



## **AGENDA**

### **Executive Committee**

**April 14, 2022 -- 8 a.m.**

**James River Board Room- PlanRVA**

Register to attend the meeting virtually at:

[https://planrva-org.zoom.us/webinar/register/WN\\_OWISkr9wTFuRAQyajPWmKA](https://planrva-org.zoom.us/webinar/register/WN_OWISkr9wTFuRAQyajPWmKA)

Members of the public may observe the meeting on our YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

View our complete [Public Participation Guide](#) for other ways to participate.

#### **1. Welcome and Introductions** (Winslow)

##### **a. Roll Call of Attendees and Certification of a Quorum** (Gogel)

#### **2. Meeting Minutes** (Paige/Page 2)

**Requested Action:** Motion to approve the meeting minutes from February 10, 2022 and March 10, 2022.

#### **3. Old Business**

##### **a. New Office Space Update** (Heeter)

**Discussion Item:** Ms. Heeter will provide an overview of the new office project status.

#### **4. New Business**

##### **a. RRTPO Update** (Parsons)

**Discussion Item:** Mr. Parsons will provide an update on the recent activities of the RRTPO including invitation to participate in a joint meeting with the CVTA and RRTPO.

##### **b. FY2023 Budget Overview** (Heeter)

**Discussion Item:** Ms. Heeter will review goals for the FY2023 budget and timeline for completion.

##### **c. FY2023 Leadership Transition (Heeter/Page 10)**

**Action Item:** Chairman Winslow will set the timeline and process for nominations of the Commission Leadership for FY2023.

#### **5. Adjourn**

**Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond**

Richmond Regional Planning District Commission | 9211 Forest Hill Avenue, Suite 200 | Richmond, VA 23235

PlanRVA Executive Committee Agenda April 14, 2022–page 1



**Executive Committee  
Meeting Minutes  
February 10, 2022  
8:00 a.m.**

The PlanRVA Executive Committee meeting was held using electronic communication means as set forth by the Emergency Declaration set forth by the Richmond City Council in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our Plan RVA YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

**Members Present:**

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
Charles City County	William Coada (virtual)	X
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille (virtual)	X
Goochland County	Donald Sharpe	X
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Dr. Daniel McGraw (virtual)	X

**Others Present:**

Eric Gregory (Hefty, Wiley & Gore, PC)

**Staff Present:**

Martha Heeter, Janice Firestone, Sidd Kumar, Chet Parsons, Gilbrith Gogel

**Welcome and Introductions**

Chairman Winslow called the meeting to order at 8:06 AM.

**Roll Call of Attendees and Certification of a Quorum**

Ms. Heeter took attendance by roll call and confirmed a quorum was present.

**Motion for Approval of Minutes**

**Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond**

Richmond Regional Planning District Commission | 9211 Forest Hill Avenue, Suite 200 | Richmond, VA 23235

PlanRVA Executive Committee Minutes February 10, 2022–page 1

Dr. Newbille made a motion to approve December and January meeting minutes. Mr. Byerly seconded the motion. The minutes were approved by unanimous vote.

### **2022 Local Appointments, Alternates**

Ms. Heeter presented the 2022 Commission roster of members and alternates and asked for members to notify her of any changes to the record of appointments to the Commission by the member jurisdictions.

Dr. Newbille noted that some changes to the City of Richmond appointments would be forthcoming but not yet available.

### **PlanRVA Succession Management Plan**

Ms. Heeter provided background on the Virginia Housing Capacity Building grant awarded to PlanRVA to support development of a Succession Management Plan. The completed report was included in the meeting materials for review by Executive Committee members this month and would be included in the March meeting agenda as an action item to forward to the full Commission with recommendation to approve.

Reverend Nelson joined the meeting.

### **Office Space Leasing**

Mr. Winslow gave a brief word of thanks to all parties who have supported the process to get the commission to the stage of decision for office space leasing.

Requested Action: Motion to enter a Closed Session for discussion of PlanRVA's office lease negotiations pursuant to Sect. 2.2-3711(A)(3) and (A)(29) of the Code of Virginia.

Rev. Nelson made motion to enter closed session which Mr. Byerly seconded; the motion was approved unanimously.

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Following conclusion of the closed session, members of the Executive Committee certified that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered.

It is noted in the record that Mrs. Paige and Mr. Davis arrived during the closed session.

