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## I. Roles & Responsibilities

- A. The *Richmond 300* Advisory Council (Advisory Council) is established by the Mayor in accordance with sections 2-793 through 2-799 of the Code of the City of Richmond and is intended to serve as an ad-hoc committee of the Richmond City Planning Commission. The role of the Advisory Council is to advise the Planning Commission and the Department of Planning and Development Review (PDR) in the development of the citywide Master Plan Update, *Richmond 300: A Guide for Growth*. The Advisory Council will be tasked with:
- i. Assisting in shaping and reviewing the content of *Richmond 300*,
  - ii. Helping to build awareness of *Richmond 300*,
  - iii. Encouraging community participation in the *Richmond 300* process,
  - iv. Informing the *Richmond 300* project team about residents and stakeholders' specific issues and concerns, and
  - v. Advising the *Richmond 300* project team on appropriate communication strategies to sustain a regular and accurate flow of information through the duration of the project.
- B. The Advisory Council represents a diversity of Richmonders, who are willing to engage in a candid and thoughtful discussion in executing the above tasks.
- C. The Advisory Council will hold meetings every four to six weeks during the *Richmond 300* project timeline in order to carry out its objectives.
- D. The Advisory Council will target completing its work by December 31, 2019.
- E. PDR will provide the Advisory Council with necessary background and preparatory documents.
- F. PDR has engaged a contractor to assist in managing the *Richmond 300* process and is engaging a community engagement consultant. PDR staff and the contractor project manager will staff the Advisory Council. The engagement consultant will assist in facilitating Advisory Council meetings and helping achieve consensus.

## II. Membership

- A. The Advisory Council is composed of no more than 21 members, at least 75 percent of whom must be residents of the City of Richmond.
- B. Members will serve for the full *Richmond 300* project timeline, estimated to run from January 2017 to December 2019, but potentially lasting up to a year longer.

- C. Resignations will be made in writing to the Director of PDR and the Chair of the Advisory Council and will be given with as much notice as possible.
- D. Should any Advisory Council member miss four consecutive regularly scheduled meetings of the Advisory Council, the Advisory Council Chair will recommend the person be removed from the Advisory Council. The Chair will select a new member in consultation with the two Vice-Chairs, the Director of Planning and Development Review, the Chief Administrative Officer, and the Office of the Mayor.

### **III. Officers & Duties of Officers**

- A. The Advisory Council is led by a Chair and two Vice-Chairs. The Chair is a member of the City Planning Commission.
- B. The Chair will preside at all meetings of the Advisory Council.
- C. The Vice-Chairs will assume the duties of the chair in the absence or inability of that officer to act, and shall assist the Chair when called upon.

### **IV. Quorum & Meetings**

- A. The quorum for the Advisory Council is a majority of the current Advisory Council members. No action may be taken by the Advisory Council in the absence of a quorum. The Advisory Council may meet in a closed meeting for the purposes authorized by the Virginia Freedom of Information Act, only after an affirmative vote on a motion which specified the purpose for closing the meeting.
- B. Voting of the Advisory Council shall normally be by voice. However, in every case where a vote other than a simple majority is required for passage, the vote shall be by the show of hands.
- C. Regular meetings of the Advisory Council will be held every four to six weeks and will be open to the public. Notification of regular meetings will be made by electronic mail. Notification will also regularly be posted in a prominent public location and in the Office of the City Clerk at least three full working days prior to each meeting in accordance with the Virginia Freedom of Information Act.
- D. Special meetings of the Advisory Council may be called by the Chair or by written notice to all members from at least a majority of its current membership.
- E. Robert's Rules of Order Newly Revised, 11th Edition, will control the proceedings of the Advisory Council in all cases to which they are applicable, except as otherwise provided in these bylaws, the Code of Virginia and the Code of the City of Richmond.
- F. All meetings will be open and accessible to the public. Opportunities for public comment will be part of the Advisory Council's meetings. Any citizen who wishes to speak on these matters may do so; however, the Council may ask the speakers to adhere to a time limit of three minutes for an individual and five minutes for a spokesperson for a group.

## **V. Ground Rules**

- A. Advisory Council members will engage in open dialogue, which allows for the voicing of different opinions and a recognition that everyone in the room is responsible for the process.
- B. Advisory Council members participate as individuals. It is recognized that some members of the Advisory Council represent groups or constituencies and were selected because of their role in these groups. These members should take care in delineating their personal views from organizational interests in the Advisory Council's deliberations.
- C. When speaking with others outside the Advisory Council (such as the media), members should indicate that they are not speaking on behalf of the Advisory Council, present only their own views, and conscientiously refrain from expressing, characterizing or judging the views of others.
- D. Each member of the Advisory Council takes responsibility for attending meetings, reading distributed materials, and participating in Advisory Council meetings.
- E. Each member of the Advisory Council shall work towards expressing his or her advice to the Department of Planning and Development Review and the City Planning Commission. Meeting documentation shall reflect the divergent views held by Advisory Council members and honestly characterize the different viewpoints.
- F. Advisory Council members will be aware of the limited time in the meetings and will therefore express themselves succinctly to allow time for others to share their thoughts and opinions.