



Business Meeting

FY2021

July 16, 2020

VAPDC Business Meeting – FY2021
Thursday, July 16, 2020
Online
AGENDA

- ▽ **Call to Order/Roll Call** Allen Kimball “Kim” Callis, President
- ▽ **Review of Minutes** Kevin Byrd, Secretary
- ▽ **President’s Report** Allen Kimball “Kim” Callis
- ▽ **Executive Director’s Report** David Blount, Executive Director
- ▽ **2020 Audit Committee Report** Robert K. Coiner, Audit Chair
- ▽ **Treasurer’s Report** Kevin Byrd, Treasurer
 - ✓ 2019-2020 Financial Report
 - ✓ Approval of FY21 VAPDC Budget
- ▽ **Old Business**
- ▽ **New Business**
 - ▽ **Proposed Bylaw Changes** David Blount, Executive Director
 - ▽ **Nominating Committee Report/
Election of 20-21 Officers and Directors** Robert K. Coiner, Nominating Chair
- 2020-2021 PROPOSED SLATE OF OFFICERS & DIRECTORS**
- Officers**
 - ✓ **President:** Allen Kimball “Kim” Callis, Southside PDC
 - ✓ **First Vice President:** Donald Hart, Accomack-Northampton PDC
 - ✓ **Second Vice President:** Martha Shickle, Plan RVA (Richmond Regional PDC)
 - ✓ **Secretary/Treasurer:** Kevin Byrd, New River Valley RC
 - ✓ **Immediate Past President:** Robert K. Coiner
- Directors**
 - ✓ **Board Member:** Deborah Gosney, Southside PDC
 - ✓ **Board Member:** Bob Lazaro, Northern Virginia RC
 - ✓ **Board Member:** Patrick Mauney, Rappahannock Rapidan RC
 - ✓ **Board Member:** Linda Millsaps, George Washington RC
 - ✓ **Board Member:** Dwayne Tuggle, Central Virginia
 - ✓ **Board Member:** Lou Ann Wallace, Cumberland Plateau PDC
- ▽ **Recognitions and Announcements** Allen Kimball “Kim” Callis
2020-2021 President
- ▽ **Adjournment** Allen Kimball “Kim” Callis



VAPDC Business Meeting – 2019 Summer Conference

Thursday, July 25, 2019; 11:15 am – 12:00 pm

Williamsburg Lodge, Williamsburg, Virginia

Minutes

Call to Order - Robert K. Coiner, President called the meeting to order and thanked the group for being in attendance. The following PDCs were represented constituting a quorum: Cumberland Plateau PDC; Mount Rogers PDC; New River Valley RC; Roanoke Valley-Alleghany RC; Central Shenandoah PDC; Northern Shenandoah PDC; Rappahannock-Rapidan RC; Thomas Jefferson PDC; West Piedmont PDC; Southside PDC; Commonwealth RC; Plan RVA (Richmond Regional PDC); George Washington RC; Northern Neck PDC; Crater PDC; Accomack-Northampton PDC; and Hampton Roads PDC.

President's Report – Bob Coiner provided the following highlights from the past year (FY19):

- ∇ Introduced its first executive director at the Summer Conference in 2018 and has been pleased to have David Blount on board.
- ∇ Redesigned the VAPDC website to make it more user friendly.
- ∇ Continued strategic planning efforts with a Leadership Retreat in April and set direction for the Board and Executive Director for the coming year.
- ∇ Cast a wider net to build new relationships and partnerships, meeting with agency heads and senior staff at VDOT, DRPT, DCR, and VADCS.
- ∇ Signed on as a member of the Commonwealth Connect Coalition for broadband.
- ∇ Hosted a successful federal briefing with some of Virginia's Congressional representatives in Washington, DC for the second year.
- ∇ Presented the VAPDC Legislator of the Year Award to retiring Delegate Riley Ingram.
- ∇ Conducted a successful Training Conference in partnership with VAMPO.
- ∇ Planned and implemented the 2019 Summer Conference in Williamsburg.
- ∇ Celebrated 50 Years of regional planning:
 - Continued successful partnership with VACo during their Legislative Day and conducted a well-attended reception, attracting agency officials and including informative exhibits.
 - PDC members were introduced on the House and Senate floors of the Virginia General Assembly.
 - Received a resolution approved by the General Assembly that commended the work of PDCs on the 50th Anniversary.
 - Received commendation letters from the Speaker of the House, the Governor and Virginia's two Senators.
 - Released a 50th Anniversary Commemorative book to highlight PDC history and successes.
 - Introduced a new logo with new colors.

