

SPOTSYLVANIA COUNTY BOARD OF SUPERVISORS BYLAWS



SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of By-Laws and Rules of Procedure

- A. To enable County government to transact business expeditiously and efficiently affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Board Member;
- C. To preserve a spirit of cooperation among Board members; and
- D. To determine the will of the Board on any matter.

Section 1-2. Five basic principles underlying By-Laws and Rules of Procedure

- A. Only one subject may claim the attention of the Board at one time;
- B. Each item presented for consideration is entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- E. The personality and desires of each member should be merged into the larger unit -- the Spotsylvania County Board of Supervisors.

SECTION 2 – MEETINGS

Section 2-1. When and where regular meetings held

A. The time and place of regular meetings and work sessions of the Board of Supervisors (hereinafter referred to as the Board) shall be established at each annual organizational meeting. Regular meetings shall be held in the Board of Supervisors Meeting Room of the R. E. Holbert Memorial Building on the 2nd Tuesdays of the month at 4:30 p.m.

B. Work Session meetings shall be held on the 4th Tuesday of the month at 6:00 p.m.

Section 2-1.1. Continued Meetings

A regular or work session meeting shall be continued to the immediately following Thursday at the same time and place as the regular meeting if the Chair, or Vice Chair if the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Meeting termination

Meetings of the Board shall terminate not later than 12:00 midnight; provided, however, with majority consent of those members present, a meeting may be extended.

Section 2-3. Special or Emergency Meetings

A. The Board may hold such special or emergency meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special or emergency meeting of the Board shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.

B. Special or emergency meetings may be called by the Chairman or any two (2) members in writing to the County Administrator for any purpose stated in the notice of the special or emergency meeting pursuant to Section 15.2-1418 of the Code of Virginia (1950), as amended. Only matters specified in the notice shall be considered unless all of the members of the Board are present.

C. Notice, reasonable under the circumstances, to the public of any special or emergency meeting shall be given contemporaneously with the notice provided the members of the Board and the County Attorney.

Section 2-3.1. Legal Holiday

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Board.

Section 2-4. Annual organizational meetings

A. The first meeting in January of each year shall be known as the annual meeting. The County Administrator shall preside during the annual meeting pending the election of the Chair of the Board.

B. The Chair shall be elected at the annual meeting for a term of one year, ending at the commencement of the organizational meeting the following year.

C. Following the election of the Chair, he or she shall assume the Chair and conduct the election of the Vice Chair for the same term.

D. Following the election of the Vice Chair, the Board shall:

1. Establish dates, times and places for the regular meetings; and
2. Adopt its By-Laws and Rules of Procedure and Code of Ethics.

Section 2.4.1. Procedure for Election of Officers

A. The following procedures shall be followed to elect the Chairman and Vice-Chairman:

1. The presiding officer shall call for nominations from the membership.
2. Any member, after being recognized by the presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. When all nominations have been made, the presiding officer shall close the nominating process and call for the vote.
4. The presiding officer shall call the name of each nominee in the order nominated and tally the respective votes.
5. Each member may cast one vote for any one nominee.
6. A majority of those voting shall be required to elect the officer.

B. Officers shall serve until replaced.

Section 2-4.2. Seating Arrangement

The Board Chair shall occupy the center seat on the dias with the Vice Chair occupying the seat at his or her immediate left. The remaining members of the Board shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Board. In the event that two or more Board members have equal seniority, the selection of seating for those members shall be by alphabetical order.

Section 2-5. Quorum and method of voting

- A. At any meeting, a majority of the Board shall constitute a quorum.
- B. All actions authorized by the Board shall be pursuant to an electronic vote. In the event of a malfunction of the electronic voting system, questions shall be decided by an oral vote of “aye” or “nay” or a roll call vote. The Clerk of the Board or his designee shall announce the result of the vote.
- C. Any member may request a roll call vote at any time.
- D. If there is an abstention, it shall be the responsibility of the Chair to note the abstention for the record and request that the member abstaining state his or her reason for abstaining for the record.
- E. A tie vote fails.
- F. A motion to approve which fails shall be deemed a denial of the question on the floor.

Section 2-6. Closed Meeting

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public.
- B. No meeting shall become a Closed Meeting until the Board takes an affirmative record vote in open session. Any member dissenting in such vote shall state the reason for the dissent.
 - 1. The motion shall state specifically the purpose or purposes which are the subject of the meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.
 - 2. Members shall request the assistance of the County Attorney when making additions to the published Closed Meeting agenda.
- C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Board reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- D. At the conclusion of a Closed Meeting, the Board shall reconvene in open session immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and
2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

Any member who believes that there was a departure from the above requirements shall so state prior to the Chair's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The Board may permit non-members to attend a Closed Meeting if their presence will reasonably aid the Board in its consideration of an issue.

SECTION 3 – OFFICERS

Section 3-1. Chair and Vice Chair

A. The Chair shall preside over all meetings of the Board. The Vice Chair serves in the absence of the Chair. In the absence from any meeting of both the Chair and Vice Chair, the members present shall choose one of their members as temporary chair.

B. The Chair shall make all appointments to committees created by the motion or resolution of the Board ("Board Committees"), except as set forth otherwise in the approved bylaws of a Board Committee or as controlled by ordinance. Such appointees shall serve for a one year term that ends upon the expiration of the Chair's term at the commencement of the organizational meeting the following year. A member's status as an appointee to a Board Committee terminates contemporaneously with his or her termination of status as a Board member, whether by resignation, end of elected term, or otherwise. Substitutes or alternates to Board Committees may participate only if so authorized by the Chair.

Section 3-2. Clerk

The Clerk of the Board shall be the County Administrator and his or her duties, responsibilities and compensation shall be as set out in Sections 15.2-1538 and 15.2-1539 of the Code of Virginia (1950), as amended. The Clerk shall also be the timekeeper for all time limited presentations and advise the Chair when time for a report or presentation has expired.

Section 3-3. Parliamentarian

The County Attorney, or his designee, shall serve as the Parliamentarian for the purpose of interpreting these By-Laws and Rules of Procedure, Robert's Rules of Order and the Code of Virginia (1950), as amended, as may be directed by the Chair, or as required as result of a point

of order raised by any one or more Board members. If the County Attorney or his designee is unavailable, the County Administrator shall serve as the Parliamentarian.

Section 3-4. Preservation of order

A. At meetings of the Board, the presiding officer shall preserve order and decorum.

B. Board members shall not speak until recognized by the Chair. Board members shall address the Chair or address other members through the Chair. After being recognized by the Chair, a Board member shall not be interrupted, except when a point of order is called or when requested to yield the floor by another member.

SECTION 4 – CONDUCT OF BUSINESS

Section 4-1. Order of business

A. At regular meetings of the Board on the 2nd Tuesday of the month, the order of business shall generally be as follows:

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| 1. | Call to Order | 4:30 p.m. |
| 2. | Invocation - Pledge of Allegiance | |
| 3. | Public Presentations | 4:31 p.m. |
| 4. | Consent Agenda | 4:32 p.m. |
| 5. | Board Reports | |
| 6. | Board Work Session (if necessary) | |
| 7. | VDOT Report | |
| 8. | Presentations/Reports by Staff | |
| 9. | County Administrator/County Attorney Reports | |
| 10. | Recess | 5:00 p.m. |
| 11. | Closed Meeting (if necessary) | 5:15 p.m. |
| 12. | Reconvene; Certification of Closed Meeting | 6:15 p.m. |
| 13. | Public Presentations | 6:30 p.m. |
| 14. | Public Hearings (if necessary) | 6:30 p.m. |
| 15. | New Business | |
| 16. | Unfinished Business | |
| 17. | Public Presentations Continued (if necessary) | |
| 18. | Adjournment | 9:30 p.m. |

B. At Work Session meetings of the Board on the 4th Tuesday of the month, the order of business shall generally be as follows:

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| 1. | Call to Order | 6:00 p.m. |
| 2. | Public Presentations | 6:01 p.m. |
| 3. | Consent Agenda | 6:02 p.m. |
| 4. | Board Reports | |
| 5. | Public Hearings (if necessary) | 6:10 p.m. |

6. Presentations/Reports by Others
7. Work Session
8. Closed Meeting (if necessary)
9. Adjournment

9:30 p.m.

