

Form Name: 2025 Annual Reports for Boards, Commissions and Similar Entities
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2025 Annual Report For Boards and Commissions

Name of Board, Commission or Similar Entity Aging & Disabilities Advisory Board

Current members (indicate chair, vice-chair, etc.) Charles Barker
Gabriel Bibb
Mary Ann Mason
Laura Mallinack
Ida Mitchell
Jodi Winship

Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act? No

Meeting Dates of meetings held in 2025 March 13, 2025
April 10, 2025
May 8, 2025
June 12, 2025
September 11, 2025
October 9, 2025
November 13, 2025
December 11, 2025

none

Is the 2025 meeting attendance record included? Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/18969367218>

Is a copy of the body's current by-laws or rules of procedures attached? Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/18969367220>

New Projects None

Attendance Record 2025

X = Present

	NAME	*1/9/2025	*2/13/2025	3/13/2025	4/10/2025	5/8/2025	6/12/2025	7/10/2025	8/14/2025	9/11/2025	10/9/2025	11/13/2025	12/11/2025	#	%
1	Barker, Charles											X		1	12.5%
2	Bibb, Gabriel			X	X		X					X	X	5	62.5%
3	Bouziane, Mark			X	X	X								3	37.5%
4	Boyd Hughes, Glynis			X			X							2	25.0%
5	Houpe, Natasha			X	X	X	X							4	50.0%
6	Martin, Alison			X										1	12.5%
7	Mason, Mary Ann			X	X	X	X			X	X	X	X	8	100.0%
8	Mitchell, Ida			X	X		X			X	X	X		6	75.0%
9	Winship, Jodi						X							1	12.5%
10														0	0.0%
11														0	0.0%
12														0	0.0%
13														0	0.0%
14														0	0.0%
15														0	0.0%
16														0	0.0%
17														0	0.0%
18														0	0.0%
19														0	0.0%
20														0	0.0%
21														0	0.0%
# in Attendance:		0	0	7	5	3	6	0	0	2	2	4	2		

* indicates meetings cancelled due to inclement weather.

No meetings held during the months of July and August.

**CITY OF RICHMOND
AGING AND DISABILITIES ADVISORY BOARD
BY-LAWS
(Adopted)**

ARTICLE I: NAME

The City of Richmond Aging and Disabilities Advisory Board (ADAB, Board), as set forth in the Ordinance No. 2022-054 of the Code of Virginia and the Guidelines of the State Disability Services Council, serves the City of Richmond and is responsible to that governing body. The ADAB shall represent and advocate for older adults (persons 55 years of age and older), persons living with physical disabilities, and their families (ADAB constituents).

ARTICLE II: PURPOSE

ADAB exists to provide information and recommendations to the City of Richmond on services for ADAB constituents in the nine (9) districts comprising the City. The ADAB shall:

- A. Provide a report of their advice and recommendations as required by Section 2-1068 (A) of Ordinance 2011-150-158 and upon the request of the City Council;
- B. Work to improve the quality of life for ADAB constituents by assisting the Office of Aging and Disability Services (OADS) and City Council with outreach efforts and engagement;
- C. Represent, empower, and advocate on behalf of ADAB constituents to remain independent and engaged within their own community;
- D. Represent the interest of the nine (9) districts comprising the City of Richmond;
- E. Identify and promote the OADS consumer-oriented and community-based programs and services that will help ADAB constituents to maintain dignity, independence, and active lifestyles;
- F. Support the OADS staff on program and service design, development, and oversight;
- G. Support the OADS staff on the composition, implementation, and administration of the Three-Year Aging Plan; and,
- H. Provide other assistance and advice to local government about best practices as requested.

ARTICLE III: POWERS AND DUTIES

The powers and duties of the ADAB shall be exercised and performed in conformity with the laws, ordinances, and resolutions of the City of Richmond.

ARTICLE IV: MEMBERSHIP

Section I - Appointing Authority

- A. The members of the ADAB shall be nominated and appointed by the City Council and act according to city, state, and federal guidelines.

- B. City Council shall request nominations for members whose terms are expiring or when a vacancy occurs.
- C. All prospective members will be required to submit an application to their City Councilperson.
- D. Once appointed, members shall inform the ADAB Chair, City Clerk, and City Councilperson six (6) months prior to the end of their elected term with intent to vacate.

