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| Form Name: | Annual Reports for Boards, Commissions and Similar Entities |
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2024 Annual Report For Boards and Commissions

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|---------------------------------|-----------------------|
| Name of Board/Commission | Clean City Commission |
|---------------------------------|-----------------------|

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|---|----------------------|
| Current members (indicate chair, vice-chair, etc.) | See attached report. |
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|---|--------------------------------------|
| Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act? | Yes - Select Yes to upload documents |
|---|--------------------------------------|

<https://www.formstack.com/admin/download/file/17392892291>

| | |
|---|----------------------|
| Meeting Dates of meetings held in 2024 | See attached report. |
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| Is there any information that may have been requested by the standing committee to which the board or commission is assigned to report? | No |
|--|----|

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|--|--------------------------------------|
| Is the 2024 meeting attendance record included? | Yes - Select Yes to upload documents |
|--|--------------------------------------|

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|---|--------------------------------------|
| Is a copy of the body's current by-laws or rules of procedures attached? | Yes - Select Yes to upload documents |
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| New Projects | See attached report. |
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| Long Answer | See attached report. |
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2024 ANNUAL REPORT

CLEAN CITY COMMISSION

DECEMBER 30, 2024

1. Introduction

The Clean City Commission (CCC) was established by City Council on January 11, 1993 with the purpose of assisting the community in achieving visible improvements in the way our environment is maintained. The CCC serves as the Keep Virginia Beautiful (KVB) affiliate for the city of Richmond. The CCC is also a member of Plan RVA's Don't Trash Central Virginia campaign.

Funding for CCC activities is provided via a non-competitive grant from the Virginia Department of Environmental Quality (DEQ) Litter Prevention and Recycling Fund. These funds are managed and expended by the Department of Public Works (DPW) and were used to support neighborhood cleanups, three annual recycling events, and other cleanup efforts throughout the city.

The CCC charter was revised and adopted by Richmond City Council on February 12, 2024. Our new charter updates and clarifies the purpose, duties and functions of the CCC while also simplifying its organization, allowing flexibility to adapt over time.

2. Current Members and Terms

District Representatives

District 1 – Alexis Sulentic – Term began 7/1/24 and ends 6/30/27

District 2 – Jeannette “Nettie” Seagraves, **Commission Chair** – Term began 9/11/23 and ends 7/25/25

District 3 – Andrew Duffy – Term began 7/1/24 and ends 6/30/27

District 4 – Al Misa, Communications Committee Chair – Term began 10/23/23 and ends 10/22/25

District 5 – Mark Hickman, **Commission Vice Chair**, Business & Industry Committee Co-Chair – Term began 11/22/22 and ended 11/12/24

District 6 – Christine Banks – Term began 7/1/24 and ends 6/30/27

District 7 – Markita Allen – Term began 2/12/2023 and ends 1/8/2025 (second term has already been approved for 1/28/25 and ending 6/30/28)

District 8 – Claudia Spurill, Schools Committee Chair – Term began 2/13/23 and ends 1/28/25

District 9 – Deon Artis – Term began 11/8/22 and ended 11/7/24

Corporate/Citizen Volunteers

District 4 – George Dahlman, **Commission Secretary** - Term began 2/13/2023 and ends 1/27/25 (Second term has already been approved beginning 1/28/25 and ending 6/30/28)

District 5 – Jameson Babb – Term began 7/23/24 and ends 6/30/27

District 5 – Steve Marzolf – Term began 7/1/24 and ends 6/30/27

District 6 – Ashley Coles – Term began 7/1/24 and ends 6/30/27

District 8 – Carter Anderson – Term began 7/1/24 and ends 6/30/27

DPW Staff

Darlene Mallory Jenkins, Clean City Commission Coordinator, Municipal Operations Committee Co-Chair – Term began 9/15/23 and ends 9/14/25

Katrina Entzminger, DPW designee, Municipal Operations Committee Co-Chair

3. By-Laws

By-Laws Attached – Note, revised By-Laws were adopted on August 28, 2024

Policy for Electronic Participation in Meetings Also Attached

4. Attendance Records

2024 Attendance Record Attached

5. Dates of Meetings

CCC meetings are regularly scheduled on the 4th Wednesday of each month with meetings rescheduled for holidays, if needed. In 2024, the CCC met on January 24, February 28, March 27, May 22, June 26, August 28, September 25, October 23, and November 20.

