themselves.
 - iv. 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.
 - v. 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

- a. **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.
- b. **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.
- c. **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.
- d. **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.
- e. **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.

- f. **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.
- g. **Notice of Meetings.**
 - i. 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.
 - ii. 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, emergency, or continued meeting 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.
 - iii. 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.

- a. **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.
- b. **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.

- c. **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.
- d. **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.
- e. **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.
 - i. **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.

- a. 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.

- i. 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.
- ii. 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
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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

- a. **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.
- b. **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.

- a. **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.
- b. **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. Public Hearings.

- a. **Findings of Reasonable Cause.** The following procedure is for public administrative hearings held by the Human Rights Commission for the purpose of reviewing a finding of reasonable cause, made by the Director of the Human Rights Commission, on a complaint investigated by the Office of Human Rights. This procedure is intended to supplement Section 2-439.1 of the Charlottesville Human Rights Ordinance (Code of the City of Charlottesville, Chapter 2, Article XV) and should be updated, as needed, to remain in accordance with the Ordinance.
 - i. When the Director of the Human Rights Commission makes a determination of reasonable cause on a complaint investigated by the Office of Human Rights, and alternative dispute resolution is unsuccessful, the Director shall send notice to both the complainant and respondent that the complaint has been referred to the Human Rights Commission for a public administrative hearing. This notice should be on City letterhead, signed by the Director, and sent by both postal mail and email, if possible.
 1. For employment, public accommodation, credit, or private education complaints, the Director shall notify both parties that the Review & Determination for the complaint will be shared with the Commission for a vote on whether to hold a public administrative hearing.
 2. For housing complaints, the Director shall notify both parties that the Review & Determination for the complaint will be shared with the Commission and that the complaint will proceed to a public administrative hearing if neither party elects to pursue the complaint through a civil action in court.
 - ii. If legal guidance is needed to proceed, the Director shall also notify the City Attorney's Office of the public administrative hearing using the legal intake system.
 - iii. After sending notice to the complainant and respondent that the case has been referred to the Human Rights Commission for a public administrative hearing, the Director shall share the Review & Determination for the complaint with the Commission.
 - iv. Following receipt of the Review & Determination, the Commission shall take the following actions:
 1. For employment, public accommodation, credit, or private education complaints, the Commission shall decide by majority vote during a public meeting whether to hold a public administrative hearing. Commissioners shall base their decision on how enforcement of the Human Rights Ordinance would be best served.
 - a. If a majority of Commissioners vote not to hold a public hearing, the Commission shall either dismiss the complaint or take such action as it deems appropriate and consistent with the Human Rights Ordinance.

- x. Electronic communication between Commissioners and staff about the case under review should be confined to City email addresses.
- xi. The Director shall provide the hearing panel with guidance regarding the contents and review of case records. The hearing panel may ask the Director and Investigator questions about the records and investigation.
- xii. The hearing panel may seek legal guidance from the City Attorney's Office as part of their review of the records.
- xiii. The hearing panel may also submit a request to the Director for additional information or evidence panel members believe may be necessary for reviewing the determination.
 - 1. If the hearing panel requests additional information, the Director shall authorize the Investigator to gather any available information.
 - 2. Any additional information gathered by the Investigator shall be redacted to remove any personally identifying information before presentation to the hearing panel.
 - 3. The Commission may invoke its authority to petition for a subpoena to obtain evidence, as directed by the Human Rights Ordinance.
 - 4. The Commissioners shall not accept any unsolicited information or evidence from either party or any individual otherwise associated with the complaint.
 - a. If any Commissioner receives unsolicited information or evidence, the Commissioner receiving such information or evidence shall immediately forward it to the Director.
 - b. If the Office of Human Rights receives such information or evidence, it shall notify the sending party that unsolicited information or evidence shall not be accepted or reviewed by the Commission as part of the public administrative hearing process.
- xiv. Following their review of the case records, the hearing panel shall identify a date, time, and location for the hearing, allowing time for both parties to receive notice no later than 14 calendar days before the date of the hearing.
 - 1. The Director shall notify both parties of the date, time, and location of the hearing at least 14 calendar days before the date of the hearing. This notice should be on City letterhead, signed by the Director, and sent by both postal mail and email, if possible.
 - 2. The hearing shall be publicly noticed as a Special Meeting of the Commission, in accordance with state law.
- xv. During the hearing, the Chair, or the Chair's designee on the hearing panel, shall preside over the hearing. The presiding Commissioner shall lead the panel through a discussion of the case and any additional evidence that was gathered at the panel's request.
 - 1. The Director and Investigator shall also be present during the hearing to answer any questions about the record.
 - 2. The Policy & Impact Analyst may also be present to assist with meeting logistics and recordkeeping.

