Human Rights Commission
Committee Meeting
Thursday, April 6, 2023
Virtual/Electronic Meeting
6:30pm

Agenda Packet Attachments

1. Agenda
2. 03-16-2023 DRAFT HRC Annual Retreat Minutes
3. DRAFT Amended HRC Rules and Procedures

Attachment 1

Human Rights Commission
AGENDA
Committee Meeting
April 6, 2023
Virtual/Electronic Meeting
6:30pm

Please take Notice that this virtual 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 virtual meeting will be a limited public forum to discuss the agenda items presented below and to ensure the continuity of services provided by the Commission. The Commission Chair may limit public comments or discussion points that are unrelated to agenda items or that pertain to topics outside the scope of this Agenda. This will be a virtual meeting open to the public and registration information for remote participation is available at www.charlottesville.gov/zoom.

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

1. **WELCOME**
    a. CALL TO ORDER
    b. ROLL CALL
    c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*
    d. Notice: For members of the public participating virtually, if you experience technical difficulties, you may call 434-970-3115, and a staff person will assist you.
2. **WORK SESSION**
    a. HRC Rules & Procedures amendments
    b. New Business
3. **MATTERS BY THE PUBLIC**
    a. PUBLIC COMMENT (Webinar attendees use the "raise hand" function, phone attendees use *9)
    b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
4. **COMMISSIONER UPDATES**
5. **NEXT STEPS & ADJOURN**

* ACTION NEEDED

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Attachment 2

Human Rights Commission
Meeting Minutes
Annual Retreat and Strategic Planning Meeting
March 16, 2023
Carver Recreation Center Main Room, 233 4th St. NW, Charlottesville, VA 22902
5:30 pm

Click HERE to access rebroadcasts of past Human Rights Commission meetings on YouTube.

Click HERE to access an archive of past Human Rights Commission work on the City website.

1. WELCOME

a. CALL TO ORDER
   i. Chair, Jessica Harris, called the hybrid meeting to order at 5:55 pm

b. ROLL CALL
   i. Jessica Harris
   ii. Ernest Chambers
   iii. Jeanette Abi-Nader
   iv. Mary Bauer
   v. Wolfgang Keppley
   vi. Kathryn Laughon
   vii. Suzanne Lynn
   viii. Andrew Orban
   ix. Lyndele Von Schill

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.*

d. Icebreaker
   i. Vice-Chair directs Commissioners and OHR staff in an icebreaker activity about their preferences to allow them to get to know each other

e. Privilege Bead Activity
   i. Chair leads Commissioners and OHR staff in activity to allow them to think about what kinds of privilege they have (including race, religion, class, cisgender, citizenship, ability, and sexuality) in their lives by creating beaded bracelets
   ii. Group further discusses the questions for ability, class, citizenship, and race privilege, as well as privilege in general; also discusses how personal privilege may impact or inform roles as Commissioners

2. WORK SESSION

a. 2022 Annual Report overview (HRC Director)
   i. Explains structure of pages from the 2022 Annual Report depicting 2022 HRC key actions and takeaways, including how HRC actions aligned with responsibilities outlined in the Charlottesville Human Rights Ordinance
   ii. Reviews annual focus topics chosen during the 2022 Annual Retreat and summarizes HRC's actions related to them

            1. Sec. 2-443. (a) Commission has historically not had to do much, as many OHR cases do not reach hearing step; however, Commission should still be prepared should a case reach this stage
                a. Suggests organizing a moot hearing
            2. Sec. 2-433 (b) Commission held public polls, public discussions, and a community tabling event to interact with the public during 2022
            3. Sec. 2-433 (c) HRC engaged in six actions aligned with this section, including two Council recommendations, two passed resolutions, and two discussions surrounding City policy
            4. Sec. 2-433 (d) HRC Director did amendments to the Charlottesville Human Rights Ordinance which will bring the OHR into substantial equivalence with federal fair housing law
                a. Will still be working with HUD for the FHAP agreement rather than beginning to pursue the FEPA agreement
                b. Commission will be approving amendments to the Ordinance as they arise
            5. Sec. 2-433 (e) HRC made recommendations to Council concerning housing equity, transportation equity and accessibility, health and food equity, and equity in law enforcement
            6. Sec. 2-433 (f) Commission reviewed and amended its own Rules & Procedures to adjust the definition of a quorum, as well as adopted Ordinance amendments to pursue FHAP and generally improve procedures
        iii. Advises Commissioners use these responsibilities outlined in the Ordinance to think about the coming year's focuses
        iv. Added key takeaways and trends of OHR service provision during 2022
        v. Will later add in key takeaways for the OHR's community outreach work
        vi. Added in estimates for how much time is required per month to be a Commissioner
        vii. Added in a draft of an annual calendar to have general idea of when things should happen during the year
        viii. Commissioner asks about what Council said about legislative requirements for the Commission
            1. Director explains the structure of the Ordinance and what HRC responsibilities align with which part of the Ordinance
                a. HRC's main responsibility is to advise Council
        ix. Full Annual Report is not attached, as it is not yet completed and contains mostly reporting from only the OHR
        x. Commissioner suggests having Commissioner work in a format that can be edited by Commissioners over the course of the year
            1. Director says it would be possible to give Commissioners direct access the HRC Actions spreadsheet
    b. 2023 Strategic Planning
        i. Commissioner asks about number of annual focuses
            1. Chair says that last year, having four focuses spread the Commission a little thin, so this year, it may be better to pick two