C. The above orders of business may be modified by the County Administrator to facilitate the business of the Board.

D. Board members' reports are limited to 5 minutes each. This time may be extended at the discretion of the Chair.

E. Presentations by the public are governed by the following rules:

1. Public Presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Board. They shall not serve as a forum for debate with the Board.
2. Remarks shall be addressed directly to the Board and not to staff, the audience or the media.
3. The Chair shall open the Public Presentations.
4. The Clerk will explain the Public Presentations policy and will call on individuals who have signed up to speak. At the conclusion of those presentations other speakers may be permitted to speak.
5. Unless the speaker requires an accommodation, each individual speaker shall address the Board from the podium using only the podium microphone. Any material or information to be displayed on the County computer during the Public Presentations portion of a Board meeting in the Richard E. Holbert Building Board Room must be provided to the County's Department of Information Services for review as an electronic file not later than 9:00 A.M. on the day of the meeting. A designated employee of the Department of Information Services shall review the electronic file provided to verify that it can be uploaded and displayed without causing harm to the County computer and shall upload the file to the computer and monitor its use. Due to technical constraints, the County computer is not available for use at Board meetings held in any location other than the Board room of the Richard E. Holbert building. Only one person is permitted to stand at the podium at a time. Each speaker shall clearly state his or her name, and either his or her address ~~and~~ or his or her election district.
6. There shall be a time limit for each individual speaker of three (3) minutes. If a speaker represents a group, there shall be a time limit of five (5) minutes. The speaker's time shall not be extended. At the end of each speaker's time, the microphone shall be turned off. No person at a public

presentation shall be permitted to yield time to a speaker. No speaker shall address the Board more than once during Public Presentations at any single Board meeting.

7. There shall be no comment during Public Presentations on a matter for which a public hearing is scheduled during the same meeting.
8. There shall be no comment during Public Presentations on a matter that has already been the subject of a previous public hearing where no final vote has been taken.
9. Any issue raised by the public which the Board wishes to consider may be put on the agenda for the next Board meeting by a majority vote.
10. Board members shall not discuss issues raised by the public except by consent of a majority of the Board members present.
11. Public comment shall be germane to policies, affairs, and services of the county government. Public comment shall not be used to make political campaign speeches, private advertisements or personal attacks.
12. The above rules notwithstanding, members of the public may present written comment to the Board or to individual Board members at any time during the meeting. Such written comments shall be submitted through the Clerk.

Section 4-2. Consent Agenda

A. The consent agenda shall be introduced by a motion "to approve," and shall be considered by the Board as a single item.

B. There may be a short discussion of consent agenda items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item.

C. Upon request of any Board member, an item or items shall be removed from the Consent Agenda and transferred on the agenda for consideration immediately following the vote to approve the Consent Agenda.

Section 4-3. Conduct of Meetings

When two or more members of the Board wish to speak at the same time, the Chair shall name the one to speak. The Chair may call a brief recess at any time. The Chair may order the expulsion of a disorderly member of the public, subject to appeal to the full Board.

Section 4-4. Form of petitions, etc.

Every petition, communication or address to the Board shall be in respectful language and is encouraged to be in writing.

Section 4-5. Motions

A. Members are required to obtain the floor before making motions or speaking, which they can do while seated.

B. Motions need not be seconded.

C. Informal discussion of a subject is permitted while no motion is pending.

D. While a motion is pending, it is the main motion. A member other than the proponent of the main motion may move to make a perfecting amendment, also known as a friendly amendment. A perfecting amendment proposes changes to the wording of the main motion that are designed to improve the main motion. A perfecting amendment cannot be accepted or rejected by the proponent of the main motion. It requires an affirmative vote of the Board to adopt a perfecting amendment.

E. While a motion is pending, a member other than the proponent of the main motion may make a substitute motion. A substitute motion is intended to replace the main motion rather than to amend it.

F. Perfecting amendments and substitute motions shall be allowed to any main motion. Perfecting amendments take precedence over substitute motions and may be discussed prior to being voted on. Only one perfecting amendment may be made at a time, but subsequent perfecting amendments may be made after the resolution of each preceding perfecting amendment. Once the perfecting amendments have been voted on, any substitute motion shall have precedence over the main motion and may be discussed prior to being voted on. If the substitute motion fails, the main motion, as amended by any adopted perfecting amendments, can then be voted on. If the substitute motion passes, the substitute motion shall be deemed the main motion and shall stand as having been passed by such vote. If a substitute motion fails, a second substitute motion may be made. No more than two (2) substitute motions may be made.

G. The Chair need not rise while putting questions to vote.

H. The Chair can speak in discussion without rising or leaving the chair; and, can make motions and vote on all questions.

I. A motion to call the question is not in order until every member of the Board has had an opportunity to speak.

J. When a vote upon any motion has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side provided that such motion shall be

made at the session of the Board at which it was decided. Such motion for reconsideration shall be decided by a majority of the votes of the members present. A member present at the meeting but temporarily absent during a vote may move for reconsideration.

K. A motion to rescind shall not be in order for a land use decision involving a rezoning or a special use permit.

Section 4-6. Decisions on points of order

The Chair, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Chair who shall then make a ruling on the point of order. A Board member may appeal the ruling of the Chair to the full Board which shall decide the matter by majority decision.

Section 4-7. Motion to adjourn

At a meeting of the Board, a motion to adjourn shall always be in order.

Section 4-8. Suspending rules

One or more of these By-Laws and Rules of Procedure may be suspended temporarily by a two-thirds vote of the members present, or by unanimous consent.

Section 4-9. Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in the By-Laws and Rules of Procedure and by applicable state law, shall be governed by Robert's Rules of Order.

SECTION 5 – PUBLIC HEARINGS

Section 5-1. Chair to conduct public hearings

The Chair shall conduct all public hearings.

Section 5-2. Hearing presentations

Hearings may begin with a brief presentation from a staff member or a representative from the cognizant board, authority, commission or committee by recognizing the County Administrator. The presentation shall summarize the facts about the issue. Board members may seek clarification during the presentation.

Section 5-3. Order of public hearings

The order of public hearings shall be as follows:

A. The Chair shall open the public hearing.

B. In land use cases the applicant and his or her representative(s) shall be the first speaker(s) after the staff presentation. There shall be a time limit of ten (10) minutes for the applicant's and his or her representative's presentation. The use of conceptual plans, renderings, and similar graphic exhibits shall be prohibited in the course of hearings on applications for rezonings and special use permits unless the applicant shall first have provided the Board with instruments executed in such form as to assure development and construction in conformity with any such conceptual plan rendering or similar graphic exhibit.

C. The Clerk shall solicit comments from the public. Each speaker must clearly state his or her name, and either his or her address and or his or her election district. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. The speaker's time shall not be extended. At the end of each speaker's time, the microphone shall be turned off. No person at a public hearing shall be permitted to yield time to a speaker. Any material or information to be displayed on the County computer by a member of the public during the Public Hearing portion of a Board meeting in the Richard E. Holbert Building Board Room must be provided to the County's Department of Information Services for review as an electronic file not later than 9:00 A.M. on the day of the meeting. A designated employee of the Department of Information Services shall review the electronic file provided to verify that it can be uploaded and displayed without causing harm to the County computer and shall upload the file to the computer and monitor its use. Due to technical constraints, the County computer is not available for use at Board meetings held in any location other than the Board room of the Richard E. Holbert building.

D. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

E. Upon the conclusion of public comments or the applicant's rebuttal in a land use case, the Chair shall close the public hearing.

Section 5-4. Close of hearing

When a public hearing has been closed by the Chair, no further public comment shall be permitted. Board members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, or committee, or a staff member for clarification prior to taking any vote, if a vote is in order.

Section 5-5. Debate

Following the close of the public hearing, the Chair may entertain a motion to dispose of the issue and the Board may debate the merits of the issue.

SECTION 6 – APPEAL PROCEDURES

Section 6-1 Hearing presentations

Hearings may begin with a brief presentation from one or more staff members and any witnesses staff wishes to present. The presentation shall summarize the facts about the issue. Board members may seek clarification during the presentation.

The appellant or his or her representative(s) may present next. There shall be a time limit of fifteen (15) minutes for the appellant's and his or her representative's presentation. The appellant can present other witnesses during his or her time period, if desired.

There shall be no cross-examination. Board members, however, may direct questions to the appellant, the staff member(s), and any witnesses for clarification prior to taking any vote, if a vote is in order.

Section 6-2 Debate

The Chair may entertain a motion to dispose of the issue and the Board may debate the merits of the issue.

SECTION 7 – AGENDA

Section 7-1. Preparation

A. The Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 4-1 entitled "Order of Business."

B. Board members may request that items be placed on the agenda by contacting the Clerk at least nine (9) days prior to the Board meeting for which they wish the item scheduled. The Clerk shall place items requested by a Board member on the agenda for the next regular meeting following the request, subject to Paragraph A, of this section.

C. All items which are requested to be placed on the agenda which have not been submitted within the prescribed deadline shall be placed either on the next regular agenda or, at the requesting Supervisor's discretion, in the "Possible Agenda Additions" section of the current agenda for consideration, provided the request is received by the Clerk no later than 4:00 p.m. two (2) business days prior to the meeting for which it is being requested to be considered. This section shall be labeled as Possible Agenda Additions at the end of the proposed agenda.

