

# VPRA Board Member Roles & Responsibilities

Lisa Wright, Senior Assistant Attorney General

# Enabling Legislation – VPRA Powers

Administrative	Operational	Financial
<ul style="list-style-type: none"><li>➤ Make and adopt by-laws and regulations</li><li>➤ Make and enter contracts</li><li>➤ Sue and be sued</li><li>➤ Employ people</li><li>➤ Appoint advisory committees</li></ul>	<ul style="list-style-type: none"><li>➤ Grant rights to design, build, finance, operate, and maintain rail facilities</li><li>➤ Grant rights for concessions, leases, franchises</li><li>➤ Vacate or change locations of public ways and utilities</li><li>➤ Acquire real property, rights-of-way</li></ul>	<ul style="list-style-type: none"><li>➤ Borrow money and issue bonds</li><li>➤ Fix, alter, charge, and collect fees, rates, rents</li><li>➤ Accept grants and loans</li><li>➤ Sell or lease air space</li><li>➤ Pledge or encumber revenues as security</li><li>➤ Participate in joint ventures</li></ul>

# Enabling Legislation – Board Administrative Responsibilities

- Elect
  - Vice-Chair, Secretary, and Treasurer
  - Subordinate Officers as needed (can be non-board members)
- Meet
  - At least once quarterly
- Employ
  - Executive Director
- Develop and Adopt
  - Personnel Rules, Policies and Procedures, Procurement Policy

# Enabling Legislation – Board Financial Responsibilities

- Act as trustee for funds received by Authority
- Prepare and submit a detailed operating plan and annual budget to CTB by 2/1 of each year
- Prepare and submit to CTB ***for approval*** any proposed capital expenditures and projects for following year to CTB by 2/1
- Keep records in accordance with GGAAP
- Have records audited yearly by a CPA firm chosen by Auditor of Public Accounts
- Submit annual report to Governor and General Assembly on or before 11/1 of each year – said report will contain audit

# Freedom of Information Act (FOIA)

## Definition of a Meeting

*A meeting occurs when three or more members of the Board assemble (physically or electronically) to discuss or transact public business.*

# Conflicts of Interest Act

*ethicswebinar.dls.virginia.gov*

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## Conflict of Interests Act Training

This training module will cover the Conflicts of Interest Act and will fulfill your requirement for training on the Acts. Training will cover your responsibilities in regards to prohibited conduct and personal interests. You will also learn more about the responsibilities of the Virginia Conflict of Interest and Ethics Advisory Council and how we are here to assist you with compliance.

You are required to complete this training every two years. Training records are retained by either your agency coordinator or local clerk.

\*Required field

**First Name\***

Lisa

**Middle Name**

Middle Name

**Last Name\***

Wright

**Title**

Board Member

**Email Address\***

lisabutler@aol.com

**Role\***

State Officer or Employee



**Agency\***

Department of Rail and Public Transportation

Register

# Closed Session Protocol

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# Closed Session of the Board

## **VA Code § 2.2-3711 – Reasons for holding closed session**

- Personnel issues
- Acquisition of real property
- Prospective or expanding business
- Investment of public funds with competition involved
- Consultation with legal counsel
- Awarding contracts
- Proprietary information
- Estimating fund revenues
- Public safety plans



# Closed Session of the Board

- Restrict discussion to those matters specifically identified in the motion.
- Post Closed Meeting Requirements:
  - Immediately reconvene an open meeting, and
  - Take a roll call or other recorded vote to be included in the minutes certifying
    - Only public business matters lawfully exempted from open meeting requirements were discussed (list in VA Code § 2.2-3711) and
    - Only such public business matters identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.
- Any member of the public body who believes that there was a departure from the requirements shall state so prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.
- The Board may not take action on matters discussed in any closed meeting, except at an open meeting.