In 2025, the CCC will continue to meet on the 4th Wednesday of each month with the first meeting of the year on January 22.

6. Expectations and Responsibilities of Board/Commission Members

CCC members are expected to participate in activities that achieve visible improvements in the amount of litter and illegal dumping; improve the level of public awareness regarding litter and recycling; review existing litter control and dumping ordinances and suggest ways to improve enforcement; and work with all city and state agencies to reduce litter and illegal dumping. Commissioners are also expected to attend monthly meetings and if they are unable to attend, inform the chair before the meeting so an excused absence can be documented. Commissioners are highly encouraged to volunteer at the three annual recycling events and organize and/or participate in two litter cleanups within their district per year.

7. 2024 Projects

2024 Recycling Events

The CCC hosts three annual recycling events in January, May, and September. Vendors collect paper for shredding and recycling, electronics for recycling, and household hazardous waste for proper disposal. The purpose of these events is to divert these materials from the landfill while also ensuring that they are handled safely and properly to prevent potential environmental hazards. Please refer to the table for quantities of waste reported at each event. At the January event, Christmas trees are also collected for chipping and use as mulch. In January 2024, approximately 1,800 trees were kept out of the landfill. This is an increase from 1,500 last year. Additionally, at the September event, the CCC collected 53 mattresses for the first time for recycling. While this was our first collection, the recycler noted that it was a good turnout for the first event. The CCC plans to continue collecting mattresses in 2025.

| Date | Cars (#) | Paper (lbs) | Electronics (lbs) | Haz Waste (lbs) |
|--------------|--------------|---------------|-------------------|-----------------|
| 1/13/24 | 650 | 5,360 | 5,985 | 2,658 |
| 5/11/24 | 420 | 6,580 | 5,287 | 1,911 |
| 9/20/24 | 552 | 5,380 | 9,080 | 3,759 |
| Total | 1,622 | 17,320 | 20,352 | 8,328 |

RVA Clean City Sweep Meetup Group and City Cleanups

The CCC continued to manage the RVA Clean City Sweep Meetup Group. The group has over 1,800 members and continues to grow. Local civic associations and other volunteer groups can schedule cleanup events throughout the city with invites being shared to all group members. This allows the CCC to extend our reach by having residents organize and host litter cleanups. The CCC supports the litter cleanups with supplies including litter pickers, gloves, trash bags, and safety vests.

CCC Large Scale Litter Cleanups

The CCC hosted two large scale litter cleanups in 2024. The MLK Jr Day cleanup conducted on January 15th at MLK Jr Preschool with 18 volunteers in attendance. Approximately 557 pounds of trash was collected. The second event was held on March 16th at Roy West Park with 33 volunteers collecting over 1,200 pounds of trash.

8. Committee Reports

The CCC includes four committees: Communications & Recognition, Community Partnerships & Programs, Policy & Governance, and DPW & Operations. A summary of each committee's activities is listed below.

Communications & Recognition Committee

The Committee manages the CCC's social media accounts which include Facebook, Instagram, and Linktree. The RVA Clean City Commission Facebook account currently has 2,100 followers and the Instagram account has 471 followers. The CCC strives to share information on CCC events, Meetup litter cleanup events, and informational articles on reducing waste.

The committee is also developing a business recognition program that provides opportunities and incentives to celebrate and engage local businesses in waste reduction and litter clean-ups. The program offers recognition for businesses that demonstrate commitment to a set of "clean" criteria, including active partnerships with public and civic groups to mitigate waste and litter.

Community Partnerships and Programs Committee

The Committee has been developing the Clean City Classroom initiative. This initiative is designed to equip students with the knowledge and skills to manage Richmond's waste effectively. The comprehensive curriculum covers various waste-related topics, including awareness, reduction, and management. It also offers hands-on activities, school-based initiatives, and action-driven programs to help students solidify their understanding of these concepts.