D. Nothing herein prohibits the Board from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Board. Items in the Possible Agenda Additions section of the agenda must be ratified for inclusion on the current meeting's agenda using this process. Members must use discretion in requesting the addition to items on the agenda. It is considered desirable to have items listed on the published agenda.

E. At the beginning of each meeting, after the Call to Order and Invocation, and prior to the Consent Agenda being addressed, the Board shall vote to set the agenda for the meeting. Items submitted under Possible Agenda Additions, as well as other additions a Supervisor may wish to propose, shall be considered for the agenda, and may be added as prescribed in subsection 7-1(D). Items not accepted on the current meeting's agenda shall

automatically be placed on the next meeting's agenda unless withdrawn by the requesting Supervisor.

Section 7-2. Tabled Land Use Cases

A. Land use cases tabled for six months or less shall be handled as follows:

1. Prior to a Board Meeting

- (a) Not less than nine (9) days prior to a scheduled Board meeting, any Board member may instruct the Clerk to place the case on the agenda.
- (b) The Clerk will include the case on the agenda published on the County website prior to the meeting date and will cause the case history to be included in the Board notebook.
- (c) The case will first be considered by the Board to determine whether it should be taken off the table. A majority vote of the members present and voting is required to take the case off the table. If taken off the table, the case can be discussed and voted on at that meeting.

2. At a Board Meeting

- (a) At any Board meeting a member can make a motion to place the case on the agenda of a future meeting. Upon approval by a majority vote of the members present and voting, the case will be placed on the agenda.
- (b) The Clerk will include the case on the agenda published on the County website prior to the meeting date and will cause the case history to be included in the Board notebook. The case can be discussed and voted at that meeting.

3. Immediate Action Without Additional Notice

At any Board meeting a member can make a motion to take the matter off the table to be voted. Upon a vote of two-thirds of the Board members present and voting, the case will be taken off the table. If taken off the table, the case can be discussed and voted at that meeting.

B. Land use cases tabled for longer than six months shall be handled as follows:

1. Prior to a Board Meeting

- (a) Not less than fourteen (14) days prior to a scheduled Board meeting, any Board member may instruct the County Administrator to place the case on the agenda for that meeting. The Clerk will cause a public notice to be run

in the newspaper not less than seven (7) days prior to the meeting notifying the public that the case will be on the agenda and that written comments can be submitted to the Clerk no later than the day prior to the meeting.

- (b) The Clerk will include the case on the agenda published on the County website prior to the meeting date and will cause the case history to be included in the Board notebook.
- (c) The case will first be considered by the Board to determine whether it should be taken off the table. A majority vote of the members present and voting is required to take the case off the table. If taken off the table, the case can be discussed and voted at that meeting.

2. At a Board Meeting

- (a) At any Board meeting a member can make a motion to place the case on the agenda of a future Board meeting not less than fourteen (14) days from the date of the meeting at which the motion is made. Upon approval by a majority of the members present and voting, the case will be placed on the specified agenda.
- (b) The Clerk will cause a public notice to be run in the newspaper not less than seven (7) days prior to the meeting notifying the public that the case will be on the agenda and that written comments can be submitted to the Clerk no later than the day prior to the meeting. In addition, the Clerk will include the case on the agenda published in the newspaper prior to the meeting date and will cause the case history to be included in the Board notebook. The case can be discussed and voted at that meeting.

3. Immediate Action Without Additional Notice

At any Board meeting a member can make a motion to take the case off the table to be voted. Upon a unanimous vote of the Board members present and voting, the case will be taken off the table. If taken off the table, the case can be discussed and voted at that meeting.

Section 7-3. Delivery of Agenda

The Board notebook, including the agenda and related materials, shall be received by each member of the Board and the County Attorney seven (7) days prior to each regularly scheduled Board meeting. All documents related to an agenda item should be prepared and submitted to the Clerk in time to be included in the Board notebook.

Section 7-4. Copies

The Clerk shall prepare or cause to be prepared extra copies of the agenda and shall make the same available to the public and the press in the Office of the County Administrator. The Clerk shall also have copies available at each meeting.

Section 7-5. Comments, queries of Board members

Board members are to observe the following rules during the discussion of agenda items:

- A. Comments of Board members must be constructive. The Chair shall ensure that comments are constructive.
- B. The Chair shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The Chair shall rule other comments out of order.
- C. Board Members may address questions to the County Administrator or staff present at the meeting. Staff members should be at the podium or speaker's table when answering Board members' questions. All legal questions should be addressed to the County Attorney.

SECTION 8 -- BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 8-1. Appointments to boards, authorities, commissions, and committees

Members of boards, authorities, commissions and committees not created by the motion, resolution, or ordinance of the Board shall be appointed by consent of the Board. Proposed appointments shall be included in the Consent Agenda. Resumes, curricula vitae, or other materials which demonstrate the qualifications of the prospective appointee should be included unless the prospective appointee previously has served as a Board appointee. Subject to any state law provisions to the contrary, appointees' terms shall run concurrently with the term of the Board member making the motion to appoint, unless a shorter term is specified by the Board. Subject to any state law provisions to the contrary, all appointees to boards, commissions and committees serve and may be removed, with or without cause, at the pleasure of the Board.

Section 8-2. Attendance

A. Members of any Board Committee, or of any committee to which the Board of Supervisors appoints a member, shall be expected to attend every scheduled meeting of the committees to which they have been appointed. It shall be the duty of the chairman of any Board Committee to report the attendance of committee members annually to the Board of Supervisors. Any member of a committee who fails to attend a minimum of seventy-five percent (75%) of the scheduled meetings of the committee in any year, at the discretion of the Board of Supervisors, may be deemed to have forfeited his or her membership on the committee. In the event that the Board of Supervisors determines that a committee member has forfeited his or her appointment pursuant to this section, the Clerk of the Board of Supervisors shall notify, in writing, the committee member of his or her removal from the committee based upon his or her failure to

attend the required percentage of scheduled meetings and shall thank the member for his or her service to the community. Upon the appointment of any committee member, the Clerk of the Board of Supervisors shall forward to the member a copy of this section.

B. Notwithstanding the foregoing provision, a member of the Planning Commission may be removed from office by the Board of Supervisors without limitation in the event that the commission member is absent from any three (3) consecutive meetings of the commission, or is absent from any four (4) meetings of the commission within any twelve (12) month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

Section 8-3. Bylaws and Rules of Procedure of Boards, Authority, Commissions and Committees

A. Any board, authority, commission or committee established by the Board of Supervisors, whether by ordinance, resolution, or motion and whether a standing or ad hoc committee, shall be governed by bylaws submitted to and approved by the Board of Supervisors.

B. The bylaws of the nine (9) standing Board Committees (Capital Construction Committee, Citizen Budget Review Committee (CBRC), Extension Leadership Council, Finance Committee, IT Steering Committee, Minority Affairs Committee, Parks and Recreation Commission, Public Safety Committee, and Transportation Committee (the “Standing Committees”)) are set forth in the appendix to these Bylaws. The Board shall make any changes to the bylaws of a Standing Committee by simple majority vote.

SECTION 9 – GENERAL OPERATING POLICY

Section 9-1. Citizens Contacting Board Members

Members of the Board who are contacted by a citizen living in an election district other than the election district which the Board member represents, should recommend that the citizen contact his or her respective Board member and should further advise the Board member in whose election district the citizen resides or owns property of the purpose of the contact.

Section 9-2. Actions by individual members of the Board

It shall be the policy of the Board that no one member shall exert individual action or direct any county employee or initiate any action that would require a county employee to perform any action contrary to the laws, ordinances or policies of Spotsylvania County or which would require the expenditure of public funds in any amount without the approval of the Board.

Section 9-3. Expenses of members of the Board

It shall be the policy of the Board that each member shall be responsible for his or her own reimbursable expenses, which includes meals, hotel accommodations, and travel. Special transportation charges and other charges related to attendance at seminars or conferences may be

charged to the county or covered through other arrangements as may be made by the County Administrator.

Section 9-4. Numbering and indexing of resolutions, ordinances, and proclamations

It shall be the responsibility of the Clerk to number and index all resolutions, ordinances and proclamations of the Board. The resolutions shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution in January, 1993, the resolution number would be shown as: Resolution No. 93-01. Proclamations shall also be numbered consecutively.

Section 9-5. Minutes of the Board meetings

The minutes of the Board meeting shall reflect the official acts of the Board and names of the public commenting during public hearings and a summary of the Board's proceedings at each meeting. They shall reflect the issues discussed and Board comments. Minutes shall be considered for approval within thirty (30) days of the meeting they record.

Section 9-6. Amending bylaws

These bylaws may be amended with the concurrence of two-thirds of the members present at any meeting subsequent to the introduction of a suggested bylaws amendment.