<b><u>NAME</u></b>	<b>AYE</b>	<b>NAY</b>	<b>Abstain</b>	<b>Absent</b>
Byerly	X			
Cooda	X			
Davis	X			
McGraw	X			

Nelson	X			
Newbille	X			
Paige	X			
Sharpe	X			
Winslow	X			

Requested action: Motion to recommend to the full body selection of the property known as the Current and to authorize the Chair to negotiate and execute a lease agreement. Dr. Newbille made the motion, Mr. Davis seconded.

<b>NAME</b>	<b>AYE</b>	<b>NAY</b>
Byerly	X	
Cooda	X	
Davis	X	
McGraw*	X	
Nelson	X	
Newbille	X	
Paige	X	
Sharpe		X
Winslow	X	

**Adjourn**

With no other business, the Executive Committee adjourned at 9:03 AM.



**Executive Committee  
Meeting Minutes  
March 10, 2022  
8:00 a.m.**

The PlanRVA Executive Committee meeting was held using electronic communication means as set forth by the Emergency Declaration set forth by the Richmond City Council in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our Plan RVA YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

**Members Present:**

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
Charles City County	William Coad	
Chesterfield County	Christopher M. Winslow, Chair	
City of Richmond	Dr. Cynthia Newbille (virtual)	X
Goochland County	Donald Sharpe	X
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Dr. Daniel McGraw (virtual)	X

**Others Present:**

Neil Spoonhower, Eric Gregory (Hefty, Wiley & Gore, PC)

**Staff Present:**

Martha Heeter, Janice Firestone, Sidd Kumar, Chet Parsons, Gilbrith Gogel, Phil Riggan, Dan Motta

**Welcome and Introductions**

Chairman Davis called the meeting to order at 8:06 AM.

**Roll Call of Attendees and Certification of a Quorum**

Ms. Gogel took attendance by roll call and confirmed a quorum was present.

### **Motion for Approval of Minutes**

Ms. Heeter requested that the meeting minutes from the February meeting be continued to the next meeting to provide staff additional time to review the minutes and provide greater detail in the written record.

### **PlanRVA Succession Management Plan**

Ms. Heeter reviewed the proposed Succession Plan document with a request to move the document forward with recommendation for approval at the April Commission meeting. Mr. Davis made the motion to recommend approval by the full Commission and Mr. Byerly seconded the motion which was approved by voice vote.

### **Office Space Leasing**

Ms. Heeter summarized the discussion that occurred during the February 22, 2022 Audit, Facilities and Finance Committee meeting. Ms. Heeter reported that the lease agreement was completely executed earlier in the week and that there are several kick-off calls scheduled in the coming week with property owners as well as the development team members (vendors). The direction from the committee also included:

- Pursue 3<sup>rd</sup> party plan review as necessary to maintain project schedule/timeline
- Collect information regarding options related to construction bidding for review by the committee
- Collect information regarding options for office space occupancy and meetings following target moveout date of October 31, 2022, and likely move in date per the meeting schedule.

Mr. Davis advised the members of the Executive Committee of a question raised regarding delegated authority of the Audit, Facilities & Finance Committee in order to assure timely oversight and decision as the new office project advances. The goal is to avoid creation of barriers to the process.

Mr. Davis asked the opinion of the Committee (opposition or support) to delegate responsibility for project oversight to the Committee with understanding of Mr. Winslow as ex-officio member of the Committee and that the Committee will follow the approved timeline and budget. Mr. Byerly shared his full support of the delegation to the Committee.

Requested Action: Motion to delegate authority to the Audit, Facilities and Finance Committee for project management and oversight with understanding that the budget parameters will be met.

<b><u>NAME</u></b>	<b>AYE</b>	<b>NAY</b>	<b>Abstain</b>
Byerly	X		
Davis	X		
McGraw (virtual)	X		

Newbille (virtual)	X		
Paige	X		
Sharpe	X		

Mr. Spoonhower expressed his desire to see the Commission pursue the option of vacating the current office space at the end of the lease period and explore a remote work option for staff between moveout and move in. Mr. Byerly advised that the Committee is interested in comparing the options to make the best choice for a potential gap period. Mr. Sharpe reminded the group of the need to consider moving and storage to accommodate potential options. Mrs. Paige asked if it's true that the project is expected to be delayed at onset of the project. She asked if there's a possibility to move our items for storage on site at the new location to avoid multiple move costs and additional storage fees. Mr. Davis agreed it would be preferable to have a seamless move from the current location to the new location.