Section II - Membership

- A. The ADAB shall be composed of eleven (11) members:
 - 1. One (1) member shall be comprised of a representative of the business community who may live in any district of the City or surrounding counties, as long as the business is located within the City;
 - 2. Two (2) residents of the City who are persons with disabilities (eighteen [18] years of age or older);
 - 3. Three (3) residents of the City who are older adults (fifty-five [55] years of age or older);
 - 4. Two (2) residents of the City who are past or current caregivers of at least one person with a disability or of at least one senior citizen;
 - 5. One (1) member who shall be an the Director of the Department of Public Works or a reasonable equivalent employee of the City and shall not be required to be a resident of the City;
 - 6. One (1) attorney or paralegal whose firm or office routinely represents or handles cases for senior citizens or persons with disabilities who has experience addressing issues related to the Americans with Disabilities Act and shall not be required to be a resident of or have a principal place of business in the City; and,
 - 7. One (1) member who shall be an employee of the Office of Aging and Disability Services with program manager duties and shall not be required to be a resident of the City.
- B. ADAB membership shall consist of members who advocate for ADAB constituents.
- C. ADAB membership shall be consistent with any requirements of the City of Richmond Ordinance No. 2022-054 as approved by the City Council. The City Council reserves the right to change the size and composition of the Board consistent with these rules and other applicable laws.
- D. Members shall be chosen on the basis of recognized ability and demonstrate an interest in services for ADAB constituents.

Section III - Membership Duties and Responsibilities

- A. The duties and responsibilities of the ADAB members will include, but not be limited to, the following:
 - 1. To attend all meetings of the Board in person;
 - 2. To demonstrate willingness to actively participate in outreach and community engagement efforts of the OADS and City Council;
 - 3. To show an interest in, and demonstrate knowledge of, community

- services needs of older persons and persons with disabilities;
4. To demonstrate the ability and willingness to network with City Council members and district liaisons;
 5. To show an interest in and demonstrate knowledge of government, business, and community concerns;
 6. To demonstrate expertise and/or experience in representing constituent concerns;
 7. To show the ability and willingness to attend and provide ADAB activities and concerns to in-person or virtual district council meetings;
 8. To demonstrate the willingness to seek advice and gather information, if appropriate, when issues are presented;
 9. To demonstrate the willingness to address local, regional, state, and federal issues within the focus of the ADAB;
 10. To demonstrate the capacity to provide updates limited to their district's ADAB constituents; and,
 11. To attend a minimum of 70 percent of scheduled meetings and scheduled special meetings.

Section IV - Terms of Office and Tenure

- A. In order to facilitate the staggering of terms of ADAB members initially appointed:
 1. Three (3) members of the Board shall serve for terms of three years;
 2. Three (3) members of the Board shall serve for terms of two years; and,
 3. Three (3) members of the Board shall serve for terms of one year.
- B. Thereafter, all members shall be appointed for terms of three years from the date of appointment.
- C. Upon the expiration of a board member's term of office, that board member shall continue to hold office until the successor thereof is appointed and qualified.
- D. Any vacancy shall be filled for the remainder of the unexpired term in the same manner as provided in this section.
- E. Resignations must be made in writing to the City Clerk. Resigning members are encouraged to give as much notice as possible. If a board member fails to attend two (2) consecutive meetings without excuse or justification, this is deemed to act as a resignation and City Council will fill that position in the ordinary course of business.
- F. New Member Orientation:
 1. New member orientation shall be provided by the Executive Committee and/or OADS staff.
 2. All Board members are required to become knowledgeable of all the responsibilities as stated in Ordinance No. 2011-150-158 and attend an American Disabilities Act (ADA) Awareness and Etiquette training session.
- G. All other aspects of the Board and its membership not addressed in this division shall be governed by Article V, Division 1 of this chapter.

ARTICLE V - REMOVAL OF A BOARD MEMEBR

Any board member may be removed at any time.