The committee has also developed a litter cleanup how to guide and safety briefing. This training will be presented to Meetup group event hosts to ensure that litter cleanups are conducted safely and to maximize efforts. The committee is in the process of uploading the training online to allow a wider audience.

Policy & Governance

The Committee led the charge in revising and facilitating adoption of the new charter. The Committee also led the process of updating our By-Laws and developing a Policy for Electronic Participation in Meetings.

DPW & Operations Committee

The DPW & Operations Committee is led by DPW staff, Ms. Darlene Mallory-Jenkins and Ms. Katrina Entzminger. Ms. Mallory-Jenkins, as the CCC Coordinator, organizes the three annual recycling events; sets the biannual neighborhood bulk cleanup schedule; manages the Adopt a Spot program; sells compost bins purchased with the DEQ grant funds; manages litter cleanup supplies and inventory of CCC give away materials; and serves as liaison to volunteers to pick up supplies. Ms. Entzminger provides information on DPW campaigns that the CCC can promote. Also, as DPW staff, the committee oversees managing the DEQ grant and ensuring authorized use of the funds.

9. Legislation and Policy Recommendations

1. As emailed to the Mayor and City Council on October 24, 2024, the commission voted unanimously to recommend the inclusion of a policy to require registration for waste tire haulers and ensure that tires are disposed in the proper channels as well as to increase the tire recycling fee paid into the Waste Tire Trust Fund, similar to [HB496](#) carried during the 2024 legislative session.
2. The CCC also supports the efforts of the Office of Sustainability with their efforts to reduce the City of Richmond's purchase and use of single-use plastics.

10. Goals for 2025

In addition to continuing work on the projects listed above, the CCC has set the following goals for 2025:

1. Work with City Council to be included in the city budget
2. Set goals for our recycling events

11. In Appreciation

A big thank you goes to commissioners whose terms ended in 2024, Mark Hickman, Miriam Lack, Nancy Lampert, and Deon Artis, for their service, time, and dedication to the Commission. Continued appreciation goes to Darlene Mallory-Jenkins who serves as the CCC Coordinator and supports all our events and endeavors. The Commission would also like to recognize Katrina Entzminger for providing outstanding support, guidance, and mentorship. Thank you also goes to Torrence Robinson for his leadership and DPW muscle when needed. A very big thank you is also extended to the DPW workers who participate in the recycling events to ensure the events run smoothly, the DPW workers who pick up the litter collected from cleanup

events, and the DPW workers who collect residential and bulk trash to keep the city clean. The Clean City Commission would not be successful without the individuals noted.

**RICHMOND CLEAN CITY COMMISSION
BYLAWS**

ARTICLE 1: NAME, PURPOSE, DUTIES, COMPOSITION, TERMS OF OFFICE

1. The official name, purpose, duties, composition and terms of office of the Clean City Commission shall be as established by Ordinance 2024-026 (ordinance) adopted by City Council on February 12, 2024, to amend City Code §§ 2-1158, concerning composition and terms of office for the Clean City Commission, 2-1159, concerning duties and functions, and 2-1160, concerning organization and reporting requirements, for the purpose of modifying the membership, functions, and operations of the Clean City Commission (the Commission).
2. The Commission shall provide advice and recommendations to the Council and the Chief Administrative Officer concerning programs and policies to reduce litter, encourage proper disposal and recycling, and improve the local environment in the City of Richmond. The Commission is classified as “advisory;” provided, however, that the Commission may also, to the extent permitted by law, serve as a local affiliate of Keep Virginia Beautiful, Incorporated (KVB), or a similar nonprofit organization. The Commission shall also provide advice and recommendations to the Department of Public Works (DPW) concerning any funding appropriated to or administered by DPW related to the duties and functions of the Commission.
3. The Commission shall perform any additional duties as enumerated by ordinance.
4. The Commission shall be comprised of seventeen (17) members, fifteen (15) of which shall be appointed by City Council, one (1) from each of the nine (9) City Council districts, five (5) at-large members representing the community or industry, and one (1) member shall be the director of DPW or the designee thereof. Two (2) members shall be appointed by the Mayor.
5. For ease of reading, a member or members of the Commission may be referred to as “the members” or “commissioners” in these bylaws.