Executive Director's Report - David Blount expressed his gratification for the support of the Board and Executive Directors during his first year as executive director. He noted that the Board has been very deliberate in its efforts to address the needs of the Association moving forward. He emphasized the initial outreach that had been made to state agencies and other partners that has helped to raise the profile of PDCs. He also noted that the VAPDC would be working in the coming year to examine the structure of the Association through a review of its bylaws and an analysis of the leadership pipeline.

Review of Minutes - Kevin Byrd, Secretary noted that the minutes from the 2018 Business Meeting were contained in the meeting packets provided. A motion was made and seconded to approve the minutes as presented. The minutes were approved on a voice vote.

Treasurer's Report - Kevin Byrd, Treasurer provided the financial reports for the membership.

- ▽ **2019 Audit Committee Report** - Robert K. Coiner, Audit Chair provided the Audit Committee report for FY19. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2018 and ending June 30, 2019, for both the regular checking account as well as the Market Index (Investment) account and has determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as detailed in the budget and approved by the Board of Directors.

The Audit Committee consisted of Robert K. Coiner, Mayor of Gordonsville, Rappahannock-Rapidan RC, VAPDC Audit Committee Chair; Stephanie Creedle, Southside PDC; Dennis Morris, Executive Director, Crater PDC; and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

- ▽ **2018-2019 Financial Report** -Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2019. He noted that VAPDC's total assets totaled \$189,941.46. A motion was made and seconded to approve the FY19 Financial Report. It was approved on a voice vote.
- ▽ **Approval of FY20 VAPDC Budget** - Kevin Byrd noted that the draft budget for FY20 was included in the Business Meeting packet. Kevin noted that the Board of Directors has recommended approval of the draft budget. A motion was made and seconded to approve the FY20 proposed budget and was approved on a voice vote.

New Business

- ▽ **PDC Responsibilities and Funding Ad Hoc Committee Report** – Robert Coiner and David Blount prepared the following report and recommendation to the membership for approval:

Background: In the Fall of 2018, an Ad Hoc Committee was established to examine state funding for planning district commissions and their roles and responsibilities as required by State Code. Group members reviewed various documents related to this charge prior to their discussions. It was noted that state funding to the 21 PDCs in FY08 was approximately \$2.5 million, while the current budgeted amount (for FY20) of \$1.8 million is about 27.5% less than the FY08 amount.* It also was noted that PDCs provide value beyond their regions to their state and federal agency partners. This includes identifying and addressing critical community development needs and administering and brokering key local and regional projects of importance to the agencies. In order to do this, PDCs depend on state funds to help maintain a basic level of core competency. A key barrier to successful, sustained regional collaboration is insufficient funding to initiate or sustain collaboration.

Recommendations: The VAPDC should embark on a process, as outlined below, that has the goal of increasing state funding for PDCs:

1. The VAPDC should work with the Department of Housing and Community Development to request that a lump sum increase in PDC funding be recommended for inclusion in the governor's introduced state budget for FY20, and for FY21 and FY22. The request would be for additional state funding of at least \$294,000 per year to provide each of the 21 PDCs with an increase of at least \$14,000 per year.
2. The VAPDC should conduct ongoing work to link future increases in state funding to the value provided by PDCs, as well as to explore additional, alternative funding apportionments and methodologies for funds received from the state.
3. VAPDC members should support this advocacy approach and work collectively to secure additional state funding for each of the 21 planning district commissions.

*Actual FY08 amount was \$2,463,771; actual FY20 amount is \$1,785,321.

A motion was made and seconded to approve the recommendations of the Ad Hoc Committee report. The motion was approved on a voice vote.

- ▽ **Nominating Committee Report** – Wayne Strickland provided the Nominating Committee report on behalf of Billy W. Martin, Sr., Immediate Past President and Nominating Committee Chair who was unable to attend. The slate of officers and directors was presented as follows:

2019-2020 PROPOSED SLATE OF OFFICERS & DIRECTORS

Officers

- ✓ **President:** Allen Kimball "Kim" Callis, Southside PDC
- ✓ **First Vice President:** Donald Hart, Accomack-Northampton PDC
- ✓ **Second Vice President:** Martha Shickle, Plan RVA (Richmond Regional PDC)
- ✓ **Secretary/Treasurer:** Kevin Byrd, New River Valley RC
- ✓ **Immediate Past President:** Robert K. Coiner