Section I - Cause for Removal

- A. The cause for removal may include, but not be limited to the following:
 - 1. Not fulfilling their board duties (refer to Article III Membership, Section II Membership);
 - 2. Lack of attendance to meetings greater than 30 percent;
 - 3. Failure to meet their fiduciary responsibilities, including duty of care, duty of obedience, and duty of loyalty. Failure to communicate is also considered a reason for removal. Board members, as stewards of public trust, must act for the good of the constituents served.
 - 4. A board member who ceases to maintain a permanent residence within the City, except those subject to Section 2-926(a), shall thereby forfeit membership on the board.

Section II - Process for Removal

- A. The Board Chair shall inform the board member in writing why this action will be taken and indicate that there will be a recommendation to the full board to vote for removal. This notice will be provided three (3) weeks before the scheduled vote for removal. This notice can be conveyed via electronic means to the member's last known email address.
- B. The Board Chair shall inform the other board members of the steps that were taken to address the behavior and why it has been determined that this action is required. This notification will be in writing.
- C. The action for removal will be placed on the next meeting's agenda for discussion and, if warranted, call for a motion for removal.
- D. The Board Chair shall inform the individual in writing when the action has taken place.
- E. The decision of the board shall be final.

ARTICLE VI - CONFLICT OF INTEREST

Whenever a board member or officer has a financial or personal interest in any matter coming before the Board, the affected person shall:

- A. Fully disclose the nature of the business; and,
- B. Withdraw from discussion, lobbying, and voting on the matter.

ARTICLE VII – OFFICERS

Section I - Elected Officers

- A. Elected officers shall consist of a Chair and Vice Chair.
- B. Election Procedures:
 - 1. A quorum shall be present throughout the election process;
 - 2. Nominations shall be accepted from the floor;
 - 3. A person can nominate themselves;
 - 4. The presiding officer can continue to preside even if they are one of the nominees for office; and,
 - 5. Elections shall be by a plurality vote.

Section II - Election of Officers

A. The Officers shall be elected on a staggering basis every other year at a special ADAB meeting by a majority vote of the members present in person or virtually.

B. Each Officer shall hold their office and retain their voting rights until their successor has been duly elected.

Section III - Term of Officers

A. Officers shall be elected for a two (2) year term.

B. Officers shall assume duties at the next Board meeting following their election at the first meeting of the calendar year.

Section IV - Officer Vacancies

A. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by holding a plurality vote.

Section V - Chair

A. The Chair shall be elected in odd number years for a two (2) year term.

B. The Chair shall be the Principal Executive Officer of the ADAB and shall, in general, supervise and control all Board business.

C. The Chair shall appoint all sub-committees as needed.

D. The Chair shall preside at regular and special meetings of the ADAB and be prepared to report to the City of Richmond City Council and/or its committees.

E. The Chair shall serve as the official representative for the Board.

Section VI - Vice Chair

A. The Vice-Chair shall be elected in even number years for a two (2) year term.

B. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.

C. The Vice Chair shall perform other duties that may be assigned by the Chair.

D. The Vice Chair shall chair and serve as ex-officio member of all Board Committees and Subcommittees.

E. If both the Chair and Vice Chair are absent, the members present will decide who will chair the Board meeting.

ARTICLE VIII – MEETINGS

Section I - Location

A. The ADAB meeting location shall be within the geographical boundaries of the City of Richmond.

B. The ADAB meeting may be held virtually if needed.

Section II - Committee Regular Meetings

A. The City of Richmond ADAB regular meetings shall be held monthly, on the second Thursday of each month, January through June and September

through December, unless otherwise designated by the Chair and the Office of Aging and Disability Services (OADS).

1. Meeting hours will be held from 10:00 AM to 11:30 AM.
2. Meeting notices shall be distributed to Board members, local government administrators, and the community at least fourteen (14) days in advance of the meeting.
3. Date and time of meetings may be made as needed by majority vote during the prior meeting.
4. A written agenda will be sent to board members at least one (1) week prior to said board meeting.
5. If a quorum is present, minutes shall be taken and provided to board members and Administrator of Boards and Commissions no later than five (5) business days prior to the next board meeting.
6. Meeting attendance is required for all board members.
 - a. Absences shall require advance written notification to the Chair or OADS liaison.
 - b. An unexcused absence means that the absentee did not notify the Chair or OADS liaison that they would be unable to attend the meeting.