**Standard Practices for Announcing Public Meetings & Events**

Mr. Davis provided background on Mr. Winslow's request of Ms. Heeter to prepare the memorandum included in the meeting materials. Ms. Heeter shared that the memorandum was provided at the request of Chairman Winslow to summarize the Commission's current practices for announcing public meetings and events and outreach to media. This can serve as a resource going forward for evaluating the Commission's practices and making improvements to assure more effective media coverage in the future.

**CVTA Update**

Mr. Davis gave background on the recent CVTA action on February 25, 2022 to initiate a recruitment process to identify and select an Executive Director for the position. The CVTA has indicated desire to continue a partnership relationship with PlanRVA including hosting of the CVTA Executive Director position to provide personnel benefits and payroll administration as well as continued staff support to the CVTA and its Executive Director.

Ms. Heeter provided some background on the support PlanRVA has provided to the CVTA since its inception in 2020 and her opinion that hosting the position for the CVTA provided several benefits including cost effectiveness and coordination.

Ms. Heeter advised that she is prepared to coordinate development of a draft agreement between PlanRVA and the CVTA but would need to include some additional terms from what is included in the current agreement. She described three key components of an agreement including:

- Employment of the Executive Director including clear delineation of the responsibilities of both organizations as related to payroll and benefits administration, supervisory responsibility and oversight and accountability.

- Provision of administrative and technical support to assist with the transition/onboarding of the Executive Director as well as continued administration and operating support to include, but not be limited to, public and media outreach, meeting support and logistics, and technical planning.
- Back Office support, meeting and office space, technology services and other related operating support as necessary.

She advised of her preferences to undertake a longer term of agreement with recommendation to undertake a five-year term for the agreement to commence in FY2023. She also advised that a practice be put into place to assure regular communication and evaluation among the respective Executive Directors and Chairs to assure all issues and concerns are addressed in a timely manner.

Mr. Davis opened the floor for discussion by recognizing Mr. Spoonhower as a representative of the CVTA and member of the Authority's Personnel Committee charged with overseeing the recruitment process for the CVTA Executive Director. He reaffirmed the importance of agreement about the supervision and oversight of the Executive Director to assure the Authority grows as it should into the future. The reporting and performance are a key component of a successful arrangement between the two organizations.

Mr. Davis shared his concerns about PlanRVA's role simply being a payroll service and associated compliance issues. He agreed that a year-by-year arrangement would be difficult to manage and that the supervision and authority for the CVTA Executive Director will be critical to clearly establish so as not to put Ms. Heeter or the Commission in a difficult position. He advised that Mr. Spoonhower's involvement in the process gives confidence in the opportunity for a positive outcome.

Mr. Spoonhower advised that he knows from conversations with Ms. Heeter that PlanRVA does have similar arrangements with other organizations (FOLAR) and that when everyone has the same goal in mind, that should protect the partnership from failure in this first step.

Mrs. Paige shared her agreement with Mr. Spoonhower and that the current knowledge of what the CVTA needs, and lessons learned from the last two years can help inform the structure and partnership.

Dr. Newbille advised of her concurrence with what has occurred in the conversation and agreed with Mrs. Paige in comments to assure strong communication across the three related organizations- PlanRVA, CVTA and the RRTPO, and that the agreement needs to support the clear delineation of roles, responsibilities, and expectations for communications within the agreement.

Mr. Davis asked for a motion from the Committee to provide a recommendation to the full Commission. Mrs. Paige made a motion to forward the concept forward to the full Commission with recommendation to pursue the arrangement with the CVTA and to direct



Ms. Heeter to oversee negotiation of an agreement. Dr. Newbille seconded the motion which was approved by roll call vote.

<b><u>NAME</u></b>	<b>AYE</b>	<b>NAY</b>	<b>Abstain</b>
Byerly	X		
Davis	X		
McGraw (virtual)	X		
Newbille (virtual)	X		
Paige	X		
Sharpe	X		

**RRTPO Update**

Mr. Parsons provided an update of the recent RRTPO subcommittee work that supports ongoing cooperation and coordination across the RRTPO, CVTA and PlanRVA. Dr. Newbille and Mrs. Paige both served on the RRTPO subcommittee that provided recommendations to the Policy Board at their last meeting.

