

**South Hampton Roads Disability Services Board09**  
**Regional Building, Hampton Roads Planning District Commission Office**  
**(HRPDC), 723 Woodlake Drive, Chesapeake, Va. 23320**  
**14 September 2012**

Minute July 20, 2012

Brian Parker	Eugene Rosier	Christopher Heath
Barbara Craig	Helen Brown	Shirley Confino-Rehder
Barry Shockley	Yousiff Khalil	Shernita Bethea

Reviewed minutes May 11<sup>th</sup>. Adopted as submitted.

Eugene addressed the second part of by-laws. Passed out new notes with corrected changes made on first session in May.

Review:

Changes:

1. Change language Board to Committee
2. Name of Disabilities Board
3. Vision
4. Mission
5. Membership

Article 2.

Section 1 – number of committee

- 10 members from cities, 5 at large members to be selected by Board
- All members will constitute Board
- Identification as general public rather than “membership”. Advertise that all meetings open to public.
  - Membership responsibilities – refer to handbook

Section 2 - Resignation – three unexcused absences in one year. Letters requesting to clerks office to address these members. We will request City Clerks of each city to assist in addressing these members.

Section 3 – Monthly meetings no change. Special meeting - one member of each city is needed to call a special meeting. Notice to be sent out ten days before meeting and listed on Website. Chair requests all email addresses for City Clerk or City Council for notice of meetings.

Article 3.

Section 4 - Minutes - Approved minutes submitted to city clerk by either Chair or Committee member

Article 4 –

Section 1 - Officers

Officers and duties:

Chair, Vice Chair, Treasurer, Secretary.

- Chair – Responsible to conduct meeting
- Vice Chair - Substitute Chair when needed
- Treasurer – Present financial report at meetings – see other definition
- Secretary - (see May 11 handout)

Finance committee language to change. Limit \$50 spending without approval of Board.

Section 2 – Terms of officers

- Election of Board to be January.
- All Board members to serve two-year terms, depends on City terms for service.

Article 5 – Committees –

Section 1 - Board to create committees as needed. If necessary Chair will elect head of each committee if no volunteers, then chair to delegate chair of committees

Article 6 – Notices proposed amendments to be sent out to board 30 days prior to last meeting of year to be considered at annual board meeting.

General Discussions:

- Vacancies not addressed
- Monthly meetings still 2<sup>nd</sup> Friday of each month at Regional Building, Hampton Roads Planning District Commission Office facility

Next meeting we will finalize on By-Laws, vote on them. Next phase of our plan will be to write a letter to Cities about our direction and by-laws and create and memorandum of understanding for additional five members.

Meeting adjourned 3.45.