

**CHARTER AGREEMENT  
OF THE  
RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**

This Charter Agreement to organize a Planning District Commission made this 14th day of August, 1969, by and between the undersigned governmental subdivisions as authorized by the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950), as amended), and subsequently amended this \_\_\_\_\_ day of \_\_\_\_\_, 2020, as authorized by the Regional Cooperation Act, Chapter 42 of Title 15.2 of the Code of Virginia (as amended) (Va. Code § 15.2-4200, et seq.):

NOW, THEREFORE, it is agreed that:

**ARTICLE I  
Name, Location, Authority, Purpose**

Section 1

The name of this organization shall be the Richmond Regional Planning District Commission, hereinafter called the "COMMISSION."

Section 2

The office of the COMMISSION shall be in the City of Richmond, Virginia centrally located within the Region.

Section 3

The COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the laws of the Commonwealth of Virginia including the Virginia Area Development Act.

Section 4

The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions member jurisdictions to plan for the future.

**ARTICLE II  
Membership**

Section 1

COMMISSION members shall be appointed by the respective governing bodies of those political subdivisions member jurisdictions which are parties to this Charter Agreement provided, however, that at least a majority, but not substantially more than a majority, of the

COMMISSION's members shall be elected officials of the governing bodies of the governmental subdivisions member jurisdictions within the Planning District with each participating county, city, and town of more than 3,500 population having at least one representative, and the other members being qualified voters and residents of the District who hold no office elected by the people.

Section 2

Governmental subdivisions Member jurisdictions which are parties to this Charter Agreement shall appoint members to the COMMISSION to fill the number of voting seats on the following basis:

Number and Type of Membership Voting Seats

<u>Population</u>	<u>Governing Body</u>	<u>Planning Commission</u>	<u>Citizen</u>
3,501 - 7,500	1	-	-
7,501 - 25,000	1	1	-
25,001 - 50,000	2	1	-
50,001 - 100,000	2	1	1
100,001 - 175,000	3	1	1
175,001 - 250,000	4	1	1
250,001 - and up	5	1	1

Appointed Governing Body members may represent more than one voting seat if that is preferred by the member jurisdiction. Elected Officials are the only members eligible to represent more than one voting seat for the member jurisdiction.

For purposes of defining population of a jurisdiction under the terms of this Section, the numbers to be used will be the latest of the official U.S. Census count or the most recent preliminary population estimate prepared by the Center for Public Service at the University of Virginia.

Section 3

Vacancies on the COMMISSION shall be filled for the unexpired term in the same manner as the original appointment was made.

Section 4

Any member of the COMMISSION shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

Section 5

Each governing body belonging to the COMMISSION may appoint an alternate member or members to the COMMISSION who may serve in lieu of ~~one of~~ the elected officials of that governing body. ~~He~~ They shall only serve in the absence of the designated governing body official. ~~He~~ They may be an elected official or any citizen of that governmental subdivision.

### ARTICLE III Terms of Office and Voting Rights

#### Section 1

The terms of office of COMMISSION members ~~who are also members of governing bodies shall be coincident with their elected terms of office~~ determined by the respective governing body. ~~The terms of office of COMMISSION members who are also members of local planning commissions shall be coincident with their appointed terms of office as members of such planning commissions. The terms of office of the citizen members shall be three (3) years.~~ The terms of alternate members shall be coincident with the ~~elected~~ terms of office of their designated member of the governing body.

#### Section 2

Each member of the COMMISSION shall have one equal vote in all matters before the COMMISSION unless designated to represent more than one voting seat by the appointing member jurisdiction.

#### Section 3

Each alternate member appointed to the COMMISSION shall have one equal vote in all matters before the COMMISSION, but only in the absence of the elected official on the governing body for which ~~he~~ they have ~~has~~ been designated as an alternate member.

### ARTICLE IV Officers

#### Section 1

Officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, Treasurer, and Secretary who shall be elected by the membership of the COMMISSION.

