



**Human Rights Commission
Work Session
April 3, 2025
In-person Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. Martha's Rules (for reference)
3. 2025 Work Plan Template

Attachment 1



**Human Rights Commission
AGENDA
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In-person Meeting
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6:30pm**

Please take Notice that this in-person 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 in-person 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.

Members of the public are welcome to provide public comment during the “matters by the public” sections of the agenda. The Commission is currently not receiving virtual public comment. 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. MATTERS BY THE PUBLIC

- a. Public Comment

3. CLOSED SESSION

4. WORK SESSION

- a. Focus area discussion
- b. Gender equity and tennis courts discussion
- c. New business

5. MATTERS BY THE PUBLIC

- a. Public comment
- b. Commission response to Matters by the Public

6. COMMISSIONER UPDATES

7. 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) 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 2

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

1. The proposal is presented. Clarifying questions are taken.
 - a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
 - a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
 - a. Time limit on discussion is set by the group.
 - b. Facilitator helps group identify key issues.
 - c. Motion to table or refer is in order and requires $\frac{3}{4}$ vote.
6. First vote is taken.
 - a. People vote
 - i. In favor of the proposal, or
 - ii. Can live with the proposal, or
 - iii. Opposed to the proposal.
 - b. If a majority of those present votes "in favor" or "can live with," proceed to Step 8.
 - c. If less than a majority of those present votes "in favor" or "can live with," proposal dies.
7. Those voting in opposition are allowed to state their objections and concerns.
 - a. No discussion is allowed, only clarifying questions.
8. The second vote is taken as in Step 6.
 - a. It takes a majority of those present to override objections and pass the proposal.

Attachment 3

**Human Rights Commission
Annual Focus Areas, Goals, & Work Plan
March 2025 – February 2026**

This document serves as a tool for use during the annual planning meeting to assist with the identification of annual focus areas and goals along with development of a monthly work plan of actions that lead to the goals.

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	• Timing dependent upon individual complaints and findings • Could include training on: ○ Public administrative hearings ○ Human and civil rights protections
Sec. 2-433. (b) Awareness, education, and guidance	• Timing is throughout the year in response to community issues • 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	• Timed to inform policy recommendations to Council in October • Could include single events like panels, forums, and townhalls • 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	• Timing dependent upon workshare requirements • May include review and adoption of Ordinance amendments • May include community engagement activities
Sec. 2-433. (e) Legislative program	• Timed to inform legislative recommendations to Council in September • Could include events like panels, forums, and townhalls • Could also include research related to Sec. 2-433. (c)
Sec. 2-433. (f) Commission policies	• Time for October, if recommendations have a budgetary impact ○ Funding for programs or staffing • Changes to the Commission’s Rules & Procedures are not timebound

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)

Secondary Focus Area(s)

Annual Goals and Alignment

Specific, measurable, achievable, relevant, and time-bound goals that align with focus areas and HRC roles under the Human Rights Ordinance.

Goals	Focus Area Alignment	Ordinance Alignment
<i>Potential starting point: Plan and hold a public panel with experts in a focus area prior to submission of policy or legislative recommendations.</i>		
<i>Potential starting point: Submit policy recommendations to City Council pertaining to focus area by October.</i>		
<i>Potential starting point: Submit a letter with focus area related legislative recommendations to City Council by September.</i>		

March 2025 – February 2026 HRC Work Plan

Monthly work plan actions should support the goals identified above.

Month	Actions
March	• Annual Meeting (3/22)
April	• Work Session (4/3: City Space) ◦ Training: FOIA/COIA/VPRA with City Attorney's Office • Regular Meeting (4/17: City Space) ◦ Virginia Legislator updates • Actions Between Meetings ◦ June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists)
May	• Work Session (5/1: City Space) • Regular Meeting (5/15: City Space) • Actions Between Meetings ◦ Finalize June expert panelist list ◦ Outreach for July Legislative agenda expert panel ◦ Chair and OHR staff prepare to present CY2024 annual report to Council
June	• Work Session (6/5: City Space) ◦ Expert Panel • Regular Meeting (6/19: City Space) NOTE: this meeting falls on a City holiday • Actions Between Meetings
July	• Work Session (7/3: City Space) • Regular Meeting (7/17: City Space) ◦ Expert Panel: Focus Area Legislative Priorities • Actions Between Meetings
August	• Work Session (8/7: City Space) ◦ Draft legislative recommendations • Regular Meeting (8/21: City Space) ◦ Adopt legislative recommendations • Actions Between Meetings ◦ Present Legislative Recommendations to Council
September	• Work Session (9/4: City Space) • Regular Meeting (9/18: City Space) ◦ Discuss focus area City policy recommendations based on earlier panels and research • Actions Between Meetings
October	• Work Session (10/2: City Space) ◦ City policy recommendations • Regular Meeting (10/16: City Space) ◦ Form Officer Nomination Committee ◦ Finalize policy recommendations for submission to City Council • Actions Between Meetings ◦ Submit policy recommendations to Council ◦ Nominating Committee begins nomination process
November	• Work Session (11/6: City Space) • Regular Meeting (11/20: City Space) • Actions Between Meetings
December	• Work Session (12/4: City Space) • Regular Meeting (12/18: City Space) ◦ Officer Nominations • Actions Between Meetings
January	• Work Session (1/1: City Space) – Note: City Holiday • Regular Meeting (1/15: City Space) ◦ Officer elections ◦ Plan date for Annual Meeting in March • Actions Between Meetings

Month	Actions
February	• Work Session (2/5: City Space) • Regular Meeting (2/19: City Space) ○ Planning for Annual Meeting • Actions Between Meetings