focuses
2. Commissioner adds that goals should also be specific and action-oriented

ii. Commission takes five minutes to brainstorm annual focuses
   1. Commissioner asks about signing of Language Access Plan document
      a. Signing got lost during transition into new year
   2. Commissioner asks about Martha's Rules
      a. This could be an ad-hoc committee that meets once to review the draft document and have on the agenda for the next regular meeting
         i. Next committee meetings on 4/6 will be virtual

iii. Commissioner shares previous suggestions for annual focuses
   1. Investigate feasibility of a city-wide voucher program under current flexibility of CSRAP
      a. Would supplement or operate separately from the housing choice voucher program
   2. Identify creative policy solutions to incentivize deeply affordable housing in the city
      a. Hotel conversions, rezoning, commercial property, etc.
   3. Write more letters to Council
   4. Have Commissioners regularly attending Planning Commission and Housing Advisory Committee meeting
   5. Support City through rezoning process
   6. Discuss values orientation around housing and its status as a human right
   7. Commissioner says that City's problem more seems to be availability of housing to use vouchers for, not the vouchers themselves
      a. Commissioner would like to make use of its role in advising Council by getting Councilors to champion certain initiatives of the HRC and repeatedly bringing pressing issues to Council's attention

iv. Other Commissioners share suggestions for annual focuses
   1. Housing generally, targeting community engagement to neighborhoods most in need, and developing truly equitable City policies
      a. Supports idea of there being Commissioners as liaisons to different organizations and bodies
   2. Housing, Dillon Rule (gets in the way of equitable practices), survey of housing resources (could host summit of organizations and individuals and have role as connectors)
      a. Talked to Steven Johnson from Livable Cville about factors that go into housing in the city
   3. Echoes previous Commissioner's priorities, holding City Council accountable
   4. Echoes previous priorities, suggestion of local issues suggested by the community that are amplified to Council (zoning rewrite, density bonuses, etc.)

            5. Zoning rewrite, amplifying community's priorities to Council, and pushing City Council
            6. More community engagement (hosting more town halls or summit, participating in more events in relevant communities)
            7. Keep housing and community engagement priorities, and continue making legislative recommendations to Council
                a. Supports ideas of town halls or a summit; feels that being at tabling events with OHR staff was not the best use of time in the past
                b. OHR Community Outreach Specialist adds that she can help facilitate the Commission reaching out to other service providers and even participate in events if needed
            8. Zoning rewrite, thinking about how the Commission is sending messages and holding Council accountable if they do not follow through, drafting legislative priorities earlier in the year
                a. Specifically incorporating a human rights angle
                b. Emphasis on following up
        v. Director responds to Commissioners' ideas
            1. Housing Advisory Committee is still meeting
                a. Is listed on the calendar in different ways ("HAC," "Housing Advisory Committee," etc.)
                b. Next meeting is 3/21 at 12pm for the zoning subcommittee
            2. OHR can provide some information regarding housing information gathering
        vi. Commissioner adds that she would like to add a specific statement about the loss of home ownership by Black Charlottesville residents
        vii. Chair summarizes that the Commission wants to prioritize housing and community engagement related to housing
            1. Zoning
            2. Acknowledging loss of housing by Black homeowners
                a. Do information gathering
            3. Bringing issues forth to Council consistently
                a. Meet consistently with them to talk about housing issues
                b. Commissioner adds that HRC should be specific and ensure they are accurately repeating what other specialized organizations have been saying
        viii. Commissioner brings up recent gun violence in the city that he would like the Commission to address and help the community any way they can
            1. Part of the issue may be housing
            2. Another Commissioner adds that there was a community forum about this topic with the Police Chief
        ix. Chair says she is able to write letters with support from the Commission
        x. Commissioner asks Director about his previous comments about the HRC playing a connector role in the City
            1. HRC as an amplifier for voices Commission wants to endorse in

            Council and having OHR help Commission talk to different agency Directors, etc.
        xi. Commissioner says that current committee structure does not seem to be working and suggests either making sure committees have adequate membership to get work done or just doing the required work in main Commission meetings
            1. Chair suggests using ad-hoc committees for specific action items
    c. Chair suggests sub-focuses (with housing as main overall focus):
        i. General information gathering from individuals who work with housing in the city
        ii. Information gathering about rezoning
            1. Commissioner asks whether there is any consensus on a rezoning model by the community
                a. There is general agreement about what an equitable model of rezoning would look like, but there is some disagreement within this sphere for specifics
        iii. Address loss of ownership by Black homeowners in the city
    d. Specific action items are to make specific recommendations to Council based around the specific sub-focuses
        i. Commissioners would like to further discuss these priorities, so they will discuss more details at the next committee meeting
    e. Chair suggests dissolving current committees and only having a Housing committee
        i. Commissioners decide to have ad-hoc committees that arise temporarily as needed which will be chaired (ex. Summit Chair, etc.)

