
Motor Vehicle Dealer Board

Guidance Document

Board Meeting

Cancellation Inclement Weather Policy

November 2018

During its January 23, 2017 meeting, the Virginia Motor Vehicle Dealer Board (Board) discussed future cancellations of scheduled Board meetings.

Background:

The Board was scheduled to meet on January 9, 2017. On January 7, 2017, the Richmond metropolitan area started receiving snow, forecasted up to 8 inches in some areas. In the late afternoon of January 8, 2017, Governor McAuliffe closed state offices in the Richmond metro area as a result of the snow and icy conditions. Upon learning that Richmond area state offices were closed on January 9, Board staff attempted to notify Board members of the area office closures. However, Board members who required overnight accommodations had already checked into their hotel rooms.

Presented to Board:

- a. The Board would delegate the authority to the Executive Director to cancel the meeting no later than noon on the Friday before scheduled meeting, and not be dependent on the Governor closing state offices in the Richmond area.
- b. Cancelling by noon will allow the Board staff time to notify all Board members (via email or text message), notify respondents (phone call or email), DMV (meeting room, law enforcement and audio visual technicians), Attorney General's Office, caterer, and hotel of the cancellation.
- c. Cancelled meeting will be rescheduled for 4th Monday of the month in which the meeting was originally scheduled.

Outcome:

The consensus of the Board was for the Executive Director to move forward with this policy.