

City of Richmond
History and Culture Commission
Thursday, June 27, 2019
3:00 PM to 5:30pm
Location: Virginia Museum of History and Culture

AGENDA

- 1. **(30 Minutes)** City Attorney Discussion of the Rules of Procedure.....City Attorney
- 2. **(15 minutes)** Review Notes on Rules and Procedures.....Commission
- 3. **(30 Minutes)** Consider Nominations and Election of Officers.....Commission
- 4. **(30 minutes)** Process of Identification and Selection of Students Members....Paula Saylor-Robinson, etc.
- 5. **(45 Minutes)** Establish Work Plan.....Commission

MINUTES ON MEETING: SECRETARY, JULIAN M. HAYTER

In attendance: Jamie Bosket (JB), Melanie Buffington (MB), Julian Hayter (JH), Ryan Rinn (RR), Maurice Henderson (MH—arrived 3:45), and Kim Chen (KC)

Not in attendance: Cynthia Newbille, Hakim Lucas, William “Bill” Martin, Paula Saylor-Robinson, and Free Egunfemi

Session Began: 3:05
Session Ended: 4:02

- 6. City Attorney
 - a. Rules: Haskell Brown (HB)—
 - i. Our Draft:
 - 1. Amendments

- a. Roberts Rules, most do it for procedural reasons
 - b. Section 2: Conform to City Code
 - c. Section 3: “Chairperson” – in absence of former, vote on temp chairperson
 - i. 3A: Spokesperson: our privilege
 - ii. Quorum: 5 voting members
 - iii. 3C: agenda and document minutes, keep rules up to date following vote (HB)
 - 1. Chairperson temporary elects secretary in absence of secretary
 - d. Section 4: informal working groups
 - i. Question: needs to be clearly distinguished
 - 1. Strike language about informal working groups—all stricken (**Jamie, JB—committee agrees**)
 - e. Section 5:
 - i. Standing (i.e, regular meetings) meetings:
 - ii. 5B: chairperson must agreement of five members to call special meeting (48 hours prior)
 - 1. Chairperson plus 3 (RR, JB, MB)
 - f. **Need hard copy of agenda** (at meeting)—one copy (HB)
 - g. Communication—via website
 - h. Policy for Electronic Participation in Meetings:
 - i. Quorum must be physically assembled
 - 1. Must adopt template
 - 2. Number of call-ins has limit (HB)
 - ii. Should we allow electronic communication (JH)?:
 - iii. Yes. 5 for voting quorum, after call in (HB)
2. Must vote on previous minutes before made public (HB)
3. Conflicts of Interest (HB):
 - a. Restrictions for financial benefit for committee members
 - b. Should chairperson undergo FOIA training? (MB)
 - i. Yes
4. FOIA (HB):
 - a. Citizens have right to record meetings
 - i. Can establish rules so that filming doesn’t interfere with meeting.
5. Rules of Procedure can be amended (HB):
6. Attendance:
 - a. Cannot miss four meetings
 - b. Committee can recommend that mayor remove member (JB, HB)
7. Hakim Lewis Resigned (Osita Iroegbu, OI)
8. Vote for Rules of Procedure:
 - a. JB proposed adopted
 - b. MH moved for adopted
 - c. MB seconds
 - d. RR, JH unanimous
 - e. Procedures adopted
9. Remainder of Agenda

- a. Jamie proposed slate of Bill Martin (chairperson) and Maurice Henderson (vice-chair)
 - b. Free E. nominated-self
 - i. Expression of willingness
 - ii. According to rules, not real nomination
 - c. **THERE WILL BE VOTE ON OFFICERS IN NEXT MEETING (RR)**
 - i. RR PROPOSED VOTE FOR NEXT MEETING**
 - ii. MOVE TO ADOPT (JH)**
 - iii. MB (SECONDS)**
 - iv. ADOPTED FOR JULY 2**
10. RR: Review of Youth Student Members
- a. Ways to nominate:
 - i. PSR and RR to ask RPS school board or admin for a slate of 10 candidates
 - 1. One student from each high school in RPS
 - b. Propose questions to candidates:
 - i. Why serve on HCC: 250-word limit
 - ii. Talk about situation where you made a difference and what would've happened not there: 250-word limit
 - iii.
11. Adjourn Meeting: 4:20