

special meeting called for the purpose. At such subsequent meeting, such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted on in accordance with the voting requirements of these Bylaws.

ARTICLE IX

PROCEDURES

Parliamentary Procedure. In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order, newly revised*, shall apply.

THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

POLICY AND GUIDANCE DOCUMENT

CONCERNING MEETINGS CONDUCTED BY ELECTRONIC COMMUNICATION

MEANS AND MEMBER PARTICIPATION

Approved:

All meetings of the Authority and its committees are to be conducted in compliance with the Virginia Freedom of Information Act and other applicable laws.

A. Member participation in meetings conducted by electronic communication means.

The Authority may authorize members to participate in a meeting conducted through electronic communication means if the following conditions are met:

1. On or before the day of a meeting, a member of the Authority notifies the Chair that:
 - a) Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, in which case such disability or condition shall be included in the meeting minutes as the basis for the remote participation; or,
 - b) Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, in which case the nature of the personal matter shall be included in the meeting minutes.
 - c) On the day of a meeting, a member of the Authority notifies the Chair that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
2. A quorum is physically assembled at one primary or central meeting location; and
3. A member's participation through electronic communication means must be approved by motion at the meeting at which such participation is conducted. If disapproved, such disapproval shall be recorded in the meeting minutes with specificity.
4. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location; however, the remote location need not be open to the public.
5. If participation by a member through electronic communication means is approved, the meeting minutes shall note the remote location from which the member participated.
6. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.
7. Requirements for member participation through electronic communications means

shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

B. Authority meetings by electronic communication means pursuant to a declared state of emergency. The Authority 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 § 2.2-3708.2 of the Code of Virginia, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency, provided that the Authority:

1. Issues public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Authority;
2. Makes arrangements for public access to such meeting; and
3. 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 shall be stated in the minutes.

C. Authority meetings by electronic communication means pursuant to a declared state of emergency for general purposes. When authorized by law, the Authority may meet by electronic communication means without a physical quorum assembled together, during a Governor-declared state of emergency if the nature of the declared emergency makes it impracticable or unsafe for the Authority to assemble in a single location and the purpose of meeting is to (a) discharge its lawful purposes, duties, or responsibilities; (b) discuss or transact the business statutorily required; or, (c) continue necessary operations of the Authority, subject to the following conditions and requirements:

1. Notice to the public using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Authority.
2. Arrangements for public access to the meeting through electronic means including, to the extent practicable, videoconferencing technology, and opportunity for public comment.
3. 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 shall be stated in the meeting minutes.
4. The Authority shall make available a recording or transcript of the meeting on its website, if required by applicable law.
5. The Authority must otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia, as amended.

Agenda Item B.2.

Plan RVA Organizational Support Services



August 13, 2020

Central Virginia Transportation Authority

Dear Authority Members

The 2020 formation of the Central Virginia Transportation Authority is a significant marker in our region's history and its future. Congratulations on the achievement this represents in moving the transportation priorities of the region forward and demonstrating yet another example of regional cooperation at its finest.

PlanRVA, the planning district commission that has been serving the nine jurisdictions of planning district 15 since 1969, provides backbone and staff support to both the Emergency Management Alliance of Central Virginia and the Richmond Regional Transportation Planning Organization. In both arrangements, we are responsible for the administrative and programmatic support functions of the bodies- ensuring compliance with federal and state requirements, grant administration and financial accountability. More than half of our staff is dedicated to supporting regional planning and financial programming in transportation and have cultivated a unique expertise in this topic. We are delighted to be considered to assist the Central Virginia Transportation Authority by providing staff support to the organization in Fiscal Year 2021.

Enclosed you will find a resolution that was adopted by PlanRVA (the Richmond Regional Planning District Commission) during their regular meeting today extending this offer of staff support. We stand ready to work with you to come to agreement on terms of staff support in your Fiscal Year 2021 and beyond and welcome the opportunity to work with you to meet the Authority's evolving needs.

Thank you again for this opportunity to be a small part of this exciting chapter in our region's story.

Sincerely,

A handwritten signature in black ink that reads "Martha Shickle".

Martha Shickle
Executive Director



RESOLUTION 2021-01

**TO OFFER FORMATION AND ONGOING SUPPORT SERVICES TO THE
CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

WHEREAS, the Central Virginia Transportation Authority (CVTA or Authority) was created via legislation approved by the General Assembly of the Commonwealth of Virginia during its 2020 Session, which legislation became effective as of July 1, 2020; and,

WHEREAS, the CVTA is a new entity, comprising all of the jurisdictions within Planning District 15, including the City of Richmond, the Town of Ashland, and the Counties of Henrico, Chesterfield, Hanover, Goochland, Powhatan, New Kent, Charles City; and,

WHEREAS, the CVTA also includes representatives from the House of Delegates, the Senate, the Commonwealth Transportation Board, the Department of Rail and Public Transportation, the Greater Richmond Transit Company, the Richmond Metropolitan Transportation Authority, and the Commissioner of Highways; and,

WHEREAS, the CVTA requires formation and ongoing support services necessary for the organization and establishment of the Authority and its effective operation; and,

WHEREAS, PlanRVA, the Regional Commission for Planning District 15, also known as the Richmond Regional Planning District Commission, was established under the Commonwealth’s Regional Cooperation Act, to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis challenges of greater than local significance, in order to foster regional cooperation and to facilitate the recognition and analysis of regional opportunities in planning and implementing public policies and services concerning, among others, economic and physical infrastructure development, transportation, human services, and recreation; and,

WHEREAS, due to PlanRVA’s mission and capabilities, it is uniquely suited to provide the necessary formation and ongoing support services to, and on behalf of, the CVTA;

NOW, THEREFORE, BE IT RESOLVED, that PlanRVA, the Regional Commission, hereby offers its services to the Central Virginia Transportation Authority, to support the CVTA’s orderly formation and establishment and its ongoing operation, to the extent necessary and desired; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if this offer is accepted by a corresponding resolution of the CVTA, the staff and professional resources of PlanRVA are to provide all services that are reasonably necessary, legal, and proper for the organization and support of the CVTA.

8/19/2020

Neil Spoonhower, Chair

Date

8/14/2020

Attest: Diane Fusco, Clerk

Agenda Item C.2.

Future Meeting Topics

CVTA AGENDA 8/27/20; Item C.2.
CVTA FUTURE MEETING TOPICS*

First Year at-a-glance

- CVTA Organizational meeting
- Establish Technical Advisory Committee and Finance Committee
- Adopt budget
- Review and report on transit governance structure
- Establish regional project prioritization process
- Develop regional transit plan
- Make staffing decisions
- Distribute payments to localities and GRTC
- Audit

*Draft: This is not a comprehensive list of considerations and is subject to change.