3. A representative from the City Attorney's Office may also be present to advise Commissioners and staff on any legal matters related to the hearing.
 4. The hearing shall be recorded for the purpose of preparing a written record, and such record shall be made available to the public following the hearing.
- xvi. Following the discussion, the presiding Commissioner shall call for a motion from the panel on whether to pursue one of the following actions:
1. The panel may vote whether to uphold the Director's finding of reasonable cause.
 - a. If a majority of the members of the hearing panel vote to uphold the Director's finding, the Commission shall prepare a written resolution upholding the Director's finding and any remedial actions the Commission recommends, per its authority under the Human Rights Ordinance.
 - i. The Director shall notify both parties of the Commission's finding.
 - ii. Such notice shall include a copy of the Commission's resolution and a summary of any further action to be taken.
 2. The panel may vote whether to overturn the Director's finding of reasonable cause.
 - a. If a majority of the members of the hearing panel vote to overturn the Director's finding of reasonable cause, the Commission shall prepare a written resolution affirming the dismissal of the complaint and summarizing the evidence upon which the reversal of the Director's finding is based.
 - i. The Director shall notify both parties of the Commission's finding.
 - ii. Such notice shall include a copy of the Commission's resolution and communicate clearly that the Commission's decision is final.
 - b. **Findings of No Reasonable Cause.** The following procedure is for public administrative appeal hearings held by the Human Rights Commission for the purpose of reviewing a finding of no reasonable cause, made by the Director of the Human Rights Commission, on a complaint investigated by the Office of Human Rights. This procedure is intended to supplement Section 2-439.1 of the Charlottesville Human Rights Ordinance (Code of the City of Charlottesville, Chapter 2, Article XV) and should be updated, as needed, to remain in accordance with the Ordinance.
 - i. The complainant in a case investigated by the Office of Human Rights may make a written request for a public administrative appeal hearing by the Human Rights Commission when the Director of the Human Rights Commission makes a determination of no reasonable cause on the complaint. The written request for appeal from the complainant must be received by the Commission or Office of Human Rights within 10 calendar days following the complainant's receipt of the notice of dismissal.
 - ii. If the Commission receives a request for appeal directly from the complainant, the Commission Chair shall forward the request to the Director on the same day it was received.

- iii. When the Office of Human Rights receives a written request for appeal from the complainant or a forwarded request from the Commission Chair, staff shall provide a brief response, using the complainant's preferred method of written contact, acknowledging receipt of the request.
 1. If the complainant made the request within 10 days of receiving the notice of dismissal, then the response to the complainant shall confirm that the request was timely, the Commission shall be notified of the request, and the Office of Human Rights shall follow up with both parties regarding next steps.
 2. If the complainant made the request more than 10 days after receiving the notice of dismissal, then the response shall inform the complainant that the submitted request was not timely and that the dismissal is final.
- iv. The Director shall notify the Chair of the Human Rights Commission of a timely request for appeal on the same day it was received, if the complainant submitted the request directly to the Office of Human Rights.
- v. If legal guidance is needed to proceed, the Director shall also notify the City Attorney's Office of the request for appeal using the legal intake system.
- vi. After notifying the Chair of the Human Rights Commission, the Director shall send notice of the timely request for appeal to both parties. This notice should be on City letterhead, signed by the Director, and sent by both postal mail and email, if possible.
- vii. The Commission shall decide, by majority vote, during a public meeting whether the hearing panel will include the full Commission or a smaller group of at least three Commissioners.
 1. If the Commission chooses to delegate the hearing to a group of three or more Commissioners, the group should have an odd number of members to facilitate decision-making.
 2. The motion to delegate the hearing to a group of three or more Commissioners should name the Commissioners who have been selected as members of the group.
 3. If the Chair is not a member of the hearing panel, they may designate another member of the panel to preside over the hearing.
- viii. In preparation for sharing case records with the Human Rights Commission, the Director and Investigator shall review the Investigative Report, as well as any supporting documents, and redact any personal identifying information.
- ix. After the Commission determines the composition of the hearing panel, the Director shall share the names of the members of the panel with both parties to the complaint. The Director shall confirm with each party whether a conflict of interest exists with any members of the panel.
 1. If there is no conflict identified by either party, the Director shall confirm the composition of the hearing panel with both parties.
 2. If there is a conflict identified by either party, the Director shall notify the Commission Chair. During a public meeting, a different Commissioner shall be selected to replace the panel member with whom there is a conflict of interest,

using the selection process described above. The Director shall share the updated membership of the hearing panel with both parties to the complaint. This process shall repeat until it can be confirmed that no member of the panel has a conflict of interest with either party to the complaint.

