



HAMPTON NEIGHBORHOOD COMMISSION

Neighborhood Commission
Monday, June 13, 2016— 5:00-6:30PM
Community Development Conference Room

*BE A GREAT NEIGHBOR - ENGAGE OUR NEIGHBORHOODS - ENCOURAGE NEIGHBORHOODS
TO BE GREAT PLACES - BE A CONDUIT BETWEEN OUR NEIGHBORHOODS AND OUR CITY - KEEP
NEIGHBORHOOD LEADERS INFORMED - HELP GUIDE NEIGHBORHOOD LEADERS IN REACHING THEIR GOALS -
ENCOURAGE NEIGHBOR ENGAGEMENT WITHIN THEIR NEIGHBORHOODS AND CITY*

District Representatives:

District One
David Duxbury
District Two
Charles 'Chuck' McEachin
District Three
Jon Welters
District Four
Sandra Medina, Chair-Elect
District Five
Fred Everett
District Six
Alice Callahan
District Seven
Sally Lazorchak
District Eight
Evelyn Stephenson
District Nine
Deena Franklin
District Ten
Chekesha White

School Representative:

Ann Bane

City Representatives:

Lynn Alsbrook
Steve Bond
Lt. Jason Price

Institutional Representatives:

Steven Edwards
Stephanie Afonja
Henry Mills

At-Large Representatives:

Peggy Todd, Chair
Barbara Franklin

Youth Representatives:

Sonya Medina

Executive Director:

Jonathan E. McBride

c/o Housing & Neighborhood
Services Division
22 Lincoln Street
Hampton, VA 23669-3591

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www.hampton.gov/
neighborhoods

- I. **Opening**
 - A. Roll Call and Verification of Quorum
 - B. Pledge of Allegiance
 - C. Review and Approve minutes of the April 11, 2016 Meeting
 - D. Chair Announcements
- II. **Director's Report**
- III. **Items to be Presented by Public**
- IV. **Action Items (Voting Items)**
 - A. Consideration of Amendments to Bylaw Reading [1st Reading - No Vote]
- V. **Briefings**
- VI. **Dialogue (Ongoing/Old Business)**
 - A. **Strategic Issues Update**
 1. Hampton Neighborhood College
 - a. Hampton 101 (Fall)
 - b. Upcoming Workshops
 2. Meet & Greet (Nov)—CivCom/CAP
 3. Home Repair Blitz (Fall)—CAPI
 - B. **Committee Status Reports on Work Plan Progress**
 1. Nominating Committee
 2. Community Appearance, Pride & Image Committee
 - a. Grants Approved/Pending
 1. F.O.O.T Family Fun Day — Approved
 2. Do-Gooders Shell Rd. Super fest—Approved
 3. S.E.E.D.S Back-to-School Kick Off—Approved
 4. Riverdale Recreation Association—Approved
 3. Youth Committee
 4. Civic Communications Committee
 5. Neighborhood-School Partnerships Committee
- VII. **Items by Commissioners**

The next Hampton Neighborhood Commission meeting will be held on July 11, 2016, at 5 pm in a location to be announced.

Protocol for Public Input at Neighborhood Commission Meetings:

Hampton Neighborhood Commission meetings are open to the public. The public is invited to attend meetings and to observe the work and deliberations of the Neighborhood Commission. The public may also address the Neighborhood Commission during the agenda item "Items to be Presented by the Public" by signing up to speak. The sign-up sheet will be available to the public until the agenda item "Items to be Presented by the Public" is reached in the course of the meeting. Speakers will be recognized in the order in which they sign up and are

MINUTES

Hampton Neighborhood Commission Meeting
Community Development Department

April 11, 2016

Time 5:06 PM – 6:23 PM

Present

Stephanie Afonja – Non-Profit Institutional Representative
Steve Bond – City Representative
Alice Callahan – District 6
David Duxbury – District 1
Steve Edwards – Institutional/Faith Based
Sally Lazorchak – District 7
Sandra Medina – Chair-Elect – District 4
Sonya Medina – Youth Representative
Henry Mills – Institutional/Business
Jason Price – City Representative (Pending Appointment)
Evelyn Stephenson – District 8
Peggy Todd – Chair/At Large/Realtor
Jon Welters – District 3
Chekesha White – District 10

