



## Public Meeting Participation Guide

PlanRVA strives to ensure accessibility of public meetings to members of the public, interested parties and stakeholders across all of the public bodies we support. The following is a description for how one can follow activities of the Central Virginia Transportation Authority (CVTA), Richmond Regional Transportation Planning Organization (RRTPO) and PlanRVA's Regional Commission.

All meetings of the CVTA, RRTPO and PlanRVA, including committees and working groups are accessible to the public. Anyone may attend in person or virtually. The following are options available to anyone wishing to attend and participate:

- 1. In-Person Attendance and Participation:** PlanRVA hosts in-person meetings of the public bodies we support. For any in person meeting, members of the public, interested parties and stakeholders may attend the meeting in person without reservation or prior arrangement. Meeting information, including location, time and agenda topics are posted to the following locations:

**For CVTA meetings:** [CVTA Meeting Calendar](#)

**For PlanRVA or RRTPO meetings:** [PlanRVA Full Calendar](#)

Anyone wishing to request reasonable accommodations can complete the [Accommodations Request form](#) or, if preferred, contact PlanRVA at 804-323-2033 or email [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org) (PlanRVA or RRTPO related requests) or [Information@CVTAva.org](mailto:Information@CVTAva.org) (CVTA related requests) with your request at least one week prior to the meeting. A staff member will follow up to confirm our ability to fulfill the request.

Members of the public who choose to attend in person and wish to speak during the public comment period will be asked to sign in, providing their name, locality of residence or business and topic they'd like to address.

- 2. Virtual Attendance and Participation:** Anyone who wishes may participate in public meetings virtually as an attendee through the **Teams Webinar** platform. Information on how to register to attend each meeting will be published with the meeting notice on our website and transmitted through email notification to our members, stakeholders and interested parties. Find registration information in the event details by clicking on the meeting you wish to attend in the calendar links above (item 1.). Links are found on page 2 of each agenda.

Once registered, all attendees will receive automated confirmation emails of their registration with reminders that include the meeting access information. Once you've joined the meeting, you'll be able to submit comments or questions just as though you're in person. You may download the agenda document at the specific meeting calendar page.

- 3. Observe Meetings and View Later:** Anyone wishing to view the meeting as it is happening, or an archived recording may access recordings on the [PlanRVA YouTube Channel](#). Meetings are live-streamed and accessible afterwards for later viewing. All archived recordings are sorted by topic into playlists - just select the playlist for the meeting's recording you wish to view. You can also find links to all meeting recordings on the meeting pages (meeting links above in item 1.).
- 4. Share Your Opinion and Ask Questions:** The best way to participate "in real time" for a meeting is to attend in person or register to attend virtually and request time to address the body during the public comment period in the agenda. If you are unable to do this, you may also submit comments or questions prior to any scheduled meeting through the public body's dedicated mailbox (listed below). All written comments submitted by 4 p.m. the business day preceding the meeting will be provided to members of the public body within a reasonable period and included in the administrative record.

For the CVTA: [Information@CVTAva.org](mailto:Information@CVTAva.org)

For the RRTPO: [RRTPO@PlanRVA.org](mailto:RRTPO@PlanRVA.org)

For PlanRVA: [PlanrVA@PlanRVA.org](mailto:PlanrVA@PlanRVA.org)

- 5. Inclusive Agendas:** All comments and questions submitted via email during or after the meeting will be reviewed following the meeting and to the extent practical, we'll work to post responses on the public body's website or incorporated as a report in the next meeting's agenda.

- 6. Comments on Social Media Platforms: @planrva**

[PlanRVA Facebook](#)

[PlanRVA Instagram](#)

[PlanRVA LinkedIn](#)

[CVTA LinkedIn](#)

While we monitor comments on these platforms and work to address any questions posted to our accounts, we encourage members of the public who wish to submit bona fide comments to the public bodies to do so through the channels above. This will ensure adequate tracking of input and responses, so nothing is missed.