- x. Once it is confirmed that there is no conflict of interest between the parties to the complaint and the members of the hearing panel, the Director shall send a confidentiality agreement to all members of the hearing panel. The Director must receive a completed confidentiality agreement from all hearing panel members before sharing any case records with the panel.
- xi. After all members of the hearing panel have signed the confidentiality agreement, and any records to be shared have been compiled and redacted, the Director shall present the Review & Determination along with the redacted Investigative Report to the hearing panel.
- xii. Electronic communication between Commissioners and staff about the case under review should be confined to City email addresses.
- xiii. The Director shall provide the hearing panel with guidance regarding the contents and review of case records. The hearing panel may ask the Director and Investigator questions about the records and investigation.
- xiv. The hearing panel may seek legal guidance from the City Attorney's Office as part of their review of the records.
- xv. The hearing panel may also submit a request to the Director for additional information or evidence panel members believe may be necessary for reviewing the determination.
 1. If the hearing panel requests additional information, the Director shall authorize the Investigator to gather any available information.
 - a. Any additional information gathered by the Investigator shall be redacted to remove any personally identifying information before presentation to the hearing panel.
 - b. The Director shall present the redacted information to the hearing panel.
 2. The Commission may invoke its authority to petition for a subpoena to obtain evidence, as directed by the Human Rights Ordinance.
 3. The Commissioners shall not accept any unsolicited information or evidence from either party or any individual otherwise associated with the complaint.
 - a. If any Commissioner receives unsolicited information or evidence, the Commissioner receiving such information or evidence shall immediately forward it to the Director.
 - b. If the Office of Human Rights receives such information or evidence, it shall notify the sending party that unsolicited information or evidence shall not be accepted or reviewed by the Commission as part of the public administrative hearing process.

- xvi. Following their review of the case records, the hearing panel shall identify a date, time, and location for the hearing, allowing time for both parties to receive notice no later than 14 calendar days before the date of the hearing.
 - 1. The Director shall notify both parties of the date, time, and location of the hearing at least 14 calendar days before the date of the hearing. This notice should be on City letterhead, signed by the Director, and sent by both postal mail and email, if possible.
 - 2. The hearing shall be publicly noticed as a Special Meeting of the Commission, in accordance with state law.
- xvii. During the hearing, the Chair, or the Chair's designee on the hearing panel, shall preside over the hearing. The presiding Commissioner shall lead the panel through a discussion of the case and any additional evidence that was gathered at their request.
 - 1. The Director and Investigator shall also be present during the hearing to answer any questions about the record.
 - 2. The Policy & Impact Analyst may also be present to assist with meeting logistics and recordkeeping.
 - 3. A representative from the City Attorney's Office may also be present to advise Commissioners and staff on any legal matters related to the hearing.
 - 4. The hearing shall be recorded for the purpose of preparing a written record, and such record shall be made available to the public following the hearing.
- xviii. Following the discussion, the presiding Commissioner shall make a motion to hold a vote whether to uphold the Director's finding of no reasonable cause.
 - 1. If a majority of the members of the hearing panel vote to uphold the Director's finding, the Commission shall prepare a written resolution upholding the Director's dismissal of the complaint.
 - a. The Director shall notify both parties of the Commission's finding.
 - b. Such notice shall include a copy of the Commission's resolution and communicate clearly that the Commission's decision is final.
 - 2. If a majority of the members of the hearing panel vote to overturn the Director's finding, the Commission shall prepare a written resolution summarizing the evidence upon which the reversal of the Director's finding is based, accompanied by recommendations for further action.
 - a. The Director shall notify both parties of the Commission's finding.
 - b. Such notice shall include a copy of the Commission's resolution and a summary of any further action to be taken.

