
Motor Vehicle Dealer Board

Meeting Dates and Times Policy

The Board will meet on the second Monday of each of the following months: January, March, May, July, September and November.

The Board chairman may call additional Board Meetings as necessary.

Statutory and standing committees will begin at 9:00 am the day of the regularly scheduled Board Meeting.

Board Meeting Order:

Indicated below are the Board Committees in meeting order and principal responsibilities. Each committee will be called to order at the conclusion of the previous committee meeting unless there are special circumstances or changes from the Board Committee members.

Dealer Practices Committee - Monday, 9:00 am

- The Dealer Practices Committee, advises the Board and the Board staff on issues related to the conduct of business
- Receives and identifies dealer practice issues
- Discusses and investigates issues, as needed, in order to make policy and procedural recommendations to the Board

Licensing Committee – follows Dealer Practices Committee

- The Licensing Committee advises the Board and the Board staff on matters relating to the licensing of dealers, dealer-operators and salespersons.
- Reviews and makes recommendations to the Board on individual licensing actions proposed by the Executive Director which are required to come before the Board.
- Receives and identifies dealer-licensing issues. Discusses and investigates issues, as needed, in order to make policy and procedural recommendations to the Board.

Advertising Committee – follows Licensing Committee

- Advises the Board and the Board staff on matters relating to motor vehicle dealer advertising
- Receives and identifies advertising issues Discusses and investigates issues, as needed, in order to make policy and procedural recommendations to the Board
- Reviews staff reports on advertising complaints and violations
- Presents summary reports to the Board
- Directs the advertising staff on how they monitor and identify advertising violations and consumer complaints concerning advertising

Transaction Recovery Fund Committee

- Monitors the activities and solvency of the Motor Vehicle Transaction Recover Fund (MVTRF) and report findings to the Board
- Reviews staff reports and recommendations concerning actions against the Fund
- Makes recommendations to the Board on claims against the Fund

FULL BOARD – Meets after Transaction Recovery Fund Committee

Members:

The following committees meet on an ad-hoc basis as deemed necessary by the Board as follows:

Franchise Review and Advisory Committee

- Advises the DMV Commissioner, through the Board, of any violations of Article 7 (Franchises) of the Motor Vehicle Dealer Act. (See [§ 46.2-1573.C.](#))
- Assists the Commissioner in assembling panels, comprised of three Board members, as described in [§ 46.2-1573.D.8.](#)

Finance Committee

- Monitors the income and expenses of the Board and recommends adjustments in order to ensure the financial solvency of the Board
- Directs the preparation of a financial report to be distributed to Board members periodically. Presents a summary report to the Board at Board meetings

Members will be determined if necessary.

Personnel Committee

- Advises the Executive Director in procuring needed staff, equipment, and other requirements necessary to ensure the internal Board office has the personnel and materials needed to meet Board objectives
- Advises the Executive Director in personnel matters as needed

Members will be determined if necessary.

Meeting Date: July 1995, January 1996, November 1996, May 1997, May 2001, January 2010