Directors

- ✓ **Board Member:** Thomas Gleason, Commonwealth Regional Council
- ✓ **Board Member:** Deborah Gosney, Southside PDC
- ✓ **Board Member:** Bob Lazaro, Northern Virginia RC
- ✓ **Board Member:** Patrick Mauney, Rappahannock Rapidan RC
- ✓ **Board Member:** Linda Millsaps, George Washington RC
- ✓ **Board Member:** Lou Ann Wallace, Cumberland Plateau PDC

Wayne Strickland asked for nominations from the floor and hearing none, called for a motion to close the nominations and elect the offices and directors as presented. The motion was seconded and approved on a voice vote. The slate was accepted as presented.

Recognitions and Announcements - Incoming President Kim Callis thanked everyone for the opportunity to serve as VAPDC President for the coming year and thanked Bob Coiner for his leadership and service as President for the past three years.

Adjournment – There being no further business the meeting was adjourned at 12:00 pm

Minutes prepared by:

Connie Long, Association Builders

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer

July 16, 2020

Memorandum

**TO: VAPDC Membership
VAPDC Board of Directors**

**BY: Audit Committee
Robert K. Coiner, Audit Committee Chair**

RE: Financial Activity for Fiscal Year Ending June 30, 2020

The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2019 and ending June 30, 2020, for both the regular checking account as well as the Market Index (Investment) account and has determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as detailed in the budget and approved by the Board of Directors.

Audit Committee:

Robert Coiner, Audit Committee Chair, Rappahannock-Rapidan Planning District Commission

Stephanie Creedle, Southside Planning District Commission

Dennis Morris, Crater Planning District Commission

Kevin Byrd, VAPDC Treasurer, New River Valley Regional Commission

Virginia Association of Planning District Commissions
Balance Sheet Ending June 30, 2020

Balance Sheet
As of June 30, 2020

ASSETS

Current Assets Checking/Savings

Investment CD - 15 month	41,376.27
Investment CD - 9 month	41,107.89
Money Market Account	5,007.39
Operating Account	86,096.20
Total Checking/Savings	<u>173,587.75</u>
Other Current Assets	
Total Current Assets	173,587.75

TOTAL ASSETS	173,587.75
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LIABILITIES & EQUITY

Equity

Unrestricted Net Assets	189,941.46
Net Income	-16,353.71
Total Equity	<u>173,587.75</u>

TOTAL LIABILITIES & EQUITY	173,587.75
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MEMORANDUM

To: VAPDC Board of Directors

From: Kevin Byrd, Secretary/Treasurer

Date: June 1, 2020

Re: FY21 Proposed Budget for VAPDC

Attached to this memo is the proposed FY21 budget for your review and consideration. The VAPDC dues for FY21 remain the same as FY20. FY20 was the second year of the scheduled two-year dues increase. The proposed budget projects a net income of \$35. Many considerations for the COVID-19 pandemic were taken into account when planning FY21 revenue and expenses. David Blount and Connie Long provided input throughout the budget planning process and it was greatly appreciated as we collectively navigate new circumstances, particularly around the VAPDC programs for FY21.

Notes regarding the budget differences between FY20 and the proposed FY21 budget are listed below.

Income:

Summer Conference format change will decrease both the revenue and expenditures; projecting \$1,000 in net revenue

Winter Conference budget is based on the model from FY20; on-site in Richmond with a breakfast program which secured approximately \$1,800 in net revenue

Training conference revenue is net neutral and to be determined for FY21

Dues are proposed to remain level with FY20

Interest income is modest, projected to be \$100 total

Sponsorships are projected to decrease from \$18,000 to \$12,000 based on fewer in-person engagement opportunities

Expenses:

Minor adjustments in the expenditures to include NADO dues at \$750, up from \$500 based on NADO dues adjustment

Travel budget decreased from \$3,500 to \$2,500 based on FY20 expenses and reduced travel anticipated in FY21

Decreased Summer Conference expenses from \$23,500 to \$2,500 due to online format for FY21

Decreased Congressional Briefing from \$1,500 to \$1,200 based on FY20 planning expenses

For informational purposes while considering the FY21 budget, VAPDC had the following account balances as of April 30, 2020 and reflects an overall positive change in net assets of \$10,121.26 from May 31, 2019. In the year prior between FY19 and FY20 there was an overall negative change in net assets just above (\$7,000).