9. 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 VI

Human Rights Commission
Annual Work Plan: Focus and Goals
March 2026 – February 2027
Date of last revision: 05/20/2026

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

Human Rights Ordinance Reference

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

Human Rights Commission Roles	General Actions and Timeframes
Sec. 2-433. (a) Individual assistance	<ul style="list-style-type: none"> • Timing is dependent upon individual complaints and findings • Could include training on: <ul style="list-style-type: none"> ○ Public administrative hearings ○ Human and civil rights protections
Sec. 2-433. (b) Outreach and Engagement	<ul style="list-style-type: none"> • Timing is throughout the year in response to community issues • Could include community events, presentations, or public polls • Could include community dialogue or other informational programs • Could be expanded with additional staffing and Commission support
Sec. 2-433. (c) Systemic issues, policies, and practices	<ul style="list-style-type: none"> • Plan to submit recommendations to Council in October or November • Could include single events like panels, forums, and town halls • Could also include long-term multi-year research or reviews of policy • Additional staffing and Commission support could expand the work
Sec. 2-433. (d) Federal workshares	<ul style="list-style-type: none"> • Timing is dependent upon workshare requirements • May include review and adoption of Ordinance amendments • May include community engagement activities
Sec. 2-433. (e) Legislative program	<ul style="list-style-type: none"> • Plan to submit legislative recommendations to Council by August 31st • Could include public polls, panels, forums, and town halls • Could include research related to Sec. 2-433. (c)
Sec. 2-433. (f) Commission policies	<ul style="list-style-type: none"> • Plan to submit recommendations to Council in October or November <ul style="list-style-type: none"> ○ May include requests for funding for programs or staffing • Changes to the Commission’s Rules & Procedures are not timebound • Changes to the Human Rights Ordinance can take multiple months

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)
1. Economic stability across protected classes.

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	Ordinance Alignment	Added to Work Plan
<i>(Hold for potential community engagement and information gathering work)</i>	<ul style="list-style-type: none"> • Sec. 2-433. (b) Outreach and engagement 	<input type="checkbox"/>
<i>Commission reviews information learned regarding legislative priorities and begins drafting recommendations for City Council by DATE</i>	<ul style="list-style-type: none"> • Sec. 2-433. (c) Systemic issues, policies, and practices • Sec. 2-433. (e) Legislative program 	<input type="checkbox"/>
<i>Commission finalizes and adopts legislative priorities recommendations for City Council by DATE</i>	<ul style="list-style-type: none"> • Sec. 2-433. (c) Systemic issues, policies, and practices • Sec. 2-433. (e) Legislative program 	<input type="checkbox"/>
<i>Commission submits legislative recommendations to City Council by 08/31/26</i>	<ul style="list-style-type: none"> • Sec. 2-433. (b) Outreach and engagement Sec. 2-433. (e) Legislative program 	<input type="checkbox"/>
<i>Commission reviews information learned regarding City policies and begins drafting recommendations for City Council by DATE</i>	<ul style="list-style-type: none"> • Sec. 2-433. (b) Outreach and engagement Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>
<i>Commission finalizes and adopts City policy recommendations for City Council on DATE</i>	<ul style="list-style-type: none"> • Sec. 2-433. (b) Outreach and engagement Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>
<i>Commission submits City policy recommendations to City Council by DATE</i>	<ul style="list-style-type: none"> • Sec. 2-433. (b) Outreach and engagement Sec. 2-433. (c) Systemic issues, policies, and practices 	<input type="checkbox"/>