Staff

Jonathan McBride – Executive Director
Jasmine Bryson - Neighborhood Commission Coordinator
Marcie Spragan – Recording Secretary
Darren Robinson
Shanel Lewis
Keisha Whitley

Absent

Lynn Allsbrook – City Representative
Ann Bane – School Representative
Barbara Franklin – Public Relations Representative
Deena Franklin – District 9
Chuck McEachin – District 2
Patricia Parker – District 5

Guest

None

I. Opening

Call to Order

The meeting was called to order at 5:02 p.m.

A. Roll Call and Verification of Quorum

Quorum verified

B. Pledge of Allegiance

C. Review and Approve minutes of the March 14, 2016 Meeting

The Chair asked for consideration of the minutes from the April 11, 2016 Neighborhood Commission meeting. Peggy Todd made a motion to approve the minutes. Evelyn Stephenson seconded the motion. The Chair called for a vote.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Minutes approved.

C. Chair Announcements

- Peggy again reminded the group about the "Walk Hampton Clean" event that will be held on April 22nd and 23rd of 2016. Participants can choose where and what time they want to clean up. She asked that the Neighborhood Commissioners sign up and partake in this special event.

II. Director's Report

The Director reported:

- The next month we will move toward having mini trainings and workshops for the new Neighborhood Commissioners.
- The C.I.P. budget has been approved by the Planning Commission and is set to go before City Council this month. In addition, the City Manager's budget is due to be ready April 15, 2016. The C.I.P. funding is due to get an additional \$100,000 for next year for neighborhood grants and the Curb Appeal grants will continue as well.
- The group was reminded that May 3, 2016 is election-day and to go out and vote. Also, the director asked the district commissioners to spread the word to their neighborhood leaders.
- The director announced that the Parks Department has a new "Porch Swing" survey out. This is a survey where citizens can choose where they

would like to see porch swings placed around the City of Hampton. The survey can be found at <https://www.surveymonkey.com/r/2PY2VPC>.

- The city's Youth Violence Prevention Program is now accepting applications for mini-grants of up to \$10,000 that must be used to provide positive activities and services for young people. Applications have to be received by April 28. The project period begins July 1, 2016 and ends June 30, 2017.
- The Neighborhood Improvement Grants session is now closed. The grants that have been turned in C.A.P.I. will be working on them for approval.
- The director introduced the new CDBG Grant Administrator, Arkeisha Whitley, who has joined the Neighborhood/Housing team.

III. Items to be Presented by the Public

- None

IV. Action Items (Voting Items) – Consent Agenda

A. Consideration of the District 5 Commissioner Appointment

The Chair asked for the Commission's for approval of the recommendation from the Nominating Committee to submit Fred Everett as the nominee for District 5 Commissioner to City Council for appointment.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Consent agenda approved.

V. Briefings

Jonathan McBride gave a briefing on the Hampton Roads Transit (HRT) Bus Rapid Transit Study. HRT, in partnership with the City of Hampton and the City of Newport News, initiated the Peninsula Corridor Study to define potential alignment(s). This will be an 18-month study that will define dedicated transit connections between existing and future activity centers in Hampton and Newport News. The City of Hampton will be working in tandem with the City of Newport News to do the outreach. HRT is looking to get input from those who do ride and do not ride along with youth and anyone with future input on this venture.

Synethia White presented information on Hampton's Youth Violence Prevention program, which supports community based grassroots programs that address youth violence. She provided additional information on Summer Youth Employment and Grassroots Prevention Mini-Grants.