APPENDIX

CAPITAL CONSTRUCTION COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Capital Construction Committee (the “Committee”).

Section 1-2. Object.

The committee comprehensively examines options, costs, benefits and impacts of decisions in order to gain consensus of the Board of Supervisors (the “Board”) on project-related issues.

ARTICLE 2 - MEMBERS

Section 2-1. Appointment by Board of Supervisors and Term.

The Capital Construction Committee shall have five members: two members of the Board as annually appointed by the Chairman of the Board of Supervisors, the County Administrator, the Division Director of Capital Construction, and the Director of Public Utilities/Public Works.

ARTICLE 3 – OFFICERS

Section 3-1. No Officers.

The Capital Construction Committee functions without officers. Minutes of the meetings are recorded and reports made to the Board as the Committee deems appropriate and as requested by the Board.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

The Capital Construction Committee meets the second Friday of every month except January at 10:00 a.m. Meetings are not public.

CITIZEN BUDGET REVIEW COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Citizen Budget Review Committee (the “CBRC”).

Section 1-2. Object.

The CBRC exists to review the County Administrator’s Recommended Budget and the School Superintendent’s Recommended Budget to ensure BOS priorities are met in the most cost effective manner, and to report to the Board of Supervisors (BOS) information and potential adjustments to the budget to increase effectiveness and efficiency in achieving BOS budget priorities. In addition, the CBRC, at the request of the BOS, shall conduct studies of financial issues and report results to the BOS.

ARTICLE 2 - MEMBERS

Section 2-1. Appointment by Board of Supervisors and Term.

At beginning of the term of a Supervisor, and at the first regular meeting of the Board of Supervisors, with the approval of the other Supervisors, that Supervisor shall appoint one member and may appoint one alternate to the Citizen Budget Review Committee. The term of any appointee shall coincide with the term of the appointing Supervisor, unless that appointment is terminated earlier by the appointing Supervisor, or by the resignation of the appointee. In the event an appointment is vacated prior to the normal expiration date, the appointing Supervisor shall appoint a replacement member to serve for the remainder of that Supervisor’s term of office, subject to approval of the BOS as a whole.

Section 2-2. Regular Members and Alternates.

The CBRC shall be made up of seven (7) members. A member shall be a citizen of Spotsylvania County. Members of the committee should be citizens with prior expertise in public or private sector budgeting. Citizens should represent a cross-section of communities of interest within the county (i.e. suburban, rural, business, etc.). Each member of the Board of Supervisors may appoint one alternate, subject to the alternate’s approval by the BoS as a whole. An alternate shall be a voting member of the CBRC only when serving at a regular meeting in the place of the regular member whom the alternate was appointed to replace.

Section 2-3. Absences.

Members are expected to fully participate in the activities of the committee, including attendance at all regular and special meetings. In addition, members shall actively engage in the review, analysis and evaluation of budgets as well as projects assigned to them. Member absences for three consecutive meetings, or overall attendance at 75% or less of the meetings in a one year period, shall be reported by the Chairman to the appointing Supervisor.

Section 2-4. No Compensation.

CBRC members shall serve without monetary compensation.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

The principal Officers of the CBRC shall be the Chairman, Vice-Chairman and Secretary, all of whom shall be elected from the membership, by the membership.

Section 3-2. Chairman.

The Chairman shall preside at all meetings. S/he shall be responsible for direct coordination with the County Administrator on all issues affecting the operation of the committee, as well as material issues revealed during the efforts of the committee.

Section 3-3. Vice-Chairman.

The Vice Chairman shall take the place of the Chairman and perform the Chairman's duties whenever the Chairman is absent or unable to act. The Vice Chairman shall also perform other duties as requested by the Chairman and approved by a majority of the membership.

Section 3-4. Secretary.

The Secretary shall keep the minutes of all meetings, and submit the minutes to the Chair for approval by the committee prior to publication on the County website. The Secretary shall have charge of the papers, presentations and records of the committee.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Meetings of the CBRC shall be conducted at regularly scheduled intervals as determined by the needs of the CBRC and agreed to by the membership, but no less than once per month. Regular meetings shall be conducted at the location provided by the County Administrator. The schedule of regular meetings shall be provided to the BOS and the County Administrator, and shall be published on the County website. These meetings shall be open to the public. The County shall make available meeting space within existing County operational locations based on the expected frequency of meetings as determined by the committee.

Section 4-2. Special Meetings.

Special meetings of the CBRC may be called by the Chair with the consent of a majority of members. Special meetings shall be scheduled at least 72 hours in advance to allow notification of the BOS and the County Administrator. A general purpose for the meeting shall be provided as part of the notification. Special meetings shall be advertised on the County website.

Section 4-3. Other Types of Meetings.

In addition to the meetings above, members of the CBRC may need to communicate in person with various organizational elements within the County. Therefore, the CBRC may schedule meetings or appointments as part of the mission of the committee. Meetings or appointments shall be coordinated through the County Administrator or the designated point of contact within a department. Some of these may be:

- o Initial strategy discussion with the BOS and/or County Administrator
- o Introductory or kickoff meetings with departmental staff
- o Interviews with County staff
- o Discussion of preliminary results

Section 4-4. Organizational Meeting.

The Officers shall be elected annually in May, following approval of the next fiscal year's County budget. Vacancies in Officer positions shall be filled promptly by majority vote of the remaining members no later than the next scheduled regular meeting. To ensure fair and open participation, Officers shall be rotated amongst the membership from year to year on a voluntary basis.

Section 4-5. Quorum.

A quorum of at least four (4) members shall be required to conduct formal business such as approval of minutes, project plans and presentations. Issues may be discussed and information exchanged at meetings that do not have a quorum, but neither official business nor votes may be taken at these meetings..

Section 4-6. Conduct of Meetings

Meetings shall be conducted in an orderly fashion in accordance with a previously published agenda.

Section 4-7. Order of Business.

Minutes shall be taken at all meetings. A typical regular meeting agenda shall include:

- a. Confirmation of attendance and existence of a quorum (as appropriate)
- b. Approval of minutes of prior meeting(s)
- c. Reports of project and/or review status
- d. New Business

ARTICLE 5 – DUTIES AND RESPONSIBILITIES

Section 5-1. Organization and Schedule of Activities.

CBRC shall be organized around the Fiscal Year budget cycle. The start of committee activities shall begin in May to coincide with the end of the approval process for the next fiscal year budget. The committee shall determine a general schedule for regular meetings, and establish a general framework for addressing projects assigned by the BOS, and for reviewing and analyzing the next fiscal year's budget. The committee shall develop an overall plan of action for the ensuing budget cycle and present the plan to the BOS and County Administrator.

Section 5-2. Research.

The CBRC shall be permitted access to data required to perform the review for both the budget and special projects assigned by the BOS. Questions regarding the sensitivity of releasing data requested by the committee shall be submitted to the County Administrator, who shall consult with the County Attorney and the BOS to make a final determination, as appropriate. The CBRC shall have access to County and School staff for the purpose of obtaining information necessary to the conduct of the mission as authorized by the Board of Supervisors and coordinated with the County Administrator. The CBRC will coordinate this access through the County Administrator and designated points of contact within each department.

Section 5-3. Level of Detail.

The CBRC shall have access to budget data including line item data and departmental budgets. This data shall be provided by the County staff in a format agreed upon by the CBRC and County Administrator. Requests for additional or follow-up information required by the CBRC shall be made to the County Administrator.

Section 5-4. Restricted Use.

Data provided by the County shall be available to and used by the committee members exclusively for the mission of the CBRC. No data shall be shared with individuals or organizations outside the committee other than the BOS and administration officials.

Section 5-5. Outcomes.

The Citizen Budget Review Committee shall provide a report to the Board of Supervisors regarding the County Administrator's Recommended Budget and the School Superintendent's Recommended Budget, including specific actions or spending strategies as deemed appropriate by the committee. An initial Budget Review Report shall be delivered to the Board no later than the next regularly scheduled Board meeting following the meeting at which the County Administrator presents his budget. If necessary, the Committee may provide a supplementary follow-up presentation to the Board not later than the second regularly scheduled Board meeting following the meeting at which the County Administrator presents his budget. In cases where 2

or more members disagree with the report of the majority, a Minority Report may be included as an addendum to the Final Report.

Interim reports and recommendations may be presented to the Board of Supervisors prior to the presentation of the County Administrator's Recommended Budget at the request of the Committee or the Board.

Section 5-6. Forms of Results.

The CBRC shall review and analyze budget materials and information derived from research. The results of this process may take the form of informational highlights, statements of fact and general assessments with options for BOS action, with conclusions and recommendations optional. Each CBRC recommendation shall include an impact statement which estimates both the financial and functional impact of each recommendation. Functional impacts should discuss the effect on services provided to citizens and should reference any related policies or goals adopted by the Board of Supervisors. The primary objective is to provide information to the BOS that may assist them in deciding on actions that will improve the efficiency and effectiveness County operations.