ARTICLE 2: ORGANIZATION

1. As provided by ordinance, the Commission shall adopt bylaws or rules of procedure to govern the conduct of its meetings and operations, including the election of a chairperson and other officers deemed necessary by the Commission, the appointing of committees in accordance with these bylaws, a process and procedure for nominating the five at-large members of the Commission, and a process and procedure for taking actions when serving as a local affiliate of nonprofit organizations.
2. Unless otherwise provided in these bylaws, the Commission shall, as applicable and appropriate, follow the rules of procedure adopted by City Council, provided by ordinance, or established in substantially similar rules of procedure or order commonly used by similar public or civic bodies, as approved by the Commission.

3. The Commission is a body corporate and all actions of the Commission shall require the approval of not less than a plurality of a quorum present unless otherwise provided for in these bylaws. A quorum shall be a majority of appointed members.

ARTICLE 3: OFFICERS

1. Officers shall consist of a chairperson (chair), vice chairperson, and secretary. The executive coordinator shall serve as secretary unless a secretary is elected from among the members, upon which the executive coordinator shall serve as assistant secretary. The executive coordinator shall have no vote on the commission unless in the capacity as the designee of the director of DPW.
2. Officers shall be nominated and elected by and among the members within the first two (2) months of the fiscal year, starting from the first day of July and ending on the last day of June the following year, by a quorum of the Commission. All officers shall serve for a term of one (1) fiscal year or until a successor is elected.
3. **Chair.** The chair shall preside at all meetings of the full Commission and the Executive and Oversight Committee. The chair shall be the official representative of the Commission.
4. **Vice Chair.** The vice chair, in the absence or disability of the chair, shall perform all of the duties of the chair until the chair resumes the duties of the chair or until a successor is elected to serve as chair.
5. **Secretary.** The secretary shall keep a record of the proceedings of the meetings of the Commission, including an accurate record of attendance at all meetings, programs and events of the Commission, including for purposes of Article 7 of these bylaws. The secretary, in the absence or disability of the chair and vice chair, shall preside at meetings of the Commission until the chair or vice chair resumes the duties of the office or a successor is elected to serve as chair, but no other actions shall be approved by the Commission in the absence of the chair or vice chair as presiding officer. The secretary may delegate all or part of these duties to the assistant secretary as provided by ordinance and Article 8 of these bylaws.
6. Vacancies. If an officer vacancy occurs, the Commission shall elect a successor who will serve the remainder of the term or until a successor is elected.

ARTICLE 4: COMMITTEES

1. Appointment and Composition. The chair shall, with the approval of the Commission, appoint commissioners to be members of standing committees, which shall have no fewer than three (3) members so long as there are no vacancies on the commission. If there are any vacancies on the commission, each committee shall have no fewer than two (2) members. The chair may, with the approval of the Commission, appoint such other *ad hoc* committees as the chair deems necessary. Standing committees shall have such names, powers and duties as established in these bylaws or by the Commission. *Ad hoc* committees shall have such names, powers and duties as proposed by the chair and approved by the Commission. The chair shall appoint a chair of each committee,

and the committee may elect a vice chair of the committee from among its members to serve as committee chair in the absence or disability of the committee chair.