VI. Dialogue (Ongoing/Old Business)

A. Strategic Issues Update

1. Hampton Neighborhood College
 - Darren Robinson reported there is no update. However, at the next Hampton Neighborhood Schools Partnership meeting they will be setting the calendar for the upcoming year. Their next meeting is Monday, May 16, 2016. Darren will have dates available for the upcoming Neighborhood Commission meeting.
2. You Make a Difference Event (March 19th)
 - Sandra Medina reported the turnout was low for participants, but there were many representatives from the City of Hampton. The event was held at Phoebus High School and all went well. Sandra recommended that the event be held at a different location next time as they will look into having a better turnout for the next year.
3. Home Repair Blitz (April 30th)
 - Shanel reported 25 applications have been received. This will be a larger event than in the past, but should go very well. At this time, we are short of volunteers, but we are still looking for sponsorships up until April 1, 2016. Scopes continue to come in about what needs to be done with an individual house. The added information was that if anyone called after the drop-dead date then their names will be placed on a waiting list.
4. Meet & Greet (May/Nov) CivCom
 - Sandra reported this is to recognize the new Registered Neighborhood Organizations in addition to other citizens. The Meet & Greet is to encourage partnerships with other communities and organizations.

B. Committee Status Reports on Work Plan Progress

1. Nominating Community (Alice) – Terms will be ending soon for some of the Neighborhood Commissioners and the group has discussed vacant positions and the policies for re-applying. This will try to be mapped out in the next month.
2. Community Appearance, Pride & Image Committee (Marcie) – The following pool grants have been approved: Elizabeth Lakes Pool, North Hampton Association pool, Briar Queen Recreation Association, Willow Oaks Recreation Association, and Mallory Recreation Association. The pending grant is for the Phoebus Spring Fling (April 23, 2016)

3. Youth Committee (Sonya) - The forum for mayor and Council candidates will be held Wednesday, April 20, from 6-8 p.m. at the Performing Arts Center, 300 Butler Farm Road and it is open to the public.
4. Civic Communications (Sandra) – There will be a “Meet & Greet” on May 9, 2016 at Syms Middle School from 5:00 p.m. – 7:00 p.m.
5. Neighborhood-School Partnerships Committee (Ann) – The group is working on getting dates for the Hampton 101 and 201 classes and will be announced soon. There will be a regularly scheduled monthly meeting next Monday.

VI. Items by Commissioners

- David Duxbury asked about the pool surveys. Peggy replied that the pool representatives did not give sufficient information for the process to move forward.
- As the Realtor-At-Large, Peggy put forward that it is important for the District Commissioners to know what is going on the real estate market. Therefore, she is willing to speak at any community meeting in the districts.
- Chekesha put across that she attended a meeting at Briar Queen Pool. The group stressed that the grant money they receive is not enough to run the pool. Peggy replied that this has been an on-going issue with pools and that it has been suggested to all pool representatives that they should meet together to help each other with possible ideas and money.

A. Adjournment

The meeting adjourned at 6:14 p.m.

Next Meeting Date: May 9, 2016

MINUTES

Hampton Neighborhood Commission Meeting
Community Development Conference Room

Executive Committee

May 23, 2016

Time 5:00 p.m. – 6:16 p.m.

Present

Steve Bond – City Representative
Alice Callahan - District 6
Sandra Medina - District 4
Steven Edwards - Institutional Representative
Peggy Todd – Chairperson

Absent

Ann Bane - School Representative
David Duxbury - District 1
Deena Franklin - District 9
Sally Lazorchak - District 7
Henry Mills - Institutional Representative
Patricia Parker - District 5
Evelyn Stephenson - District 8

Staff

Jonathan McBride - Executive Director
Jasmine Bryson – Housing & Neighborhood Services Staff/Coordinator
Marcie Spragan – Housing & Neighborhood Staff/Recording Secretary
Shanel Lewis - Housing & Neighborhood Services Staff
Darren Robinson – Housing & Neighborhood Services Staff

Guests

None

Item #1

Bylaws and Operations Manual Changes

- The group made changes as needed to the Bylaws and Operations Manual, which is responsible for policy setting and policy oversight with respect to the Neighborhood Commission.

Item #2

Commission Skill Building

- Sessions of mini-series was discussed. Jonathan would like to include some ideas that need to be covered. One of the things of importance is the grant process. Soon, the Neighborhood staff will be hosting a series of mini-series on "How to Conduct an Effective Meeting" and "How to Apply for Grants". These workshops will be optional to the Neighborhood Commissioners, but it will target neighborhood leaders and organizations. The length of the class will determine how long to workshop will be. Some of the workshops may be an hour and a half and others may be three hours. A schedule will be available soon.