Section 5-7. Presentation of Results.

An opportunity may be provided for presentations to the BOS and the County Administrator throughout the year. The CBRC may present interim status reports to the BOS as requested by the Board or the CBRC. A final report shall be developed and presented to the BOS at the regularly scheduled Board meeting following the presentation of the County Administrator's Recommended Budget. A preliminary version of this report shall be presented to the County Administrator prior to presentation to the BOS.

Section 5-8. Informational Items.

From time to time, the CBRC may acquire information of an urgent or sensitive nature. The Chairman or designated committee member shall immediately make this information known to the County Administrator or County Attorney for action as appropriate.

Section 5-8. Freedom of Information Act

Any request for statements and/or information about the proceedings, analysis or conclusions of the CBRC, made to any member of the CBRC, shall be directed to the County Administrator. Any Freedom of Information Act (FOIA) request shall be directed to the designated FOIA official for the County.

ARTICLE 6 – AMENDMENT OF BYLAWS

Section 6-1. Board Approval Required to Amend.

From time to time, the members of the CBRC may deem it appropriate to modify the provisions of these bylaws. Any member may request consideration of a change, and may submit proposed language to accomplish that change. The CBRC shall discuss the proposed change during any regular or special meeting, following which a vote regarding the proposed change shall occur. After adoption of the Bylaws, any changes or amendments to the Bylaws must be approved by a majority of the membership of the CBRC. If approved by the CBRC, the proposed change shall be sent to the County Administrator and the BOS for review, discussion, and approval, as applicable. If approved by the BOS, the change shall be incorporated into these bylaws.

EXTENSION LEADERSHIP COUNCIL BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Extension Leadership Council (the “ELC”).

Section 1-2. Object.

As needed, the ELC shall develop and implement a program plan that will direct Virginia Cooperative Extension’s resources toward the resolution of identified issues and concerns.

ARTICLE 2 - MEMBERS

Section 2-1. Appointment by Board of Supervisors and Term.

The ELC shall have a minimum of three members: one member of the Board and one alternate member of the Board as annually appointed by the Chairman of the Board of Supervisors, the County Administrator, and the Virginia Tech Unit Administrative Assistant.

ARTICLE 3 – OFFICERS

Section 3-1. No Officers.

The ELC functions without officers. Minutes of the meetings are recorded and reports made to the Board as the Council deems appropriate and as requested by the Board.

ARTICLE 4 – MEETINGS

Section 4-1. Meetings.

The Council meets as needed.

FINANCE COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Finance Committee (the “Committee”).

Section 1-2. Object.

The Finance Committee exists to review matters of a financial nature coming forward to the Board including supplemental appropriations, transfers, grant applications, grant acceptances, and proposed changes to fiscal/procurement policies.

ARTICLE 2 - MEMBERS

Section 2-1. Appointment by Board of Supervisors and Term.

The Finance Committee shall have six members: two members of the Board as annually appointed by the Chairman of the Board of Supervisors; the Treasurer; the Commissioner of the Revenue; the Finance Director; and as appointed by the County Administrator, a Deputy County Administrator, who shall function as an ex-officio member.

ARTICLE 3 – OFFICERS

Section 3-1. No Officers.

The Finance Committee functions without officers. The Director of Finance records the minutes of the meetings and reports to the Board of Supervisors as the Committee deems appropriate and as requested by the Board.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

The Finance Committee meets once a month at 3:30 p.m. on the Thursday of the week that falls between the first and second Board of Supervisor meetings.

IT STEERING COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the IT Steering Committee (the “Committee”).

Section 1-2. Object.

The Committee, an advisory body to the County Administrator, is responsible to review and prioritize County technology initiatives to ensure that technology projects are strategically aligned with County objectives and IT governance principles and best practices.

Section 1-3. Goals.

The Committee seeks to align technology priorities with available funding; foster collaboration and partnership through shared responsibility for selection, prioritization, and implementation of technology projects; establish and follow best practices for the selection, prioritization, and implementation of technology projects; and ensure complete and timely communications regarding technology projects and priorities.

Section 1-4. Responsibilities.

The Committee shall evaluate and select new technology projects for inclusion in Capital or Fiscal year budget requests, develop and implement criteria for prioritizing technology projects, integrate and prioritize all proposed County technology projects on one list for the County Administrator’s consideration, ensure that all technology projects align with County goals, develop and implement best practices policies and procedures for implementing new technology projects, and monitor and report on the performance of implemented technology projects. The Committee shall also evaluate off-cycle project requests and emerging items for integration into the County’s technology program.

ARTICLE 2 - MEMBERS

Section 2-1. Mandatory Members.

A. The Committee shall have seven Mandatory Members, each of whom is a “Member” when the term is used herein without modification:

1. Membership by Office. Five Members are members by virtue of their Spotsylvania County employment or public office: the County Chief Information Officer (“CIO”), the County Finance Director, the Director of Public Utility/Public Works, the Sheriff, and the Fire Chief.

2. Membership by Designation. The County Administrator shall designate a Deputy County Administrator to serve as a permanent member and a department head annually to serve a one-year term.

B. The Committee shall have three core members: the CIO, the Finance Director, and the designated Deputy County Administrator (the “Core Members”).

Section 2-2. Delegate Members.

The Mandatory Members may each appoint one delegate to attend meetings in his or her place (a “Delegate”). A Delegate must hold a deputy or assistant director level position within the County. A Delegate who attends a meeting in place of his or her Mandatory Member is for such meetings a “Member.”

ARTICLE 3 – OFFICERS

Section 3-1. Chair.

The CIO shall act as permanent chair of the Committee. The Chair shall preside over meetings of the Committee and shall communicate Committee recommendations to the County Administrator.

ARTICLE 4 – MEETINGS

Section 4-1. Mandatory Meetings.

The Committee shall meet in January, March, August, September, October, and December of each year (the “Mandatory Meetings”). The Committee shall set dates and times for its Mandatory Meetings in the following year at the December meeting of each year.

Section 4-2. Additional Meetings.

Any Core Member or the County Administrator may call for additional meetings as needed.

Section 4-3. Quorum.

Attendance by the CIO or his or her Delegate, the Finance Director or his or her Delegate, the Deputy County Administrator or his or her Delegate, and one additional Member constitutes a quorum for the transaction of business. Without a quorum, the Committee may conduct any business on the agenda that does not result in a recommendation or other formal action of the Committee.

Section 4-4. Recommendations.

Recommendations to the County Administrator require the affirmative vote of a majority of the Members present at a meeting. In the event of a tie vote, the matter under consideration shall be reported to the County Administrator, with the names of those voting in favor and those voting

against, for his consideration. The report shall indicate that, due to the tie vote, the matter does not carry a recommendation. Matters considered by the Committee that receive neither an affirmative vote nor a tie vote are not reported to the County Administrator, except as may be necessary or desirable to provide the County Administrator with an accurate recitation of matters considered by the Committee.

Section 4-5. Parliamentary Authority.

Except as otherwise provided by these bylaws or the bylaws of the Board, the proceedings of the Committee shall be governed by Robert's Rules of Order.

ARTICLE 5 – AMENDMENT OF BYLAWS

Section 5-1. Board Approval Required to Amend.

The approval of the Board of Supervisors is required to amend these bylaws. By a majority vote of Members present, the Committee may vote to recommend an amendment to the Board of Supervisors.

MINORITY AFFAIRS COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Spotsylvania County Minority Affairs Committee” (the "Committee")

Section 1-2. Object.

The Committee shall promote the advancement of minority opportunities in the areas of County employment and procurement. The Committee shall work to support the employment of a more representative and diverse County workforce, an open and fair recruitment process which provides equal opportunity for all applicants, and communication aimed at the minority community about employment opportunities in County government.

The Committee shall encourage the expansion of procurement efforts to recruit participation of minority-owned enterprises in the County’s procurement process in order to increase the purchase of goods and services from these minority-owned businesses.

The Committee shall achieve these goals through the evaluation and updating of County policies and procedures, as well as education of County employees on workforce diversity issues. The Committee shall coordinate outreach to the minority community regarding County employment and business opportunities.

ARTICLE 2 - MEMBERS

Section 2-1. Appointed Members.

A. Public Members.

The Committee shall consist of seven (7) Public Members, one from each Spotsylvania County district, who shall have voting rights. Each Supervisor shall recommend for membership one individual to represent his district on the Committee. Members shall be appointed by a majority vote of the Board. The Committee membership shall be ethnically diverse and reflective of the racial and ethnic minority groups present in the County. To the extent practicable, Committee membership shall consist of at least one member from each minority group residing in the County, as identified by the most recent statistics available from the U.S. Census Bureau. Upon a particular group reaching 3% of the population in the County, the group shall be represented on the Committee by a minimum of two (2) members.

