

Office of the City Clerk
306 Cedar Road
Chesapeake, Virginia 23322
email: council@cityofchesapeake.net
(757) 382-6151
Fax (757) 382-6678

May 25, 2017

Council Member Ella P. Ward
1517 Pine Grove Lane
Chesapeake, VA 23321

Dear Council Member Ward:

I am pleased to advise you that City Council, at its meeting of May 23, 2017, reappointed you to your seventh term on the Hampton Roads Planning District Commission. Your term begins on July 13, 2017 and expires on July 12, 2019.

Your Certificate of Appointment is enclosed. As required by State law, you must take the Oath of Office prior to taking your voting position on the Board/Commission. Failure to be sworn in prior to taking your seat on the Hampton Roads Planning District Commission could result in all actions of the Board/Commission on which you participate as an active member being nullified. Please contact Carol Mayo in the Office of the Clerk of the Circuit Court at 382-3022 to schedule an appointment to take your Oath of Office. Again, it is necessary to be sworn in before you take your position on the Board/Commission.

By copy of this letter, the chairperson/liaison will be notified of your appointment and will advise you of the next meeting date. In the near future, you will receive additional information regarding this appointment from the Office of the City Attorney. This information includes the Freedom of Information Act (FOIA) recently amended by the Virginia State Legislature. Section 2.2-3702 of the Act requires officials of any public body to read and familiarize themselves with the information contained in the FOIA. Additionally, Section 2.2-3701 of the Act defines a public body as "...any legislative body, any authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth ...supported wholly or principally by public funds." Carefully review the information contained in the FOIA when your package arrives from the City Attorney's office.

Should you have any questions, please call Chief Deputy City Clerk Mitzie Wright at 382-6151.

Sincerely,



Sandra M. Madison, MMC
City Clerk

Enclosure

cc: Clerk of the Circuit Court
City Attorney
Commonwealth's Attorney

RECEIVED

MAY 30 2017

HRPDC