2. The standing committees shall have the names, duties and responsibilities as follows:
 - a. **Communications and Recognition Committee.** This committee shall:
 - i. Effectively communicate and raise awareness of the Commission's purpose, goals, programs, events, information, initiatives and campaigns using digital and social media platforms or traditional media, in coordination with City public relations staff.
 - ii. Collaborate with other committees on ways to raise awareness of programs and events, including recruiting volunteers.
 - iii. Lead the recognition of businesses, individuals and other organizations whose practices align with the goals and purposes of the Commission.
 - b. **Community Partnerships and Programs Committee.** This committee shall:
 - i. Establish partnerships with neighborhood, business and other community and industry organizations to encourage and collaborate on efforts to reduce litter, encourage proper disposal and recycling, and improve the local environment;
 - ii. Collaborate with Richmond Public Schools and other institutions of education;
 - iii. Convene, coordinate, or support volunteer litter cleanup groups and events throughout the city.
 - iv. Identify and pursue available grants or other funding, including charitable donations, as appropriate, related to the duties and functions of the Commission.
 - c. **Policy and Governance Committee.** This committee shall:
 - i. Review and recommend changes to the Code of the City of Richmond, the Code of Virginia, and other laws, as necessary, to implement, improve, or enforce laws related to litter control, proper disposal of waste, recycling, and illegal dumping;
 - ii. Identify opportunities to collaborate with City and state agencies, including public funding requests;
 - iii. Recommend changes to the ordinance establishing the Commission and these bylaws as necessary.
 - d. **DPW and Operations Committee.** This committee shall:
 - i. Lead or support core programs and operations, including citywide neighborhood cleanups (pickups), the Adopt-a-Spot program, recycling events, and composting;
 - ii. Serve as liaison between DPW, City administration and the Commission.
 - e. **Executive and Oversight Committee.** The officers and chairs of all standing committees shall comprise the Executive and Oversight Committee, which may exercise all powers of the Commission between meetings of the Commission, provided that any actions approved by the committee shall be subject to approval by the Commission at its next meeting. Any commissioner may attend meetings of the committee. The secretary or assistant secretary shall record the

proceedings of the committee and provide minutes of committee meetings to the Commission. In addition, the committee shall:

- i. Provide advice and recommendations to DPW concerning any funding appropriated to or administered by DPW related to the duties and functions of the Commission;
 - ii. Review and recommend actions of the Commission in its capacity serving as a local affiliate of Keep Virginia Beautiful, as established by ordinance and in Article 6 of these bylaws.
3. Committees shall meet at the call of the committee chair provided advance notice of no fewer than five (5) business days unless agreed to by the committee and as required by law.
 4. A committee chair may appoint members of subcommittees as necessary.

ARTICLE 5: NOMINATIONS FOR AT-LARGE MEMBERS

1. The process and criteria for nominating the initial five at-large members of the Commission shall be as follows. The chair shall assign responsibility for developing criteria for eligible candidates to a standing or ad hoc committee, which shall complete its work within three (3) months of assignment. The committee may include eligible nominations to be submitted to the Commission. Upon approval by the Commission, these bylaws shall be amended to include the criteria, which may be amended according to the same process described in this section.
2. Upon the nomination criteria being established in these bylaws, commissioners may solicit and submit to the chair any number of nominations of eligible candidates during a regular meeting of the Commission. The secretary or assistant secretary shall record nominations. The chair may assign review of nominations to a standing or ad hoc committee, or the Commission may review nominations at a regular meeting without prior review by a committee, as determined by the chair. Upon recommendation by a committee or review by the Commission, as applicable, the Commission shall move a slate of no fewer than one (1) and no more than five (5) nominations at its subsequent regular meeting to be approved by the Commission and submitted to City Council. The Commission may consider the slate in a block or, at the request of a commissioner, a nomination may be considered individually.
3. Within three (3) months before the expiration of terms or a vacancy is expected to occur, the Commission shall submit a slate of nominations to City Council according to the process established in these bylaws. Within three (3) months after a vacancy occurs or if a vacancy is not filled for more than three (3) months, the Commission shall submit a slate of nominations to City Council according to the process established in these bylaws.

ARTICLE 6: LOCAL AFFILIATE OF NONPROFIT ORGANIZATIONS

1. The Commission may act as an affiliate of a nonprofit organization to the extent permitted by law and as applicable and appropriate to the purpose, duties and functions of the Commission.
2. As of the adoption of these bylaws, the Commission serves as a local affiliate of KVB. The Commission shall have the powers, duties and responsibilities of a local affiliate of KVB. The Commission may elect a treasurer from among its members to serve in such office solely for the purposes of the Commission's capacity as a local affiliate of KVB, as necessary.
3. The Commission shall not hold any fiduciary role or duty to KVB in the Commission's capacity as an advisory commission to City Council. The Commission shall convene a separate meeting of its members when acting as a KVB local affiliate or may act as a local affiliate during the course of its regular meetings so long as such actions are (a) carried out separately from the other business of the Commission, (b) reflected accordingly in the Commission's meeting agenda and (c) recorded in the meeting minutes.