Section III - Participation by Electronic Communication Means

A. Purpose. The purpose of this Rule III(D) is to comply with the requirements of section 2.2-3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more board members in meetings of the ADAB by electronic communication means, and all proceedings pursuant to this Rule III(D) shall be performed in accordance with section 2.2-3708.2 of the Code of Virginia, as that statute may hereafter be amended.

B. Application and Limitations.

1. The policy established by this Rule III(D) shall be applied strictly and uniformly, without exception, to all board members and without regard to the identity of the board member requesting remote participation or the matters that will be considered or voted on at the meeting.
2. The policy established by this Rule III(D) shall also apply to any standing or ad hoc committee of the ADAB. For purposes of a meeting of a standing or ad hoc committee of the Board, the term "Board," when used in this Rule III(D), means the standing or ad hoc committee holding the meeting in which a board member desires to participate by electronic communication means. For purposes of any standing or ad hoc committee other than the Organizational Development Standing Committee, the term "Chair," when used in this Rule III(D), means the Chairperson of the standing committee.
3. Electronic Communication. When used in this Rule III(D), the term "electronic communication" has the meaning ascribed to it by section 2.2-3701 of the Code of Virginia, as that statute may hereafter be amended.
4. Approval Process.

a. No board member may participate in a meeting by electronic communication means unless the board member requests and the ADAB approves the participation in accordance with the provisions of this Rule III(D)(4).

b. The ADAB may consider a request for participation by electronic communication means only if a majority of the ADAB is physically assembled at the primary or central meeting location.

c. At the meeting, the Chair of the ADAB shall announce that permission has been requested. If the board member's request is in all other respects in compliance with this Rule III(D)'s requirements, the Chair of the ADAB shall solicit a motion to approve or disapprove the board member's request from the board members physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the board member's participation by electronic communication means, the board member shall be allowed to participate in the meeting by electronic communication means. Said board member will retain the right to cast a vote on issues or motions brought forth during the meeting.

e. If the board member's participation by electronic communication means is approved, the ADAB scribe shall record in the meeting minutes (i) the motion, and (ii) the vote thereon.

f. If the board member's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or rejection of a motion to approve, the scribe shall record in the meeting minutes (i) the motion, (ii) the vote thereon.

B. Non-voting community representatives include, but not limited to, the following:

1. Health care providers;
2. Supportive service organizations;
3. Veteran Services;
4. Local behavioral health/intellectual and developmental disability authorities;
5. Representative of the Area Agency on Aging;
6. Minority individuals representing the population of the 9-district service areas;
7. Members of the general public with an interest in services for ADAB Constituents; and,
8. Representative to provide federal and state legislative updates.

Section IV - Special Committee Meetings

A. Special meetings may be called by, or at the request of, the Chair or the Vice Chair.

B. Special meeting notices shall be given at least three (3) days previously thereto by written notice sent by telecommunication or oral notice to each board member and local government administrator.

- C. Attendance at special committee meetings is expected. If a board member is unable to attend in person, participation by electronic communication means pursuant to Rule III[D] Participation by Electronic Communication Means.
- D. The Office of the City Clerk shall be informed of all meetings, changes in schedules and special meetings at least fourteen (14) days prior to the meeting.

Section V - Quorum and Voting Rights

- A. A minimum of 2/3 of the membership shall constitute a quorum for the transaction of business.
- B. A majority vote of the membership present will be used for the sole purpose of establishing a quorum to approve the previous month's meeting minutes, approval of an agenda, approval or disapproval of a board member to participate in a meeting electronically, and the removal of a board member. A minimum of two-thirds (2/3) of the membership shall constitute a quorum for the transaction of all other business.

Section VI - Meeting Manner of Acting/Parliamentary Authority

- A. All Board meetings will be governed by Robert's Rules of Order.
- B. The rules contained in the current edition of Robert's Rules of Order (Newly Revised) will govern in all cases in all meetings when they are agreeable and when they are not inconsistent with these Bylaws or any special rules of order the Board may adopt.

ARTICLE IX - AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a two-thirds (2/3) majority of the Board if at least ten (10) business days written and/or electronic notice has been given to each Board member as to the proposed intention to alter, amend, or repeal or to adopt new Bylaws at any regular or special meeting. The City of Richmond Aging and Disabilities Advisory Board approved and amended the Bylaws on August 15, 2024.