B. NAACP Members.

In addition to Public Members, the Board, by a majority, shall appoint one person who is a member of the NAACP to serve on the Committee for a term of two (2) years.

C. Spotsylvania County Sheriff.

In addition to Public Members and a member of the NAACP, the Board, by a majority, shall designate the current County Sheriff as a voting member of the Committee.

D. Board Members.

The Chairman of the Board shall appoint two members of the Board to serve as voting members on the Committee.

Section 2-2. Ex-officio Members.

The Committee shall include three ex-officio members who shall not have voting rights. These ex-officio members are the designee of the County Administrator, who shall serve as the Lead Staff person for the Committee, the County Director of Human Resources, and the County Purchasing Manager.

Section 2-3. Absences.

Any appointed member who fails to attend a minimum of seventy-five percent (75%) of the scheduled meetings of the Committee in any year or who fails to attend three (3) consecutive regular meetings of the Committee and provides no adequate excuse for such absences shall be deemed to have tendered his resignation. The Chair, with concurrence of a majority of the Committee, shall recommend to the Board to replace that member with a new appointment.

Section 2-4. Vacancy, Replacement, and Removal.

Public Members shall serve terms consistent with the term of the Board Supervisor for their district. A Public Member may be removed from membership in the Committee by a majority vote of the Board.

The Chairman of the Board may, at any time, withdraw his appointment of a Supervisor and designate another Supervisor to serve on the Committee.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

At the initial organizational meeting of the Committee, the appointed members shall elect a Chair and Vice Chair by majority vote. Thereafter, a nominations committee shall be appointed by the Chair of the Committee prior to February 1st of each year. The nominations committee shall report to the Committee at its first regularly scheduled meeting in February of each year.

Nominations of the Chair and Vice Chair shall be presented at said regular February meeting. Election of the Chair and Vice Chair shall follow immediately.

A candidate receiving a majority vote of the appointed membership of the Committee shall be declared elected. The candidate shall take office immediately and serve for one year or until his/her successor shall take office.

Vacancies in offices shall be filled immediately by regular election procedures.

The nominations committee appointed by the Chair of the Committee shall consist of the Chair and two additional appointed members of the Committee

Section 3-2. Chair.

The Chair shall be a member of the Committee and shall have the duty to preside at all meetings of the Committee; rule on all procedural questions with such procedural rulings subject to being reversed by a vote of at least a two-thirds majority of the appointed members present; be informed immediately of any communications related to the Committee and report the same at the next regular meeting; and carry out other duties as assigned by the Committee.

The Chair or Vice Chair shall sign all official papers involving the authority of the Committee (e.g. reports and recommendations to the Board).

Section 3-3. Vice-Chair.

The Vice Chair shall be a member of the Committee and shall have the duty to act in absence or inability of the Chair to act, have the powers to function in the same capacity as the Chair when the Chair is absent or unable to act, and preside at the meeting at such times as the Chair may step down in order to bring a motion before the Committee.

Section 3-4. Secretary.

Lead Staff or his designee will serve as Secretary for the Committee. The Secretary shall not have voting rights and shall have the duty to supervise the keeping of minutes of the Committee and retain these in the Human Resources Department, notify all members of all meetings, keep a file of all official records and reports of the Committee, certify all records and reports of the Committee, assist in the drafting of the annual report to the Board, and other reports, as requested, provide notice of all meetings in accordance with the Virginia Freedom of Information Act requirements in accordance with the Code of Virginia (1950, as amended), and attend to all correspondence of the Committee. The Committee shall approve all correspondence by a majority vote prior to distribution of any communication on behalf of the Committee.

The minutes shall become part of the public record. The Secretary shall insure that minutes are kept for all regular meetings and all other adjourned and special meetings. The Secretary shall sign all minutes and certify that the minutes are true and correct.

Section 3-5. Parliamentarian.

The Chair shall preside at all meetings of the Committee, and shall function as Parliamentarian. In the event the Chair is unable to preside, the Vice Chair shall preside.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Meetings of the Committee shall be held semi-annually in February and August, on the third Thursday of each month at 7:00 p.m. in the Spotsylvania County Human Resources Department Conference Room, or at such other location as the Committee may deem appropriate. The time of each meeting will be set out in the Notices posted at the Holbert Building and the County Administrator's office. When a meeting date falls on a legal holiday, the meeting shall be held on the day following the holiday unless otherwise designated by the Committee.

Section 4-2. Special Meetings.

Special meetings shall be called at the request of the Chair or at the request of a quorum of the membership. At least five days prior to special meetings, written notice of such meeting shall be given to each member and to those requesting notice of meetings under the Virginia Freedom of Information Act. A written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice. See, Code of Virginia Section 15.2-2214 (1950, as amended).

Section 4-3. Quorum.

A quorum shall consist of a majority of the appointed members of the Committee. Voting shall be governed by Robert's Rules of Order. At the request of any appointed member voting may be by roll call. A record of the voting shall be kept as a part of the minutes.

Section 4-4. Open to Public.

All meetings, hearings, records and accounts shall be open to the public.

Section 4-5. Conduct of Meetings

All motions made at any meeting of the Committee shall be restated by the Chair before a vote is taken. A motion may be passed by the affirmative vote of a majority of the appointed members present. The names of persons making and seconding motions and the vote shall be recorded.

Parliamentary procedure in all Committee meetings shall be governed by the adopted rules of order, namely, Robert's Rules of Order, except as the same are modified by these bylaws. Meetings shall be conducted in accordance with procedures prescribed in these By-Laws and decisions reached only after full consideration and debate on the issue in question.

Section 4-6. Order of Business.

The order of business for a meeting shall be as follows:

- a. Call to order by the Chair.
- b. Recording of members present by Secretary.
- c. Determination of a quorum.
- d. Review and approval of the minutes.
- e. Public Presentations.
- f. Unfinished business.
- g. New business.
- h. Adjournment.

The above order of business may be modified by the Chair to facilitate the business of the Committee.

The agenda for all Committee meetings shall be prepared by the Chair in consultation with Lead Staff and with input from all Committee members.

Section 4-7. Public Presentations.

Presentations by the public are limited to three speakers and are governed by the following rules:

Public Presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Committee. They shall not serve as a forum for debate with the Committee.

Remarks shall be addressed directly to the Committee and not to staff, the audience or the media.

The Chair shall open the Public Presentations.

The Chair will explain the Public Presentations policy and will call on those individuals who, in advance, have made arrangements to speak, through the Secretary. Upon conclusion of scheduled speakers, if less than three presentations have been made, other members of the public shall be permitted to speak on a first-come basis until a maximum number of three presentations have occurred.

Each speaker shall clearly state his or her name, address and district.

There shall be a time limit for each individual speaker of three minutes. No speaker shall address the Committee more than once during Public Presentations at any single Committee meeting.

Any issue raised by the public which the Committee wishes to consider may be put on the agenda for the next Committee meeting by a majority vote.

Committee members shall not discuss issues raised by the public except by consent of a majority of the Committee members present.

The above rules notwithstanding, members of the public may present written comment to the Committee or to individual Committee members at any time during the meeting. Such written comments shall be submitted through the Secretary.

ARTICLE 5 – AMENDMENT OF BYLAWS

Section 5-1. Board Approval Required to Amend.

The approval of the Board of Supervisors is required to amend these bylaws. The Committee may vote to recommend to the Board of Supervisors an amendment to these bylaws. Such a recommendation requires the affirmative vote of two-thirds vote of the entire appointed membership after 30 days prior written notice of the intention to amend these bylaws, which notice shall contain in detail the amendment to be considered.

PARKS AND RECREATION COMMISSION BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Spotsylvania County Parks and Recreation Commission (the "Commission").

Section 1-2. Object.

The Commission shall serve as the advisory body of the Spotsylvania County Parks and Recreation Department. The Commission shall serve as a liaison between the Parks and Recreation Director (the "Director"), the Board of Supervisors, and the citizens of the community. It has no final authority or responsibility for administration. It is the purpose of the Commission to assist with the County's Department of Parks and Recreation programs, facilities and services, and facilitate studies which will help to advance the County's programs, to promote vital citizens involvement, and to serve as a sounding board for the public. The Commission shall consult and advise the Director in improving and expanding parks and recreation activities and programs.

ARTICLE 2 - MEMBERS

Section 2-1. Appointed by Board of Supervisors.

The Commission shall be appointed by the Board of Supervisors with members from each of the districts in the County. The Director shall serve as a non-voting, ex-officio member to the Commission.

Section 2-2. Number and Terms.

The Commission shall consist of seven (7) members. The Board of Supervisors shall appoint members for a term of four (4) years.