Among the recommendations included the convening of a joint annual meeting of the RRTPO Policy Board, CVTA and Regional Commission. Staff will be polling members to determine if the June 2<sup>nd</sup> RRTPO meeting is a viable data for initiating this effort.

**VA Health Insurance Program**

Mr. Davis advised that more discussion would be required than time permitted in the meeting so requested that this topic be deferred to a future meeting.

**Adjourn**

With no other business, the Executive Committee adjourned at 8:58 a.m. on motion by Dr. Newbille, with second from Mrs. Paige.

**BYLAWS OF THE  
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

**ARTICLE I**

**Name**

The name of this organization is the Richmond Regional Planning District Commission, hereinafter referred to as the "COMMISSION." The COMMISSION was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et. seq., Code of Virginia (1950), as amended), recodified as the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200 et. seq.). Further, the COMMISSION was established by joint resolutions of the governing bodies of its constituent member jurisdictions in 1969.

**ARTICLE II**

**Definitions**

- (1) "Richmond Regional Planning District" comprises the City of Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Town of Ashland. It includes all governmental subdivisions within Planning District 15 with a population in excess of 3,500.
- (2) The "COMMISSION" means the Richmond Regional Planning District Commission. The COMMISSION also is known as PlanRVA.
- (3) "Planning Agency" means any county, city, or town planning agency authorized under state or local laws to make and adopt a comprehensive plan, whether or not its jurisdiction is exclusive or concurrent.
- (4) The "Act" means the Regional Cooperation Act.
- (5) "He" means any member or officer of the COMMISSION, whether male or female.
- (6) "Year," as it applies to the COMMISSION, shall be the fiscal year July 1 to June 30.
- (7) "Charter Agreement" means the agreement of the several governing bodies establishing this COMMISSION by resolution or ordinance in 1969 and as amended thereafter.

**ARTICLE III**

**Purposes and Duties**

The COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the laws of the Commonwealth of Virginia including the Regional Cooperation Act. The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

#### **ARTICLE IV Membership**

##### Section 1

Membership in the COMMISSION shall be as set forth in the Charter Agreement.

#### **ARTICLE V Terms of Office and Voting Rights**

##### Section 1

The terms of office and voting rights of COMMISSION members shall be as set forth in the Charter Agreement.

#### **ARTICLE VI Officers**

##### Section 1

Officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, Treasurer, and Secretary who shall be elected by a majority of the voting seats of the COMMISSION.

##### Section 2

The Chairman, Vice-Chairman, Treasurer, and Secretary shall be elected for terms of one year.

##### Section 3

The Chairman shall not be eligible to serve consecutive terms. No jurisdiction shall have more than one representative serving as a COMMISSION officer except that the Treasurer, when reelected for a consecutive term, may serve even though another COMMISSION officer is from the same member jurisdiction.

#### Section 4

Elections for said offices shall be held annually at the first meeting of the COMMISSION after June 1st of each calendar year. The term of each office shall be one year, commencing July 1 of the year in which he was elected, provided, however, that any office shall become vacant if the incumbent at any time during his term ceases to be a member of the COMMISSION. If any office shall become vacant for any reason, an election to fill the office shall be held at the next regular meeting of the COMMISSION at which a majority of the members are present, and the new officer so elected shall complete the unexpired term of the officer he succeeded.

#### Section 5

A majority vote of the voting seats of the COMMISSION shall be required for election to any office.

#### Section 6

##### Duties and Powers:

##### (a) Chairman

In addition to the well-recognized and inherent duties and powers of the office of Chairman, the Chairman shall sign all acts or orders necessary to carry out the will of the COMMISSION; and, he shall have the authority to delegate any routine ministerial function to a member or members of the staff. He shall exercise all of the check signing powers of the Treasurer in that officer's absence. He shall preside over all meetings of the COMMISSION except when not in attendance or while he is addressing remarks to an issue before the COMMISSION, if such remarks are not within the scope of authority inherent to a presiding officer; he shall be eligible to vote on all issues regardless of a tie vote; he is authorized to appoint standing and special committees with the concurrence of the Executive Committee and to appoint substitutes to serve on standing and special committees when any member of a committee is temporarily unable to serve.