Item #3

Statewide Neighborhood Conference

The conference will be held in Arlington, Virginia on September 30, 2016 thru October 1, 2016.

- **Strategic Project Updates:**

- Hampton Neighborhood College - NSP
 - Hampton 101 (Fall) - Darren reported that the next class will be held on Saturday, October 29, 2016. The targeted group has not been selected at this time. The actual time for the class will be announced.

- Home Repair Blitz Area Selection for Fall - CAPI

C.A.P.I. has selected the Back River Road area for the next Home Repair Blitz.

- Meet & Greet (Nov) - CivCom

Alice put across that a location for the Meet & Greet has not been selected at this time. The group provided their feedback on the May 2016 Meet and Greet on how the event went. The comments were positive in that turn-out was low, but the networking was great and it was great to see many members from Hampton's City Council and Hampton's School Board representatives.

Item #4

Committee Status Reports:

- A. Civic Communications Committee

- The group has not met
- B. Community Appearance, Pride and Image Committee
 - Steve reported that C.A.P.I. approved three grants. The grants were from, F.O.O.T. (Family Fun Day); SE.E.D.S. (Back to School Kick Off); and The Do-Gooders (Shell Road Super Fest). Also, the group did a final review of the Neighborhood Development Fund General Grant Policy and offered some minor changes to the staff regarding that. Marcie added that F.O.O.T. would most likely need a Special Permit for their event in July. She has placed a call and left a voice-mail letting them know the urgency of looking into this for their event.
- C. Neighborhood School Partnerships Committee
 - Darren reported that the group has a great meeting. Shanda Epps came to speak to the group about S.E.E.D.S. Moreover, Detective Stalnaker, with Hampton's Police Department, spoke to the point of there being gaps in the youth programs. Also, they are looking for resources to help the kids pay for uniforms and things of the like.
- D. Nomination Committee
 - Alice put across that Henry Mills will be retiring and will not return to do another term as a Neighborhood Commissioner. He is looking for an Institutional Representative replacement. Alice spoke more on who would not be returning and who would be re-applying in addition to terms. Steve Edwards has agreed to return as the Neighborhood Commission's Chairperson after Peggy's term has ended.
- E. Youth Committee
 - A representative was not present; however the staff had knowledge that the Youth Committee representatives are currently doing interviews for the upcoming year for the position of Youth Commissioner.

Item #5

Review and draft agenda for June 13, 2016

Not approved; a revision is forthcoming

Item #6

Other Business

- Briefing Bylaws are not being considered at this time
- There will be a briefing about Recreational Vehicles at the next Neighborhood Commission meeting. The ordinance regarding this will be re-examined so that it meets current standards

- Riverdale Pool did not meet the deadline to be approved for grant money. Jonathan asked the Executive Commission for conditional approval in order for them to move forward to open the pool.
- Jasmine and Dan will be doing a presentation on Curb Appeal
- At the Civic Communication meeting a representative from the Attorney General's office was present to speak on re-entry programs on convicted felons. He would like to connect to neighborhoods for educational purposes.
- Hampton Roads Transit (HRT), in partnership with the cities of Hampton and Newport News, initiated the Peninsula Corridor Study to define potential alignment(s), a preferred transit technology, potential funding and an implementation phasing for high capacity transit on the Peninsula. The results of this 18-month study will define dedicated transit connections between existing and future activity centers in Hampton and Newport News.
- Community Development's new 2017 budget will include a new position for the Neighborhood Division.

Item #7

Solicit Remarks for Chair Announcements

None

Next Meeting Date: Location TBD



MEETING DATE: June 13, 2016

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

People. Partnerships. Possibilities!

Preparer: J. Bryson Reviewer: J. McBride Presenter: P. Todd

SUBJECT: Consideration of Proposed By-Laws Revisions

AGENDA ITEM: IV.A

ACTION REQUESTED: No Vote – 1st Reading of Amendment

Suggested Language for the Motion – “I move that we approve the proposed revisions to the Neighborhood Commission By-Laws”

BACKGROUND STATEMENT:

Highlights of the proposed revisions are as follows:

- Minor corrections to change references to the Neighborhood Office to the Community Development Department Housing & Neighborhood Services Division.
- Added language to the terms/appointments of At-Large Representatives and Commissioners.