Investment CD-15 month	\$41,376.27
Investment CD-9 month	\$41,107.89
Money Market Account	\$5,007.35
Operating Account	\$101,221.84
Total Assets	\$188,713.35

Overall, VAPDC is financially stable and remains viable because 100% of the regions pay dues annually.

Virginia Association of Planning District Commissions
Budget Overview: July 2020 through June 2021

Income

Conference Income		
	2020 Summer Conference	\$ 3,500.00
	2019 Winter Conference	\$ 4,800.00
	Training Conference	\$ 2,000.00
	Total Conference	\$ 10,300.00
Dues & Memberships		
	Associate Memberships	\$ 200.00
	Association Dues	\$ 89,300.00
	Total Dues & Memberships	\$ 89,500.00
Interest Income		
	Checking Account Interest	\$ 20.00
	CD Accounts Interest	\$ 80.00
	Total Interest Income	\$ 100.00
Sponsorships		\$ 12,000.00
Total Income		\$111,900.00

Expense

Administrative Expense		
	Bank Charges and Fees	\$ 50.00
	Corporate Filing Fees	\$ 25.00
	General Administrative	\$ 1,500.00
	Insurance	\$ 250.00
	Legal Services	\$ 150.00
	NADO Dues	\$ 750.00
	President's Expenses	\$ 500.00
	Travel	\$ 2,500.00
	Total Administrative Expense	\$ 5,725.00
Contractual Support		
	Association Support Contract	\$ 39,690.00
	Phone/Fax/Email-Support Contract	\$ 900.00
	Executive Director Contract	\$ 50,000.00
	Total Contractual	\$ 90,590.00
Communications		
	Awards & Recognitions	\$ 500.00
	Website	\$ 350.00
	Email Marketing	\$ 600.00
	Printing/Banner	\$ 2,000.00
	Total Communications	\$ 3,450.00
Conference		
	2018 Summer Conference	\$ 2,500.00
	2019 Winter Conference	\$ 3,000.00
	Training Conference	\$ 2,000.00
	Total Conference	\$ 7,500.00
Meetings		
	Board Meetings	\$ 1,000.00
	Executive Director's Meetings	\$ 400.00
	Leadership Retreat	\$ 2,000.00
	Congressional Briefing	\$ 1,200.00
	Total Meetings	\$ 4,600.00
Total Expense		\$111,865.00
Net Income		\$ 35.00

Proposed Substantive Changes to VAPDC Bylaws (2020)

Article-Section	Current	Recommended	Rationale
I-Section 4	<u>Section 4</u> – “Executive Board” as used hereinafter is the board of directors of the Association.	<u>Section 4</u> - “ Executive Board” as used hereinafter is the board of directors of the Association.	Reflects terminology in practice.
II-Section 1	<u>Section 1</u> - The principal office of the Association is the office of the Planning District Commission of the President of the Association or such other location as the Executive Board may designate	<u>Section 1</u> - The principal office of the Association is the office of the Planning District Commission of the President of the Association <u>Executive Director</u> or such other location as the Executive Board may designate.	President changes every several years; principal office has been with Association Builders for years.
II-Section 2	<u>Section 2</u> - The Association’s registered agent will be in accordance with the Articles of Incorporation.	<u>Section 2</u> - The Association’s registered agent will be in accordance with the Articles of Incorporation <u>or as deemed appropriate and duly executed by the Board.</u>	Current Articles list Pat McSweeney and his Richmond office location (1987)
III	Seal The Association shall adopt a representative seal which shall include the name of the Association and the year of its incorporation.	Seal The Association shall adopt a representative seal which shall include the name of the Association and the year of its incorporation.	There is no record of any seal having ever been adopted or used.
V-Section 1	<u>Section 1</u> – Full membership in the Association shall be extended to the Planning District Commissions of the Commonwealth of Virginia, organized in accordance with the Virginia Regional Cooperation Act, and each member Commission shall be represented by its chairman and executive director.	<u>Section 1</u> – Full membership in the Association shall be extended to the Planning District Commissions of the Commonwealth of Virginia, organized in accordance with the Virginia Regional Cooperation Act, and each member Commission <u>shall may</u> be represented <u>at meetings of the Association</u> by its chairman <u>or other designated member of the Commission</u> and executive director.	Adds flexibility for representation at Association meetings.
V-Section 2	<u>Section 2</u> - A chairman or designated alternate shall be qualified as a representative of a member Commission while serving an appointment to that Planning District Commission and such qualification shall continue only so long as the appointment continues.	<u>Section 2</u> - A chairman or <u>a</u> <u>Commission’s</u> designated alternate shall be qualified as a representative of a member Commission while serving an appointment to that Planning District Commission and such qualification shall continue only so long as the appointment continues.	Adds flexibility for representation at Association meetings.
V-Section 4	<u>Section 4</u> - Dues set at an annual meeting shall be paid by a Planning District Commission for that commission to be a member of the Association and for the qualified representatives of the Commission to exercise the rights and privileges of membership.	<u>Section 4</u> - Dues set at an annual meeting shall be paid by a Planning District Commission for that commission to be a member of the Association <u>in good standing</u> and for the qualified representatives of the Commission to exercise the rights and privileges of membership.	Strengthens language to state that member Commissions must be “dues paying” to be in good standing.
VIII-Section 2	<u>Section 2</u> - PRESIDENT – The President shall be the chief executive officer of the Association. He or she shall be a chairman or elected member of one of the member Commissions.	<u>Section 2</u> - PRESIDENT – The President shall be the chief executive officer of the Association. He or she shall be <u>a chairman or an</u> elected member <u>or a county, city or town official serving as a chairman</u> of one of the member Commissions.	Stipulates that the Association president must be an elected or local official serving on a member Commission.