##### (b) Vice-Chairman

The primary responsibility of the Vice-Chairman shall be to serve as Acting Chairman of the COMMISSION in the absence of the Chairman. When the Vice-Chairman is serving as Acting Chairman in the absence of the Chairman, the Vice-Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws and by any other action of the COMMISSION.

##### (c) Treasurer

The Treasurer is the official custodian of the funds of the COMMISSION. As custodian, the Treasurer is responsible for having accurate knowledge of the COMMISSION's

financial condition at all times. The Treasurer may delegate certain administrative and clerical tasks to the Executive Director or other paid staff of the COMMISSION. He may also delegate the following financial authority to the Executive Director: the approval of, without the Treasurer's countersignature, of all payroll and related disbursements made from the COMMISSION's authorized bank account, by the Executive Director; and, the approval of, without the Treasurer's countersignature, non-payroll related disbursements drawn on the COMMISSION's authorized bank account, up to a maximum of three thousand dollars and no cents (\$3,000.00).

The Treasurer shall be responsible for:

1. Making a brief report to the COMMISSION each month regarding the organization's current financial condition.
2. Advising the COMMISSION from time to time concerning the future financial needs of the COMMISSION.
3. Initiating the preparation of an independent audit of the COMMISSION's financial records as soon as possible after the end of the COMMISSION's fiscal year.
4. Countersigning, with the Executive Director, all non-payroll related disbursements in excess of three thousand dollars (\$3,000.00) drawn on the authorized bank account established by the COMMISSION.

(d) Secretary

The Secretary shall be responsible for:

1. Arranging for the giving of notice of regular and special meetings of the COMMISSION.
2. Arranging for the keeping of minutes of the proceedings of the COMMISSION.
3. Authenticating by his signature the minutes and resolutions of the COMMISSION.

The Secretary may delegate certain administrative and clerical tasks to the Executive Secretary and other paid staff of the COMMISSION.

## **ARTICLE VII**

### **Committees**

## Section 1

The COMMISSION may establish any, and as many, standing committees as it deems desirable. A motion to establish a standing committee shall receive a majority of the votes of the members present. The Chairman shall then appoint the members to the standing committee with the concurrence of the Executive Committee. The Executive Committee and the Charter and Bylaws Committee, shall, at a minimum, be composed of at least one representative from each jurisdiction composing the COMMISSION. All other committees may have such membership as are, in the opinion of the Chairman, appropriate for the task of the committee. At the request of a Commission member from a jurisdiction not represented on a committee, the Chairman shall appoint a member from that jurisdiction to the committee.

## Section 2

One of the standing committees shall be the Executive Committee. The Chairman of the COMMISSION shall serve as a member and as the chairman of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the COMMISSION, the immediate past Chairman of the COMMISSION, and one representative from each jurisdiction not having an officer on the COMMISSION. The Chairman shall appoint these additional members of the Executive Committee.

The Executive Committee shall have the following specific powers and duties:

- (a) The Executive Committee shall be responsible for recommending the Annual Work Program and Budget to the COMMISSION.
- (b) The Executive Committee shall be responsible for monitoring the COMMISSION's Annual Work Program and Budget, and recommending all necessary modifications to the COMMISSION.
- (c) The Executive Committee shall be responsible for the annual performance and salary evaluation of the COMMISSION's Executive Director.
- (d) The Executive Committee shall be responsible for considering, and approving if warranted, all special personnel requests recommended by the COMMISSION's Executive Director, provided such personnel requests do not involve a change in authorized positions or the total annual personnel budget.
- (e) The Executive Committee shall be responsible for determining attendance by members of the COMMISSION at State and National meetings and conferences.
- (f) The Executive Committee shall be responsible for reviewing all actions of COMMISSION standing and special committees before the actions are brought to the attention of the COMMISSION, provided, however, that the Chairman of a standing or special committee may request consideration by the full COMMISSION of any action of his committee, regardless of the review by the Executive Committee.

- (g) The Executive Committee shall have any other power granted to it in an open meeting of the COMMISSION, provided a quorum of the COMMISSION is present at said open meeting; and further provided that at least a majority of the total membership of the COMMISSION votes affirmatively to grant such power to the Executive Committee.

A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

### Section 3

All policy committees shall be considered standing committees.