ARTICLE 7: COMMISSION MEETINGS AND COMMISSIONER DUTIES & RESPONSIBILITIES

1. The Commission shall hold regular meetings at least quarterly and other meetings as needed and take meetings minutes in accordance with the Virginia Freedom of Information Act (FOIA). The Commission may hold regular meetings more frequently than quarterly or hold special meetings as called by the chair and approved by the Commission in accordance with all applicable law and notice requirements.
2. As provided by ordinance, if any member of the Commission misses four consecutive regularly scheduled meetings or if the Commission has less than four regularly scheduled meetings within a period of 12 scheduled months and any member of the Commission fails to attend all such regularly scheduled meetings during a period exceeding 12 months in length, such member shall be subject to removal from membership on the Commission, and City Council may remove such member.
3. Commissioners shall serve on at least one (1) committee.
4. Commissioners shall participate in at least four (4) programs, events or projects during a period of twelve (12) months, or in at least 12 programs, events or projects during the course of the commissioner's term.
5. A commissioner who wishes to resign shall submit written notice to the Commission and the City Clerk.
6. A commissioner shall disclose any conflict of interest to the Commission and abstain from voting on any matter directly related to the conflict of interest.

ARTICLE 8: ADMINISTRATIVE SUPPORT AND REPORTING

1. As provided by ordinance, DPW shall provide an executive coordinator to act as secretary or assistant secretary for the meetings of the Commission as indicated in

Article 3 of these bylaws and manage the operations and programs administered by the Commission.

2. The executive coordinator shall ensure the Commission's compliance with all applicable FOIA requirements.
3. The executive coordinator shall act as assistant secretary upon the election of a secretary by the Commission from among its members.
4. The executive coordinator shall act as an advisor to the Commission, be present at all Commission meetings, serve as an *ex officio* non-voting member of all committees and support coordination with DPW and other City agencies.
5. As provided by ordinance, on an annual basis, the Commission shall provide the Council and the Chief Administrative Officer with (a) any recommendations concerning programs to reduce litter, encourage proper disposal and recycling, and improve the local environment in the City of Richmond, (b) any recommendations concerning changes to laws related to litter control, proper disposal of waste, recycling, and illegal dumping, (c) a summary of the Commission's actions to perform, recommendations to improve, or challenges to meet its duties and functions, and (c) any other applicable information as required by ordinance.
6. The Commission shall include in its annual report, if applicable, a list of members who fail to meet the attendance requirements or commissioner duties and responsibilities described in Article 7 of these bylaws.

ARTICLE 9: AMENDMENTS

1. These bylaws may be amended or repealed by either (a) not less than a majority of a quorum of the Commission if such action is recommended by the Policy and Governance Committee or the Executive and Oversight Committee, as determined by the chair, or (b) not less than a two-thirds (2/3) majority of a quorum of the Commission.
2. Such action may be taken at any regular meeting or special meeting called for the purpose of such action and upon the distribution of a copy of such proposed amendments or repeal to each member.

These bylaws were approved by the Commission on August 28, 2024.

Clean City Commission Policy 2024-001

A meeting of the Richmond City Clean City Commission (the CCC) was held on June 26 during which the following policy was adopted.

Policy for Electronic Participation in Meetings

PURPOSE: To establish a policy that provides for the CCC to properly conduct meetings with the electronic participation of its commissioners in compliance with the Virginia Freedom of Information Act (§ 2.2-3700 *et seq.*)

REFERENCES: Va. Code §§ 2.2-3707, 2.2-3708.2, 2.2-3708.3

SEC. 1: GENERAL REQUIREMENTS AND POLICY ESTABLISHMENT

It is the policy of the CCC that individual commissioners may participate in meetings of the CCC by electronic means as permitted by Virginia Code § 2.2- 3708.3. This policy shall apply to the entire membership and without regard to the identity of the commissioner utilizing remote participation or the matters that will be considered or voted on at the meeting. Further, it is the policy of the CCC that the CCC may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3.