NEXT STEPS (If Applicable): The Neighborhood Commission By-laws will be updated to reflect the approved revisions and distributed to all Commission members

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Proposed By-Laws Revisions

COMMITTEE RECOMMENDATIONS: The Nominating and Executive Committee recommend approval of the proposed amendments.

NEIGHBORHOOD COMMISSION
City of Hampton, Virginia

BY-LAWS
(Amended June 13, 2016)

ARTICLE I: PURPOSE

Hampton's Neighborhood Commission (the "Commission") provides leadership, guidance, and support to the Hampton Neighborhood Initiative, thereby creating healthy neighborhoods where everyone is able to realize their full potential for a better quality of life. The Commissioners, collectively, are responsible for keeping the Commission focused on its purpose and guiding principles.

In pursuing its purpose, the Commission recognizes that the vitality and health of Hampton's neighborhoods is furthered when all sectors of the community -- citizens, neighborhood organizations and leaders, non-profit organizations, businesses, schools, the faith community, the military, and local government -- work in partnership and contribute to the well-being of neighborhoods. The Commission will work to build consensus for action among Commission members and within the community as a whole. The Commission will develop effective partnerships that access and utilize all available resources to improve Hampton's neighborhoods.

To accomplish these purposes, the Commission assumes the following roles and responsibilities: to function as a representative body to and for neighborhoods; to maintain a vital and dynamic relationship with neighborhoods; to establish policies with respect to the Hampton Neighborhood Initiative; to expand participation in the Hampton Neighborhood Initiative; to expand the capacity of neighborhoods to help themselves and others; to broker and secure resources for neighborhoods; to serve as a voice for neighborhoods in the negotiation and resolution of neighborhood issues; to serve as an advisory body regarding city policy on issues that impact neighborhoods; to provide for oversight and evaluation of the Hampton Neighborhood Initiative; and, ultimately, to promote neighborhoods as places to proudly call home.

ARTICLE II: MEMBERSHIP

Section 1. Composition of the Commission. The Commission is comprised of twenty-one (21) members as follows:

- Ten (10) neighborhood representatives from 10 different geographic districts, appointed by City Council based on input from a community-based nomination process.
- Three (3) institutional representatives, nominated by the Neighborhood Commission and appointed by City Council; drawn from the faith, business, and non-profit communities.
- One (1) school representative, nominated by the School Superintendent and appointed by City Council.⁷
- Three (3) city representatives, nominated by the City Manager and appointed by City Council.
- Two (2) youth representatives, nominated by the Neighborhood Youth Advisory Board and appointed by City Council.⁷
- Two (2) at-large representatives nominated relative to the priority concerns identified by the Commission in their work plan, and appointed by City Council.⁷

Section 2. Appointment of Commissioners. All Commission members are appointed by City Council. (Reference Neighborhood Commission Operations Manual Chapter 3 for the nominating process.)

Section 3. Terms. All Members of the Commission serve four-year terms, except for City and at-large representatives who serve two-year terms. At-Large Representatives may serve longer upon mutual agreement between the Commission and the representative.⁷ City, School, and Youth representatives serve at the pleasure of the governing body they represent.⁶ All other Commissioners may be re-appointed for one consecutive four-year term.³ If terms expire and new appointments have not been made, current Commissioners may continue to serve until new appointments are made. District representatives are eligible to serve two complete terms in succession and the portion of an unexpired term occurring by reason of a vacancy. Thereafter, district representatives are eligible to reapply for appointment after one year of not serving.

Section 4. Vacancies.

- a. Vacancies will occur when a Commissioner: 1) resigns; 2) moves out of the City of Hampton; 3) no longer meets the criteria under which they were appointed; or 4) misses more than three (3) consecutive regular meetings of the Commission without explanation or notification to the Executive Director or his designee,⁹ and is removed by City Council upon recommendation of the Commission.
- b. Individuals filling unexpired terms are eligible to serve two (2) full terms (reference Article II. Section 3).
- c. For the process for filling vacancies on the Commission reference Article II. Section 2.