**Human Rights Commission
Annual Work Plan: Calendar
March 2026 – February 2027**

Month	Actions
March	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annual Meeting (3/5: Parks & Recreation Conference Room) <input checked="" type="checkbox"/> Actions Between Meetings <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact state legislators for May panel <input checked="" type="checkbox"/> Contact Economic Mobility Officer for 4/16 Regular Meeting <input checked="" type="checkbox"/> Contact Assistant to the City Manager for 4/16 Regular Meeting
April	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work Session (4/2: City Space) - Not scheduled <input checked="" type="checkbox"/> HRC Leadership Meeting (4/8 at 5:00pm) <input checked="" type="checkbox"/> Regular Meeting (4/16: City Space) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Closed session consultation with City Attorney's Office <input checked="" type="checkbox"/> Review and potentially adopt amendments to the Human Rights Ordinance <input checked="" type="checkbox"/> Expert panel and community engagement planning <input type="checkbox"/> Actions Between Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Upload CY2025 annual report to 6/15 City Council agenda (on or before 5/18) <input type="checkbox"/> Upload Ordinance amendments to 6/15 City Council agenda (on or before 5/18) <input checked="" type="checkbox"/> Expert panel collaborative planning document to identify possible panelists <input type="checkbox"/> Reach out to content experts for June or July panel <input checked="" type="checkbox"/> Review HRC Rules & Procedures for any language changes per 2-432 <input type="checkbox"/> Review HRC application for any language changes per 2-432 <input checked="" type="checkbox"/> Plan next steps and timeline with hearing panel
May	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work Session (5/7: City Space) – Not scheduled <input type="checkbox"/> HRC Leadership Meeting (5/13 at 4:00pm) <input type="checkbox"/> Regular Meeting (5/21: City Space) <ul style="list-style-type: none"> <input type="checkbox"/> Legislator panel <input type="checkbox"/> Review list of possible panelists for June or July <input type="checkbox"/> Actions Between Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Contact potential panelists
June	<ul style="list-style-type: none"> <input type="checkbox"/> Work Session (6/4: City Space) – potential reprogram as Special Meeting for public hearing <input type="checkbox"/> HRC Leadership Meeting (6/10 at 4:00pm) <input type="checkbox"/> Regular Meeting (6/18: City Space) <ul style="list-style-type: none"> <input type="checkbox"/> Expert panel (?) <input type="checkbox"/> Actions Between Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Present CY2025 annual report to City Council (6/15) <input type="checkbox"/> Present Ordinance amendments to City Council (6/15) <input type="checkbox"/> Stakeholder meetings (?)
July	<ul style="list-style-type: none"> <input type="checkbox"/> Work Session (7/2: City Space) <input type="checkbox"/> HRC Leadership Meeting (7/8 at 4:00pm) <input type="checkbox"/> Regular Meeting (7/16: City Space) <ul style="list-style-type: none"> <input type="checkbox"/> Legislator Panel (Delegate Katrina Callsen and Senator Creigh Deeds) <input type="checkbox"/> Actions Between Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Stakeholder meetings (?)

Month	Actions
August	<input type="checkbox"/> Work Session (8/6: City Space) <input type="checkbox"/> HRC Leadership Meeting (8/12 at 4:00pm) <input type="checkbox"/> Regular Meeting (8/20: City Space) <input type="checkbox"/> Adopt state legislative recommendations <input type="checkbox"/> Actions Between Meetings <input type="checkbox"/> Draft and submit state legislative recommendations to City Council by 8/30
September	<input type="checkbox"/> Work Session (9/3: City Space) <input type="checkbox"/> HRC Leadership Meeting (9/9 at 4:00pm) <input type="checkbox"/> Regular Meeting (9/17: City Space) <input type="checkbox"/> Discuss City policy recommendations <input type="checkbox"/> Actions Between Meetings
October	<input type="checkbox"/> Work Session (10/1: City Space) <input type="checkbox"/> HRC Leadership Meeting (10/7 at 4:00pm) <input type="checkbox"/> Regular Meeting (10/15: City Space) <input type="checkbox"/> Adopt City policy recommendations <input type="checkbox"/> Form Officer Nomination Committee (minimum of three Commissioners) <input type="checkbox"/> Actions Between Meetings <input type="checkbox"/> Nominating Committee begins nomination process <input type="checkbox"/> Chair begins draft of City policy recommendations to Council
November	<input type="checkbox"/> Work Session (11/5: City Space) <input type="checkbox"/> HRC Leadership Meeting (11/11 at 4:00pm) <input type="checkbox"/> Regular Meeting (11/19: City Space) <input type="checkbox"/> Actions Between Meetings
December	<input type="checkbox"/> Work Session (12/3: City Space) <input type="checkbox"/> HRC Leadership Meeting (12/9 at 4:00pm) <input type="checkbox"/> Regular Meeting (12/17: City Space) <input type="checkbox"/> Officer Nominating Committee presents slate of nominees (or in January?) <input type="checkbox"/> Actions Between Meetings
January	<input type="checkbox"/> Work Session (1/7: City Space) <input type="checkbox"/> HRC Leadership Meeting (1/6 at 4:00pm) <input type="checkbox"/> Regular Meeting (1/21: City Space) <input type="checkbox"/> Officer elections <input type="checkbox"/> Plan date for Annual Meeting in March <input type="checkbox"/> Actions Between Meetings
February	<input type="checkbox"/> Work Session (2/4: City Space) <input type="checkbox"/> HRC Leadership Meeting (DATE) <input type="checkbox"/> Regular Meeting (2/18: City Space) <input type="checkbox"/> Planning for Annual Meeting <input type="checkbox"/> Actions Between Meetings <input type="checkbox"/> HRC leadership begins draft of annual focus and goals