Section 2-3. Absences.

No member shall accumulate an annual total of more than four (4) absences. If this limitation is exceeded, for reasons other than personal illness, death of a member of immediate family, or other unusual circumstance, that respective member shall be recommended for removal from the Commission.

Section 2-4. Vacancy, Replacement, and Removal.

Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors, and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.

The Board of Supervisors may, on recommendation of the Commission, remove any member of the Commission for misconduct or neglect of duty.

Section 2-5. No Compensation.

Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence necessary to attend professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with the general policies of Spotsylvania County.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

The officers of the Commission shall be a Chairperson and a Vice-Chairperson. The officers shall be elected at the organizational meeting at the first meeting of the calendar year to serve for one year or until a successor shall be elected.

Section 3-2. Chairperson.

The Chairperson shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually handled by a chairperson, except when such duties are properly delegated. The Chairperson may succeed himself or herself.

Section 3-3. Vice-Chairperson.

The Vice-Chairperson of the Commission, in the absence of the Chairperson, shall perform all the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the Commission shall elect a Chairperson Pro Tempore who shall perform the duties of the Chairperson. The Vice-Chairperson shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Commission.

Section 3-4. Secretary.

The Secretary (member of the staff) shall perform the usual duties pertaining to the office. The Secretary shall be the custodian of all documents committed to her care.

The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meetings to the Commission members prior to the meetings.

Section 3-5. Director's Relationship.

The Director shall have a continuing responsibility to explain the organization, responsibilities, working relations and objectives to the Commission, and to assist them in details of organization, and in all matters related to a good organization. The Director shall work closely with the Commission in matters of interest to the operation of an efficient program. The Director is an ex-officio member (by virtue of his office) and attends commission meetings. The Director keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Regular meetings shall be held the third (3rd) Thursday of every other month during the year.

Section 4-2. Special Meetings.

Special meetings may be called by the Director of Parks and Recreation or the Chairperson.

Section 4-3. Time and Place.

The time and place for the meetings shall be designated by the Director of Parks and Recreation Spotsylvania County.

Section 4-4. Organizational Meeting.

The first regular meeting of each year shall be called the organizational meeting.

Section 4-5. Quorum.

Four members of the Commission shall constitute a quorum for purposes of a meeting. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission for any purpose except the amendment of these By-Laws. Bylaws being amended would require a first and second reading for approval.

Section 4-6. Open to Public.

All meetings are open to the public.

Section 4-7. Conduct of Meetings

Meetings shall be conducted in accordance with procedures prescribed in these By-Laws and decisions reached only after full consideration and debate on the issue in question.

Section 4-8. Order of Business.

The following shall be the order of business of the Commission, but the Rules of Order may be suspended and any matters considered or postponed by action of the Commission.

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes
- d. Public Presentations
- e. Report of Commission Members
- f. Staff Reports
- g. Report of Director of Parks and Recreation
- h. New Business
- i. Old Business
- j. Adjournment

ARTICLE 5 – DUTIES AND RESPONSIBILITIES

Section 5-1. Recreation Recommendations.

The Commission shall make recommendations: for the establishment of a system of supervised recreation to the County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, any lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.

Section 5-2. Acceptance Recommendations.

Advise in the acceptance by the County of any grant, gift, bequest or donation of any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.

Section 5-3. Community Liaison.

Interpret the recreation and parks services of the Department to the community and interpret the needs and desires of the community to the Director.

Section 5-4. Commission Policies.

Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.

Section 5-5. Budget Recommendations.

A. The Director and Commission shall recommend to the Board of Supervisors an annual budget sufficient to finance the program of parks and recreation the Commission feels is necessary for the welfare of the residents of the County of Spotsylvania. The budget shall be submitted to the Board of Supervisors to hear the requests.

B. The Director along with the Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the County.

Section 5-6. Planning Duties and Responsibilities.

A. Prepare a Master Plan in cooperation with the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Spotsylvania and update same yearly, consistent with the County's Master Plan.

B. Investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet those needs.

Section 5-7. Limitations on Authority.

The Commission shall have no authority to enter into any contract or incur any obligation binding the Board of Supervisors or Spotsylvania County.

ARTICLE 6 – REPORTS

Section 6-1. Reports.

The Commission shall make full and complete reports to the Board of Supervisors at such times as may be requested and at such other times as to the governing body may seem proper. The fiscal year of the Commission shall conform to that of the governing body of Spotsylvania County.

ARTICLE 7 – AMENDMENT OF BYLAWS

Section 7-1. Board Approval Required to Amend.

The approval of the Board of Supervisors is required to amend these bylaws. By a majority vote of Members present, the Commission may vote to recommend an amendment to the Board of Supervisors.

PUBLIC SAFETY COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Public Safety Committee (the “PSC”).

Section 1-2. Object.

Following recommendation by the Fire and EMS Commission to disestablish its existence as a County Commission, the Spotsylvania County Board of Supervisors (BOS) wishes to establish a Public Safety Committee to advise them of top level public safety needs including law enforcement, fire and rescue, and emergency management issues affecting the County and its citizens.

The PSC mission shall be to monitor, evaluate, and propose policies, actions, priorities, programs, and innovative responses to challenges and opportunities that enhance the efficiency and effectiveness of County government, specifically regarding public safety issues.

ARTICLE 2 - MEMBERS

Section 2-1. Number and Term.

The PSC shall initially be comprised of 9 members approved by the BOS. There shall be six standing members and three rotating members appointed by the BOS for a two (2) year term.

a. Standing Members. Standing members of the PSC shall consist of the Sheriff or designee, County Administrator or designee, the Fire Chief or designee, Emergency Management Coordinator, 911 Communications Manager, and a representative from the Department of Information Services.

b. Rotating Members. Two members of the BOS and one County Citizen at large shall be rotating members (“Rotating Members”). No Rotating Member shall serve more than two consecutive terms. All rotating members shall be residents of Spotsylvania County.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

Members shall annually elect a Chairman and Vice-Chairman.

Section 3-2. Chairman.

The Chairman shall preside at all meetings, and coordinate with all stakeholders.

Section 3-3. Vice-Chairman.

Adopted January 23, 2018

The Vice Chairman shall conduct the activities of the Chairman during his/her absence and shall perform other duties as directed.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Meetings shall typically occur quarterly, with notice to BOS and the public via the County website and the public meetings bulletin board.

Section 4-2. Special Meetings.

Special meetings may be called by the Chair with the consent of a majority of members, and with 72-hour notice to all members and the public.

Section 4-5. Quorum.

A quorum of 5 members shall be required to conduct formal business. Informal discussions at meetings that lack a quorum shall not include decisional actions.

Section 4-6. Open to the Public.

Meetings are open to the public unless the PSC passes a closed meeting resolution.

Section 4-7. Conduct of Meetings

Meetings shall conform to a published agenda, as may be amended. Minutes shall be taken at all meetings.

Section 4-8. Order of Business.

Typical agendas shall include.

- a. Call to order, confirmation of attendance and quorum (as appropriate)
- b. Approval of minutes of prior meeting(s)
- c. Public comment
- d. Reports of projects and/or activities
- e. New /old business
- f. Tasking and agenda for next meeting

ARTICLE 5 – DUTIES AND RESPONSIBILITIES

Section 5-1. Operation.

The PSC will make recommendations regarding current and future financial, organizational, policy, communication, preparedness, and/or other related public safety issues.

The PSC shall be organized around the Fiscal Year budget cycle, and shall have access via the County Administrator and Department Directors to financial, operational, staffing, policy, program, and related information regarding County activities. The PSC shall provide reports to the BoS at such time and in such format as requested by the BOS or suggested by the PSC.

ARTICLE 6 – REPORTS

Section 6-1. Reports.

The PSC shall provide reports to the BOS at such time and in such format as requested by the BOS or suggested by the PSC.

ARTICLE 7 – AMENDMENT OF BYLAWS

Section 7-1. Board Approval Required to Amend.

From time to time, it may be advantageous and appropriate to modify the provisions of these Bylaws. If approved by the PSC, the proposed change shall be sent to the BOS for consideration. If approved by the BOS, the change shall be incorporated into these bylaws.

TRANSPORTATION COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Transportation Committee.

Section 1-2. Object.

These bylaws establish the operation and management of the Transportation Committee (TC) in accordance with the laws of the Commonwealth of Virginia and the County of Spotsylvania, Virginia. The TC shall exist to provide a plan for the BoS to address transportation issues with various internal and external organizations; to provide the Board of Supervisors (BoS) with a long term plan to enhance safety, improve roadway capacity, and reduce motorist delay on Spotsylvania County's roads and intersections; to help ensure that all resources are implemented in the most cost effective and efficient manner to address solutions to Spotsylvania County's transportation issues; and to make recommendations to the BoS regarding transportation needs.

