



**Virginia Department for the Deaf and Hard of Hearing**  
**1602 Rolling Hills Drive, Suite 201**  
**Henrico, VA 23229-5012**

**Advisory Board By-Laws Meeting Minutes - DRAFT**  
**May 5, 2026**

<b>Members Present:</b> Carl Cline, Jr., Chairperson John Winstead Dr. Cathee Wolford, Vice-Chairperson	<b>Staff Present:</b> Eric Raff, Director Kathleen Frazier, Policy Analyst
<b>Members Absent:</b> N/A	<b>ASL Interpreters/CART Provider:</b> Lorelei Schanstra, Interpreter Bernice Venuto, Interpreter Elaine Hernandez, Interpreter Ivy Brothers, Interpreter
<b>Visitors:</b> None	

On Tuesday May 5, at 1:00 p.m., the members of the Advisory Board By-Laws Special Committee for the Virginia Department for the Deaf and Hard of Hearing (VDDHH) convened at the VDDHH Conference Room, 1602 Rolling Hills Drive, Suite 201, Henrico, Virginia 23229-5012.

**CALL TO ORDER**

At 1:00 p.m., Chairperson Cline called the meeting to order. Communication rules were reviewed. Introductions were made for the members, and the meeting proceeded. Unanimous consent was obtained from all members of the By-Laws Committee before proceeding with any change.

**BY-LAWS REVISION**

Kathleen Frazier, policy analyst, facilitated the By-Laws revision discussion.

**TITLE**

The committee, referencing the Code of Virginia, updated the title of the By-Laws to “The Advisory Board for the Virginia Department of the Deaf and Hard of Hearing By-Laws.” Previously the title was “The Advisory Board of...,” this change was made throughout the document to match the language in the Code of Virginia.

**ARTICLE II**

The qualifying statement and additional sentence were removed; the mission was updated to match the current mission statement for VDDHH.

## ARTICLE II

The code references were updated to reflect the specific sections that refer to the Board. Language was updated to reflect the referenced code section provides the legal base for the Board's establishment and duties, not the Department.

## ARTICLE IV

This article was removed, the committee agreed that the Board supports the Department's mission and audience and that it did not require further establishment.

## ARTICLE V (NOW ARTICLE IV)

References to the Code of Virginia were added. "Authority of Individual Members" was updated to "Code of Conduct." This section now references the Secretary of the Commonwealth's Code of Conduct and responsibility of the board to be familiar with their Advisory Board Manual.

In section 4, language was updated to clarify that board members will be compensated for their eligible expenses to be in line with the commonwealth's reimbursement policy.

## ARTICLE VI (NOW ARTICLE V)

It was noted that Vice-Chairperson should have a hyphen. This was updated throughout the document.

The title of Section 2 was updated from "Selection of Officers" to "Election of Officers" to better reflect the practice. There was discussion of changing "officers" to "representatives;" ultimately members agreed to retain the term "officers." Language was updated for consistency between bullet points. Language was updated to increase flexibility in the case of a delayed or rescheduled November meeting.

In section 3, the term "regulations" was replaced with "By-Laws," for increased clarity that the By-Laws are the governing document of the Board.

Section 4 was removed from the By-Laws. Chair Cline shared that Executive Committees tend to be focused on personnel issues and decisions, which is not a responsibility of the Board.

Language was added to Section 5 (now section 4) to give authority to the Department to request a Special Committee.

## ARTICLE VII (NOW ARTICLE VI)

In section 1 language was updated to increase flexibility of when board meetings will occur. Previously, meetings were required to be on the first Wednesday in the months of November, February, May, and August. The changes give the Board the authority to determine the date of the board meetings within the prescribed months; the dates must be set at the last meeting of the calendar year. Mr. Winstead suggested this section discussion be highlighted to the Board for their consideration.

In section 2 terminology was updated from notices being required to be "mailed" to "communicated" to account for modern communication methods. It was noted that the term "working days" should be changed to "business days;" this was updated throughout the document.

In section 4, the specific requirement of the agenda being provided in hard copy or electronically was removed and simplified to “provided” to account for the various forms members might need to receive the documents in.

The title of Section 6 was updated from “Citizen Participation” to “Public Comment” to match the language used in Board agendas. Bullets A and B were combined to allow members of the public to comment on agenda or non-agenda topics during the public comment period. The requirement to notify the Chairperson of the intent to provide public comment prior to the meeting being called to order was removed. The full Board was added to the list of entities allowed to have an opportunity to evaluate information and recommend action before the Board takes final action on a topic.

In section 9, the requirement for the Chair and Director or Secretary to sign the minutes was removed. The responsibility for retention of minutes was transferred from the Director to the Department.

Section 10 was removed as the Board does not utilize Adjourned Meetings.

Section 11 was re-numbered to Section 10.

#### **ARTICLE VIII (NOW ARTICLE VII)**

The title was renumbered; no other changes.

#### **ARTICLE IX (NOW ARTICLE VII)**

Language was updated to indicate that updates to the By-Laws must be submitted in writing to the Board during a meeting, with a vote on the proposed changes taking place at a subsequent meeting where the topic is indicated on the agenda.

#### **MEETING ADJOURNMENT**

Being that there was no further business before the By-Laws Committee, the meeting adjourned at 5:05p.m.