IX-Section 1	<p align="center">Executive Board</p> <p><u>Section 1</u> - The Executive Board of the Association shall consist of eleven (11) directors: the four (4) officers of the Association, the immediate past president and six (6) additional directors, all of whom are elected at large by the qualified representatives of the member Commissions at the annual meeting. At the annual meeting, the election of officers shall precede the election of other directors. The directors shall be qualified representatives of member Commissions and shall be elected from the Commissions other than those represented on the Executive Board by the officers of the Association. The number of directors shall not be amended by the Executive Board. In the event the Immediate Past President ceases to be a member of a member commission, he/she, upon approval by the VAPDC Board, shall be allowed to serve as an ex-officio member of the board. The previous Immediate Past President shall continue in his/her role on the Board.</p>	<p align="center">Executive Board of Directors</p> <p><u>Section 1</u> - The Executive Board of the Association shall consist of eleven (11) directors: the four (4) officers of the Association, the immediate past president and six (6) additional directors, all of whom are elected at large by the qualified representatives of the member Commissions at the annual meeting. At the annual meeting, the election of officers shall precede the election of other directors. The directors shall be qualified representatives of member Commissions and shall be elected from the Commissions other than those represented on the Executive Board by the officers of the Association. The number of directors shall not be amended by the Executive Board. In the event the Immediate Past President ceases to be a member of a member commission, he/she, upon approval by the VAPDC Board, shall be allowed to serve as an ex-officio member of the board. The previous Immediate Past President shall continue in his/her role on the Board.</p>	Eliminates prohibition on a Board member from the same Commission as an Association officer from serving on the Board. Also, eliminates a provision that a previous past president would be called into Board service if the current past president ceases to be a member of a Commission.
IX-Section 2	<p><u>Section 2</u> - One-half of the total number of members, not counting the immediate past president, shall constitute a quorum of the Executive Board. All motions shall be carried by a simple majority vote. Each director shall have one vote.</p> <p>The President, with the concurrence of at least one other director, may call for a matter to be voted on by the members of the Executive Board by mail or fax ballot.</p>	<p><u>Section 2</u> - One-half of the total number of members, not counting the immediate past president, shall constitute a quorum of the Executive Board. All motions shall be carried by a simple majority vote. Each director shall have one vote.</p> <p>The President, with the concurrence of at least one other director, may call for a matter to be voted on by the members of the Executive Board by mail or fax electronic mail ballot.</p>	Recognizes inclusion of the past president for purposes of meeting quorum requirement. Updates the means by which a Board matter can be voted upon.
IX-Section 3	<p><u>Section 3</u> - Regular and special meetings of the Executive Board shall be held only upon the giving of adequate notice in writing, with an agenda, to the directors and to all members of the Association.</p> <p>Minutes of meetings of the Executive Board shall be mailed to each member Commission within thirty (30) days of the meeting.</p>	<p><u>Section 3</u> - Regular and special meetings of the Executive Board shall be held only upon the giving of adequate notice in writing, with an agenda, to the directors and to all Executive Directors members of the Association.</p> <p>Draft minutes of meetings of the Executive Board shall be mailed distributed to each member Commission within thirty (30) days of the prior to the next meeting.</p>	Makes changes to meeting notification and minutes distribution for more efficiency.
IX-Section 4	The Executive Board shall by resolution establish such committees, in addition to these established by these bylaws, as it may determine are needed from time to time.	The Executive Board shall by resolution establish such committees, in addition to these established by these bylaws, as it may determine are needed from time to time.	Redundant of authority of the Board to establish other committees as contained in Article X, Section 4