ARTICLE III: ELECTION AND DUTIES OF OFFICERS OF THE COMMISSION

Section 1. Elections.

- a. The elected officers for the Commission will be the Chair and Chair-Elect. In addition, three Commissioners will be elected to the Executive Committee.
- b. Elections will occur at the annual meeting. At the annual meeting, the Commission will elect from its membership a Chair and Chair-Elect to serve for a one-year term. Those members will serve in such a capacity unless they resign or are removed from office. Should both offices be vacant, the Executive Director will preside until the election is held.
- c. Nominations for officers and members of the Executive Committee (reference Article V. Section 1.a.) will be forwarded to the full Commission by the Nominating Committee. (Reference *Neighborhood Commission Operations Manual*, Chapter 3 for the nominating process.)
- d. For purposes of electing officers and members of the Executive Committee, the individual(s) receiving the majority of votes will be elected.
- e. Votes will first be taken for the Chair, followed by the Chair-Elect, and then individually to fill the remaining seats on the Executive Committee.

Section 2. Duties of the Officers.

- a. The Chair shall preside over the meetings of the Commission, with the same powers and duties as the other members, with voting, but no veto power. The Chair will be the official head of the Commission and will perform such other duties not inconsistent with the office as may be requested by the Commission. The affairs of the Commission will be under the general direction of the Chair. The Chair will seek to guide the work of the Commission in ways that build consensus among Commission partners and members. The Chair will call the meetings to order promptly at the hour for holding such meetings. If a quorum is not present, see procedures relating to actions of the Commission in Article IV. Section 7.b.
- b. The Chair of the Commission will appoint chairs to all committees created by the full Commission, as well as members of the Standing Committees, with the exception of the elected Executive Committee.
- c. The Chair may appoint ad-hoc committees to address specific issues.

- d. The Chair-Elect, in the absence or disability of the Chair, and while acting as Chair, will be invested with all the authority and duties of the Chair.
- e. In the absence of both the Chair and Chair-Elect, the Executive Director shall preside over the meeting and, while acting as Chair, will be invested with all the authority and duties of the Chair.

ARTICLE IV: MEETINGS OF THE COMMISSION

Section 1. Regular. The meetings of the Commission will be open to the public. Meetings will be advertised, and minutes will become public record.

Section 2. Annual. The annual meeting of the Commission will be held in the month of October.²

Section 3. Special. The Chair or any five (5) members of the Commission may direct the Executive Director to call a special meeting of the Commission at any time upon at least five (5) days' notice to each member, personally notified at his/her usual place of business or residence.

Section 4. Executive or Closed Meetings. Executive or closed meetings may be held only in accordance with the Virginia Freedom of Information Act, Virginia Code §§ 2.2-3711 and 2.2-3712, as amended.

Section 5. Public Hearings. Public hearings may be held when authorized by a vote of the Commission. When any such public hearing is to be held, public notice will be given.

Section 6. Order of Business. At every regular meeting, the order of business will be set by the Executive Committee. (Reference *Neighborhood Commission Operations Manual*, Chapter 5 for the order of business.)

Section 7. Procedure.

- a. Nine (9) members will constitute a quorum for the transaction of business, provided that a minimum of five (5) district representatives are present.⁴ Although the first priority of the work of the Commission is to strive for consensus, votes of the Commission will be valid when authorized by an affirmative vote of a majority of those present and voting (except in regard to the election of officers, reference Article III. Section 1. d., and the amendment of by-laws, reference Article VIII.).
- b. In the absence of a quorum, at the time appointed for the meeting, a work session will be convened. At the expiration of fifteen (15) minutes

from the time appointed for the meeting, if a quorum is present, the regular meeting will be convened. In the absence of a quorum at the expiration of fifteen (15) minutes from the time appointed for the meeting, the Executive Director will enter upon the minutes the names of the members present, and the meeting will stand *ipso facto* adjourned until the next regular meeting or until a new call is issued in the regular manner. If it be a special meeting, and the work session will continue.⁴

- c. If a meeting is to continue beyond ninety (90) minutes, a motion to continue must be made.
- d. Votes of the Commission will be by voice vote. The roll of the Commission will be entered in rolling alphabetical order, except with respect to the Chair who will be last. This roll will be used in the above order in recording all votes, which are required to be recorded.
- e. Any member wishing to abstain from voting on any matter before the body must state for the record during roll call the reason for such abstention.
- f. Upon all procedural questions not covered by the By-laws or State Law, the general rules of parliamentary procedure (*Robert's Rules of Order*, latest edition) will govern.