A commissioner participating through electronic means may make motions, vote, join in closed meetings, and otherwise participate fully as if such commissioner was physically present, so long as all of the requirements of Virginia Code § 2.2-3708.3 are met.

Subsequent to its adoption by the majority of the CCC, this policy shall be posted on the CCC website for the City of Richmond or any other website normally used by the CCC for notice of public meetings.

SEC. 2: MEETING REQUESTS

Requests for remote participation or that the CCC conduct an all-virtual public meeting shall be conveyed by a commissioner to the chair of the CCC.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (2.2-3700 *et seq.*). If a commissioner's participation from a remote location is challenged, then the CCC shall vote whether to allow such participation.

The request for remote participation or that the CCC conduct an all-virtual public meeting by a commissioner shall be recorded in the minutes of the meeting. If the CCC votes to disapprove of the commissioner's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity. The minutes shall include other information as required by §§ 2.2-3707 and 2.2-3708.3.

SEC. 3: REMOTE PARTICIPATION MEETING REQUIREMENTS

When an individual commissioner is participating in a meeting of the CCC from a remote location, the CCC shall adhere to the following requirements:

- **General**
 - Any commissioner who is unable to attend the meeting due to reasons stated in subsections (1), (2), (3), or (4) of Virginia Code § 2.2-3708.3(B) notifies the Chair of the CCC of their inability to attend the meeting;
 - A quorum, which constitutes a majority of commissioners of the CCC shall be physically assembled at one (1) primary or central meeting location;
 - Members of the public shall be provided a substantially equivalent electronic communication means through which to observe the meeting;
 - Members of the public shall be provided the opportunity to comment when public comment is customarily received; and
 - If a commissioner's participation from a remote location pursuant to Virginia Code § 2.2- 3708(B) is disapproved, such disapproval shall be recorded in the minutes with specificity.
- **Commissioner Requirements**
 - A commissioner of the CCC is permitted to attend a meeting of the CCC remotely if, on or before the day of a meeting, the commissioner notifies the Chair of the CCC that they are unable to attend the meeting due to—
 - a temporary or permanent disability or other medical condition that prevents their physical attendance;
 - a family member's medical condition that requires them to provide care for such family member, thereby preventing their physical attendance; or
 - the commissioner's principal residence being more than 60 miles from the meeting location identified in the required notice for the meeting.
 - A commissioner of the CCC is permitted to attend a meeting of the CCC remotely if the commissioner notifies the chair of the CCC that they are unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
 - Remote participation per commissioner on the basis of personal matters is limited each calendar year to 2 meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
 - If a commissioner of the CCC participates in the meeting remotely, the CCC shall record in its minutes the remote location from which the commissioner participated, including:
 - If participation is approved pursuant to subdivision 1 or 2 of Virginia Code §2.2-3708.3(B) the CCC shall include in it's minutes the fact that the commissioner participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the commissioner's physical attendance or (ii) a family member's medical condition that required the commissioner to provide care for such family member, thereby preventing the commissioner's physical attendance;
 - If participation is approved pursuant to Virginia Code § 2.2-3708.3(B)(3) the fact that the commissioner participated through electronic communication means due to the distance between the commissioner's principal residence and the meeting location; or
 - If participation is approved pursuant to Virginia Code § 2.2-

3708.3(B)(4), the specific nature of the personal matter cited by the commissioner.