### Section 4

The Chairman may from time to time establish such special committees as he deems desirable and shall appoint the members thereto with the concurrence of the Executive Committee. An example of such a committee would be the Nominating Committee.

### Section 5

A majority of the members of any committee shall constitute a quorum of the committee. When there is less than a quorum, as required by these Bylaws, the lack of a quorum shall be noted in its report to the COMMISSION.

### Section 6

The Chairman of the COMMISSION shall be an ex-officio member of all committees, but without vote, except for standing committees to which he has been named as a regular member.

### Section 7

Citizens appointed to any committee shall have been residents of the appointing local jurisdiction for not less than two years.

## **ARTICLE VIII Meeting of the Commission**

### Section 1

Regular meetings of the COMMISSION shall be held on the second Thursday of each month. Special meetings may be called by the Chairman at his discretion, or must be called by the Chairman on petition of one-third (1/3) of the COMMISSION members. Meetings shall be at the offices of the COMMISSION unless otherwise designated by the Chairman.

## Section 2

Meetings of the COMMISSION and its committees shall be open to the public as provided by the Virginia Freedom of Information Act.

## Section 3

COMMISSION members representing a majority of voting seats shall constitute a quorum.

## Section 4

In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, PROVIDED, a quorum is present and that in the case of an action involving more than one jurisdiction, the negative votes of a minority of the COMMISSION shall be made a matter of record. No vote by any member of the COMMISSION shall be construed as an official commitment of the agency or jurisdiction represented by the member unless so authorized by said agency or jurisdiction.

## Section 5

No action shall be taken upon any new business at the meeting in which it is introduced unless full information pertaining to same shall have been mailed to each COMMISSION member at least ten (10) days prior to the meeting at which such business is proposed to be acted upon. This requirement may be waived only by the majority consent of the commissioners present at the meeting in which such business is introduced and at which a quorum is present.

## Section 6

A regular meeting of the COMMISSION may be cancelled in either of the following ways:

- (a) By a two-thirds (2/3) vote of the membership present at any prior regular meeting of the COMMISSION, provided a quorum is present at such prior meeting, and further provided that those members voting in favor of canceling a future COMMISSION meeting must constitute at least a majority of the entire COMMISSION.
- b) By the Chairman responding to a special request to cancel a future regular meeting, provided notices of the cancellation must be mailed to all members at least ten (10) days prior to the date of the regular meeting. However, two regularly scheduled meetings in succession may not be cancelled.

## **ARTICLE IX Amendment of Bylaws**

Any proposed amendment to these Bylaws shall be proposed in writing to the members of the COMMISSION at a regular COMMISSION meeting at least thirty (30) days prior to the date that such proposed amendment is voted upon by the COMMISSION. A majority vote of all



members of the COMMISSION shall be required to adopt any proposed amendment to the Bylaws.

**ARTICLE X**  
**Staff**

There shall be an Executive Director, appointed by the COMMISSION, and such staff as the Executive Director deems necessary or desirable subject to the prior approval of the COMMISSION and provided the COMMISSION shall have created and funded the positions requested by the Executive Director.

**ARTICLE XI**  
**Budget**

Section 1

The COMMISSION shall adopt a budget annually as set forth in the Charter Agreement. The COMMISSION shall not amend its budget once adopted during the applicable fiscal year except pursuant to an affirmative vote of the same number of the entire membership of the COMMISSION required to adopt the budget.

**ARTICLE XII**  
**Parliamentary Procedure**

In all matters of parliamentary procedure not specifically covered by these Bylaws, the Roberts Rules of Order shall obtain.

**ARTICLE XIII**  
**Effective Date**

These Bylaws and any amendments shall become effective immediately upon adoption.

\* \* \* \* \*

Final Revisions and Adoption By Richmond  
Regional Planning District Commission  
February 8, 1990

Amendments to ARTICLE VII – OFFICERS  
Adopted By The  
Richmond Regional Planning District Commission  
November 14, 1991

Revisions Adopted By The  
Richmond Regional Planning District Commission  
September 14, 2000

Revisions Adopted By The  
Richmond Regional Planning District Commission  
March 8, 2001

Revision Adopted By The  
Richmond Regional Planning District Commission  
January 10, 2002

Revision Adopted By The  
Richmond Regional Planning District Commission  
June 8, 2017

Revision Adopted By The  
Richmond Regional Planning District Commission  
June 10, 2021