ARTICLE V: COMMITTEES

Section 1. Standing Committees. Standing Committees will include the Executive Committee, the Nominating Committee, and others deemed necessary by the Commission for the fulfillment of its duties. Standing Committees are appointed by the Chair of the Commission. All members of Standing Committees, whether elected or appointed, serve one-year terms.

- a. The Executive Committee will be comprised of the Chair, Chair-Elect, all the Special and Ad-Hoc Committee Chairs, and one (1) City representative.⁹
- b. The Nominating Committee will be comprised of five (5) members who are appointed by the Chair of the Commission. The composition of the Nominating Committee will consist of the following Commission stakeholder groups: one (1) neighborhood representative, one (1) institutional representative, and two (2) representatives selected at-large. The fifth member of the Committee will be the immediate past Chair of the Commission if available. If the immediate past Chair of the Commission is not available, then an additional Commission member will be selected at-large.

Section 2. Special Committees.

- a. The full Commission shall create and dissolve Special Committees as they deem necessary to further the work of the Commission. The functions and composition of such committees and the conditions under which they operate will be stipulated at the time of their creation by the Commission. (Reference *Neighborhood Commission Operations Manual*, Chapter 6 for roles and responsibilities.)
- b. The Chair of all Special Committees will be a Commissioner, appointed by the Chair of the Commission, for a one-year term. The Chair of the Commission may re-appoint Special Committee chairs for additional terms.
- c. The membership of Special Committees may include non-Commissioners. Members will be appointed by the Chair of the Commission, based on the recommendations of the Special Committee Chairs.

ARTICLE VI: DUTIES OF THE EXECUTIVE DIRECTOR OF THE COMMISSION

The Executive Director of the Commission shall be the Director of the Community Development Department or his designee.⁹ The Executive Director shall follow the direction of the Commission on Commission-related matters. The Community Development Department – Housing & Neighborhood Services Division,⁹ through the Executive Director or his designee,⁹ will provide staff support to the Commission.

ARTICLE VII: CONFLICT OF INTEREST

Neighborhood Commission members must comply with the State and Local Government Conflict of Interest Act (Section 2.1-639.1, *et seq.* of the Code of Virginia, 1950, as amended).

ARTICLE VIII: AMENDMENT OF BY-LAWS

These By-laws may be amended at any meeting with an affirmative vote of two-thirds (2/3) of the members present and voting, provided the proposed amendment has been read in full at a prior meeting and circulated to all members.

(Adopted December 14, 1998)

¹(Amended December 13, 1999) (*Nominating Committee duties*)

²(Amended August 14, 2000) (*Annual Meeting of the Commission*)

Ten (10) members will constitute a quorum for the transaction of business, provided that a minimum of six (6) district representatives are present. (Amended February 12, 2001)

³ (Amended September 13, 2000) *(Terms of Commissioners)*

⁴ (Amended February 12, 2001) *(Nine (9) members will constitute a quorum provided a minimum of five (5) are district representatives.) (Procedure in absence of Quorum)*

⁵ (Amended March 10, 2003) *(Order of Business)*

⁶ (Amended April 14, 2004) *(Terms of Commissioners)*

⁷ (Amended September 10, 2007) *(Composition of the Commission and Terms of Commissioners)*

⁸ (Amended March 10, 2008) *(Comprehensive amendment)*

⁹ (Amended September 10, 2012) *(Composition of the Executive Committee, revised references to the Neighborhood Office, added the Executive Director's designee)*

¹⁰ (Amended June 13, 2016) *(Commissioner and At-Large Representative Terms)*