X-Section 3	None	<p>Section 3 – EXECUTIVE COMMITTEE – There shall be a committee composed of the President, Second Vice-President and Secretary/Treasurer to provide direct supervision to the Executive Director and to address pressing issues that affect the organization.</p>	Establishes a three-person executive committee. These officers currently oversee the Executive Director, per the TJPDC's service agreement with the Association.
XI-Section 1	<p><u>Section 1</u> - The Association shall hold an annual meeting in July of each year with thirty (30) days written notice and an agenda to each member Commission, with date, time, and place of the meeting, as set by the Executive Board, specified in the notice of the meeting.</p>	<p><u>Section 1</u> - The Association shall hold an annual business meeting in July of each year. with thirty (30) days written notice and an agenda shall be provided to each member Commission, and with date, time, and place of the meeting, as set by the Executive Board, specified in the notice of the meeting.</p>	Clarifies that the annual meeting is a business meeting, and that such meeting not be limited to being held in July.
XI-Sections 2 and 3	<p><u>Section 2</u> - The Association may hold separate meetings at its discretion, at such date, time and place as may be determined by the Executive Board, with thirty (30) days written notice an agenda to each member Commission, and with date, time and place of the meeting specified in the notice of the meeting. For such meetings, the agenda shall be sufficient statement of the purposes of the meeting.</p> <p><u>Section 3</u> - The Executive Board may call a special meeting of members of the Association, with twenty (20) days written notice to each member Commission, with time, date, and place of the meeting specified in the notice of the meeting, and with the purpose or purposes of the meeting stated in the notice of the meeting.</p>	<p><u>Section 2</u> - The Association may hold separate or special meetings at its discretion, at such date, time and place as may be determined by the Executive Board. with thirty (30) days written notice and an agenda shall be provided to each member Commission, and with date, time and place of the meeting specified in the notice of the meeting. For such meetings, the agenda shall be sufficient statement of the purposes of the meeting.</p> <p><u>Section 3</u> - The Executive Board may call a special meeting of members of the Association, with twenty (20) days written notice to each member Commission, with time, date, and place of the meeting specified in the notice of the meeting, with the purpose or purposes of the meeting stated in the notice of the meeting.</p>	Combines similar sections dealing with separate and special meetings.

VAPDC VOTING PRIVILEGES

		<i>Population</i>	<i>Number of Votes per PDC (State Funding, Legislation, Bylaws)</i>	<i>Number of Votes per Qualified Representative (other)</i>
PDC-1	LENOWISCO	87,333	2	1
PDC-2	Cumberland Plateau	103,756	2	1
PDC-3	Mount Rogers	186,481	2	1
PDC-4	New River Valley	184,532	2	1
PDC-5	Roanoke Valley Alleghany	333,546	2	1
PDC-6	Central Shenandoah	302,140	2	1
PDC-7	Northern Shenandoah	238,150	2	1
PDC-8	Northern Virginia	2,520,543	7	1
PDC-9	Rappahannock-Rapidan	179,035	2	1
PDC-10	Thomas Jefferson	257,452	2	1
PDC-11	Region 2000	262,428	2	1
PDC-12	West Piedmont	238,280	2	1
PDC-13	Southside	81,538	2	1
PDC-14	Commonwealth Regional Council	102,529	2	1
PDC-15	Richmond Regional	1,097,949	3	1
PDC-16	George Washington	372,270	2	1
PDC-17	Northern Neck	49,897	2	1
PDC-18	Middle Peninsula	91,247	2	1
PDC-19	Crater	530,142	2	1
PDC-22	Accomack-Northampton	44,371	2	1
PDC-23	Hampton Roads	1,729,109	5	1
Total			51	21

Population based on July 1, 2019 estimate, Weldon Cooper Center for Public Service

Votes shall be cast by the qualified representative of member commissions. The chairman or designated alternate and the executive director shall be the qualified representatives of a member commission.

All motions shall be carried by a single majority of the qualified representatives present and voting, except for all amendments to the bylaws and actions relating to the state funding and state legislation which requires a two-third vote of the member commissions present and voting (per number of votes as shown above).