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

4. COMMISSIONER UPDATES
    a. Chair expresses gratitude to Commission for their work

5. NEXT STEPS
    a. All Commissioners
        i. Think about specific next steps and committee structure for the sub-focuses before the virtual committee on 4/6
    b. Annual focuses for 2023 (housing):
        i. Gather information from experts in the City about housing issues
        ii. Gather information from experts about rezoning
        iii. Address loss of ownership by Black homeowners in Charlottesville

6. ADJOURN
    a. Meeting adjourned at 7:59 pm

Attachment 3

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.

(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) 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.

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

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

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

3. Meetings

3.1 Annual Meetings. The Commission shall hold an annual organizational meeting, which shall take place during the first regular meeting of the Commission in the month of January of each year. At the organizational meeting, the members of the Commission shall elect officers, establish its regular meeting schedule, and 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 Notice of Meetings.

3.6.1. The Secretary shall give notice of all meetings (annual, regular, special and work session) to all members of the Commission, five 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.

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

3.6.3. 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 his or her 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. ~~Standing Committees. The following standing committees of the Commission have been formed by resolution in accordance with these rules and meet regularly as follows:~~

~~Administrative Matters Committee~~

~~Community Engagement Committee~~

~~Age, Disability, and Religious Discrimination~~

~~Committee Race Discrimination Committee~~

~~Sex Discrimination Committee~~

The Chair of the Commission appoints members of each Ad hoc Committee ~~standing committee~~ and a Chair of each committee is selected from committee members. Commission staff is responsible for assisting Committee chairs with setting Committee meeting agendas and preparing Committee reports for presentation to the full Commission during its regular meetings.

5. Conflicts of Interest.

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

5.1.1. In the event that any member shall have a "personal interest in a transaction" as defined by Va. Code Section 2.2-3101, in a matter before the Commission, the member shall be required to make a declaration of such interest before participating in the transaction, and the member may be required to disqualify himself from participating in the transaction. The member's obligations in a given situation shall be determined in accordance with Va. Code Section 2.2-3112. It is the obligation of each member to ascertain whether he or she has a personal interest in a transaction, and to take action in accordance with Va. Code 2.2-3112 immediately upon concluding that a personal interest does exist; however, the issue of personal interests of a commission member may also be raised by other members or by individuals who are not members.

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

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

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

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

6. Community Participation

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

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

7. 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

~~Charlottesville~~ Human Rights Commission Policy on Individual Participation in Meetings by Electronic Means ~~under §2.2-3708.1 of the Virginia Code~~

Administrative Policy No. 1: Approved May 21, 2015 and amended MONTH DAY, YEAR.

I. **Policy Statement:** It is the policy of the Charlottesville Human Rights Commission (~~C~~HRC) that individual members of the ~~C~~HRC may participate in meetings of the Commission by electronic means as permitted by ~~Virginia Code §2.2-3708.1.~~ 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 ~~C~~HRC and without regard to the identity of the member requesting remote participation or the matter considered or voted on at the meeting.

~~A. ***Emergency/Personal Absence:*** Members unable to attend the meeting due to an emergency or personal matter qualify under this policy provided that the individual can identify with specificity the nature of the emergency or personal matter, the public body holding the meeting the meeting records in its minutes the nature of the emergency or personal matter, and the remote location from which the member participate is identified in the minutes.~~

~~B. ***Disability Absence:*** Members of a public body unable to attend the meeting due to a medical condition qualify under this policy provided that the individual notifies the chair of the public body that such member cannot attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, the public body records this, and the remote location from which the member participates is identified in the minutes.~~

~~III. **Quorum Required:** Whenever an individual member wishes to participate from a remote location, a quorum of the CHRC must be physically assembled at the meeting location, and arrangements will be made for the voice of the remote participant to be heard by all persons at the meeting location.~~

~~IV. **Meeting Procedures:** The reason that the member cannot attend the meeting and the remote location from which the member participates will be recorded in the meeting minutes. When such individual participation is due to an emergency or personal matter as designated in section II A above, such participation is limited to two meetings or 25 percent of the meetings of the CHRC per member each calendar year, whichever is fewer.~~

V. ~~**Approval Process:** Individual participation from a remote location shall be approved by the Chair of the CHRC, unless such participation would violate this policy or the Virginia Freedom of Information Act (FOIA).~~

VI. ~~**Challenges:** If a member's participation from a remote location is challenged, then the Commission members present shall vote whether to allow such participation. If the commission votes to disapprove the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.~~

VII. ~~**General Applicability to Committees:** This policy applies to all committees, subcommittees, and task forces of the CHRC. Where remote participation occurs at a sub-committee or task force the chair of such committee shall assume responsibility for the approval process.~~

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

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

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

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

1. The proposal is presented. Clarifying questions are taken.
   a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
   a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
   a. This is not a time for debate.
   b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
   a. This is not a time for debate.
   b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
   a. Time limit on discussion is set by the group.
   b. Facilitator helps group identify key issues.
   c. Motion to table or refer is in order and requires ¾ 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.