#### Section 2

The Chairman, Vice-Chairman, Treasurer, and Secretary shall be elected for terms of one year.

Section 3

The Chairman shall ~~not~~ be eligible to serve no more than two consecutive terms. No jurisdiction shall have more than one representative serving as a COMMISSION officer except that the Treasurer, when reelected for a consecutive term, may serve even though another COMMISSION officer is from the same jurisdiction.

Section 4

The COMMISSION shall appoint an Executive Director who shall be an employee of the COMMISSION and shall serve at the pleasure of a majority of the membership.

**ARTICLE V**  
**Addition, Withdrawal, or Removal of Members**

Section 1

Any governmental subdivision within Planning District Number 15 which is not a party to this Charter Agreement at the effective date thereof may, thereafter, join the COMMISSION provided that such governmental subdivision is eligible for membership and that it adopts and executes this Agreement.

Section 2

Any governmental subdivision may withdraw from the COMMISSION by submitting to the COMMISSION in writing a notice of intent to withdraw. Such withdrawal shall not become effective until the end of the COMMISSION's then current fiscal year.

Section 3

Any governmental subdivision, which is a party to this Agreement, shall automatically cease to be a member of the COMMISSION if it fails to comply with ARTICLE VI of this Agreement.

**ARTICLE VI**  
**Financial Obligations of Members**

Section 1

All governmental subdivisions within Planning District Number 15 which are a party to this Charter Agreement shall contribute funds to the COMMISSION in accordance with an Annual Budget approved ~~in December of each year~~ prior to the beginning of the COMMISSION'S fiscal year, provided that said Annual Budget is adopted by the affirmative vote of three-fourths (3/4) of the members present and voting.

Section 2

In the event that the dues of a member jurisdiction are based on an estimate of population for that jurisdiction, the population estimate to be utilized will be the latest of the official U.S. Census count or the most recent preliminary population estimate prepared by the Weldon Cooper Center for Public Service at the University of Virginia.

Section 3

The local contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid in a single lump sum payment by each governmental subdivision prior to July 31 of that year.

Section 4

An additional assessment may be made upon a governmental subdivision for particular services of a local nature, which are requested by said governmental subdivision and which may or may not be included in the Work Program adopted by the COMMISSION. This assessment shall be agreed upon ~~by the COMMISSION and~~with the appropriate governmental subdivision.

**ARTICLE VII**

**Appointment of an Executive Committee and Adoption of Bylaws**

Section 1

The COMMISSION may designate an Executive Committee and delegate to it such powers as the COMMISSION may determine, provided that these powers are not inconsistent with provisions of the ~~Virginia Area Development Act~~ Regional Cooperation Act, Chapter 42 of Title 15.2 of the Code of Virginia (as amended) (Va. Code § 15.2-4200, et seq.). Said powers will be specifically stated in the Bylaws of the Commission.

Section 2

The COMMISSION may adopt Bylaws and such other rules as it deems necessary to govern its operations.

**ARTICLE VIII**

**Meetings**

Section 1

The COMMISSION shall hold regular meetings on a schedule which will be determined by the membership.

Section 2

Meetings of the COMMISSION and its committees shall be open to the public as provided by the Virginia Freedom of Information Act.

**ARTICLE IX  
Amendments**

Section 1

This Charter Agreement may be amended, supplemented, or superseded only by concurring resolutions of all member governmental subdivisions of the COMMISSION. All proposed amendments shall be submitted to the COMMISSION for its review and comment to the member governmental subdivisions.

**ARTICLE X  
Date of Organization**

Section 1

The organization of the Richmond Regional Planning District Commission shall be effective on the 31st day of August, 1969, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 15.

\* \* \* \* \*

**Amendments Adopted By  
Richmond Regional Planning District Commission  
September 14, 1989  
and  
Final Ratification by All Nine Local Governments  
January 10, 1990  
Amendments Adopted By  
Richmond Regional Planning District Commission  
Month Day, 2020  
and  
Final Ratification by All Nine Local Governments  
Month Day, 2020**