SEC. 3: ALL-VIRTUAL MEETING REQUIREMENTS

When the CCC is conducting an all-virtual meeting the CCC shall adhere to the following requirements:

- An indication of whether the meeting will be in-person or all-virtual shall be included in the required meeting notice along with a statement notifying the public that the method by which the CCC chooses to meet shall not be changed unless the CCC provides a new meeting notice in accordance with the provisions of § 2.2-3707;
- Public access to the all-virtual public meeting shall be provided via electronic communication means;
- The electronic communication means used shall allow the public to hear all commissioners of the CCC participating in the all-virtual public meeting and, when audio-visual technology is available, to see the commissioners of the CCC as well.
- When audio-visual technology is available, a commissioner of the CCC shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the commissioner is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- A phone number or other live contact information shall be provided to alert the CCC if the audio or video transmission of the meeting provided by the CCC fails, the CCC monitors such designated means of communication during the meeting, and the CCC takes a recess until public access is restored if the transmission fails for the public;
- A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to commissioners of the CCC for a meeting shall be made available to the public in electronic format at the same time that such materials are provided to commissioners of the CCC;
- Votes taken during the electronic meeting shall be recorded by name in roll-call fashion and included in the minutes of the meeting;
- The public shall be afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
- No more than two commissioners of the CCC shall be together in any one remote location unless that remote location is open to the public to physically access it;
- If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public shall resume before the CCC votes to certify the closed meeting as required by subsection D of § 2.2-3712;
- The CCC shall not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
- Minutes of all-virtual public meetings held by electronic communication means shall be taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.

SEC. 4: DECLARED EMERGENCIES

The CCC may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency pursuant to

Virginia Code § 44-146.17 or when the locality in which the CCC is located has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided:

- The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- The purpose of the meeting is to provide for the continuity of operations of the CCC or the discharge of its lawful purposes, duties, and responsibilities.

If the CCC holds a meeting pursuant to the requirements of this section, the CCC shall:

- Abide with the provisions under Virginia Code § 2.2-3708.2;
- Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to commissioners of the CCC conducting the meeting;
- Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the CCC;
- Make available a recording of the meeting, in addition to the minutes of the meeting posted pursuant to the requirements under Virginia Code § 2.2-3707.1;
- Provide the public with the opportunity to comment at those meetings of the CCC when public comment is customarily received; and
- State in the minutes of the relevant meeting the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

Effective Date: July 1, 2024

Attendance Record 2024

X = Present

| | NAME | 1/24/2024 | 2/28/2024 | 3/27/2024 | 5/22/2024 | 6/26/2024 | 8/28/2024 | 9/25/2024 | 10/23/2024 | 11/20/2024 | # | % |
|------------------|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|---|-------|
| 1 | Alexis Sulentic | | | | | | X | | X | | 2 | 22.2% |
| 2 | Miriam Lack | | X | | | X | X | | | | 3 | 33.3% |
| 3 | Jeannette Seagraves | X | X | X | X | X | | X | X | X | 8 | 88.9% |
| 4 | Andrew Duffy | | | | X | X | | X | X | X | 5 | 55.6% |
| 5 | Al Misa | X | X | | | X | | X | | X | 5 | 55.6% |
| 6 | George Dahlman | X | X | X | X | X | X | | X | X | 8 | 88.9% |
| 7 | Mark Hickman | | X | X | | X | X | | X | X | 6 | 66.7% |
| 8 | Jameson Babb | | | X | | X | X | | X | | 4 | 44.4% |
| 9 | Steve Marzolf | | | | X | | X | X | X | X | 5 | 55.6% |
| 10 | Christine Banks | | | | X | | X | | X | | 3 | 33.3% |
| 11 | Ashley Coles | | | | X | X | X | X | | X | 5 | 55.6% |
| 12 | Markita Allen | X | X | X | | X | | X | X | X | 7 | 77.8% |
| 13 | Claudia Spurill | X | | | | | X | | X | X | 4 | 44.4% |
| 14 | Carter Anderson | | | | | X | | X | X | X | 4 | 44.4% |
| 15 | Deon Artis | X | | X | X | | | | | | 3 | 33.3% |
| 16 | Darlene Mallory-Jenkins | X | X | | X | X | X | X | X | | 7 | 77.8% |
| 17 | Katrina Entzminger | X | X | X | X | X | X | X | | X | 8 | 88.9% |
| # in Attendance: | | 8 | 8 | 7 | 9 | 12 | 11 | 9 | 12 | 11 | | |