ARTICLE 2 - MEMBERS

Section 2-1. Appointment by Board of Supervisors and Term.

The TC shall initially be composed of 2-3 Board of Supervisors, 1 or 2 representatives from each of the election districts, a representative from the Spotsylvania County School District, the Chair of the Planning Commission, at large business representatives as deemed necessary by the Board of Supervisors, all of which must be County residents. TC members shall serve at the pleasure of the BoS, have a general working knowledge or interest in transportation, and represent a diverse cross-section of the community. All of the preceding members shall be appointed by the BoS and shall serve a term of one (1) year or the remainder of a predecessor's term. Staff members shall be the County Administrator or his designee, the Finance Director or her designee and members of the Planning Department as deemed necessary by the Planning Director at such levels and in such numbers as are necessary for the orderly, efficient, and effective deliberation, communication and results-oriented action.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

Members shall annually elect a Chairman, Vice-Chairman, and Secretary, from the membership. Vacancies shall be filled by the remaining members at the earliest convenience.

Section 3-2. Chairman.

The Chairman shall preside at all meetings, and coordinate with all stakeholders.

Section 3-3. Vice-Chairman.

Adopted January 23, 2018

The Vice Chairman shall conduct the activities of the Chairman and Secretary if those officers are unable to do so, and shall perform other duties as directed.

Section 3-4. Secretary.

The secretary shall maintain TC records.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Public meetings shall typically occur at monthly intervals, with notice to BoS, Planning Commission, the County Administrator, and the public via the County website and the public meeting bulletin board.

Section 4-2. Special Meetings.

Special meetings may be called by the Chair or when requested by two or more members of the Committee with a 72-hour notice to all members and the public.

Section 4-5. Quorum.

A quorum of 9 members shall be required to conduct formal business. Informal discussions at meetings that lack a quorum shall not include decisional actions.

Section 4-6. Conduct of Meetings

Meetings shall conform to a published agenda, as may be amended. All agendas, minutes, reports and other documents shall be posted publicly unless part of a validly held closed meeting. The TC shall be supported by County staff as needed and available, principally from the Planning Department, County Attorney's office and County Administrator's office.

Section 4-7. Order of Business.

Minutes shall be taken at all meetings. Typical agenda shall include but are not limited to the following:

- a. Call to order, confirmation of attendance and quorum (as appropriate)
- b. Approval of the minutes of prior meeting(s)
- c. Public Comment
- d. Reports of projects and/or activities
- e. New/ Old business
- f. Tasks and agenda for next meeting

ARTICLE 5 – AMENDMENT OF BYLAWS

Section 5-1. Board Approval Required to Amend.

From time to time, it may be advantageous and appropriate to modify the provisions of these bylaws. If approved by the TC, the proposed change shall be sent to the County Administrator and the BoS for consideration. If approved by the BoS, the change shall be incorporated into the bylaws.

AMENDMENTS

June 22, 1993

Section 4-1. Order of Business.

Amended to move Executive Session from the beginning of the meeting to 6:00 p.m.

March 8, 1994

Added Section 2.4.1. Procedure for Election of Officers.

February 13, 1996

Section 2-6. Executive Session.

(A) Amended to have Executive Session only when matter too sensitive for public discussion.

Section 3-3. Parliamentarian.

Added language "Robert's Rules of Order"

Section 4-1. Order of business

(A) Amended to change the order of business and also to eliminate all the times except for "Call to Order", "Executive Session", "Reconvene", and "Adjournment".

(B) Deleted "for presentations and appointments which are occasional in nature" and added "to facilitate the business of the Board."

Section 4-2. Consent Agenda

(B) Amended to allow short discussion of consent agenda items by the Board.

(C) Added "the County Administrator's report or"

Section 4-5. Motions

(C) Deleted "maximum of five minutes."

(D) Deleted "a vote" and added "action."

Section 4-9. Robert's Rules of Order

Added "Robert's Rules of Order"

Section 5-3. Order of public hearings

(B) Added "In Zoning cases"

(C) Added language "During the annual ...past the time limit."

(D) Added language "In a Zoning case."

(E) Added language "public comments or"

Section 5-4. Member's Participation

Deleted

January 27, 1998

Section 2-1. When and where regular meetings held

Amended to change meeting time on 3rd Tuesday from 7:30 to 7:00

Added Section 2-1.1. Continued Meetings

Added Section 2-4.2. Seating Arrangement

Section 4-1. Order of business

- D. Amended to designate Sheriff's report to 4th Tuesday only; and added Unfinished business to the order of business.
- C. Amended to allow Chair to extend the 5 minute time limit for Board members' reports.
- D. 2. Deleted "a speaker's card"; and added "up to speak".
12. Deleted the speaker's card requirement.

Section 4-5. Motions

- E. Deleted
- F. Deleted

Section 4-6. Decisions on points of order

Amended to add that the Parliamentarian shall advise the Chair; the Chair shall make a ruling; and a member may appeal the ruling of the Chair to the full Board which shall decide the matter by majority decision.

Section 6-1. Preparation

- D. Deleted "duly seconded and".

Section 6-5. Comments, queries of Board members

- C. Amended to reflect that the Board may ask questions to Administrator or staff present and that the staff member should be at podium or speaker's table.

June 23, 1998

Section 4-1. Order of business

- A. 10. Amended to change the time of Executive Session from 6:00 p.m. to 7:00 p.m.
12. Amended Reconvene from 7:30 to 8:00 p.m.
17. Moved Public Presentations to end of meeting.
- D. 1. Amended to define the purpose of Public Presentations from members of the public.

- 2. Remarks addressed to the Board and not to staff, audience or the media.
- 6. Changed group time from 5 minutes to 3 minutes.
- 8. Added no comment during Public Presentations on matters for which a public hearing was scheduled during the same meeting.
- 9. No comment during Public Presentations on matters that were heard in a previous public hearing where no final vote has been taken.

July 28, 1998

Section 4-5. Motions

- A. Amended to require a member to be recognized by the chair prior to making a motion or speaking to a matter.

Section 4-8. Suspending Rules

Amended requiring a two-thirds vote of the members present, or by unanimous consent.

November 24, 1998

Section 4-1 Order of Business

Amended A.13 Public Presentations to 8:15 p.m.

January 26, 1999

Section 4-1. Order of business

- A. Amended to change
 - 1. Call to Order from 4:30 p.m. to 2:00 p.m., to provide time for a Board Work Session.
- D. Added number 12 to clarify that written comments to the Board will be accepted from the public at any time during the meeting.

January 11, 2000

Section 2-6. Closed Session

Changed the wording Executive Session to Closed Session in accordance with Virginia State law.

Section 4-1. Order of business

- A. Amended to change:
 - 11. Executive Session to read Closed Session
 - 15. Public Hearings deleted the time of 8:15 p.m.
 - 19. Executive Session to read Closed Session

April 25, 2000

Section 2-1. When and where regular meetings held

Added the wording relating to 2:00 p.m. work session

Section 4-1. Order of business

- A. Amended to change:
 - 11. Closed Session to read 6:00 p.m. instead of 7:00 p.m.
 - 13. Reconvene; Certification of Closed Session to read 7:00 p.m. from 8:00 p.m.
 - 14. Public Presentations to read 7:05 p.m. instead of 8:00 p.m.
- E. Added the 7:00 p.m. start time for the 3rd Tuesday work sessions

January 23, 2001

Changed the term “Supervisors” to “Board Member” throughout document.

Section 1-1. Purpose of By-Laws and Rules of Procedures

- A. Amended by adding sentence to reflect opportunity to citizens to witness operations of government.
- B. Added the words Board Member.
- D. Deleted the word “pleasure” and replaced it with the word “will”.

Section 2-4. Annual organization meetings

- A. Amended to change wording that the first meeting in January shall be known as annual meeting.

Section 4-1. Order of business

- A. Added #4 to add afternoon Public Presentations by up to two speakers at 2:00 p.m.
- D. Added #8 to add rules to govern Public Presentations at 2:00 p.m.

Section 4-5. Motions

- D. Changed paragraph to clarify actions by the Board that can be taken without a motion.
- J. Added sentence that a member present at a meeting but temporarily absent during a vote may move for reconsideration.

Section 5-3. Order of public hearings

- B. Added that conceptual plans, renderings, etc., shall be prohibited on applications for rezonings and special use permits, unless application requires development and construction in substantial conformity with plans, renderings, etc.

July 9, 2002

Section 4-1. Order of business

Adopted January 23, 2018

- A. Amended #13, 14, 15 - to change the Public Presentations and the Public Hearings from 7:00 p.m. to 6:30 p.m.
- D. Amended #8 to change public hearing time from 7:00 p.m., to 6:30 p.m.

August 13, 2002

Section 4-5. Motions.

- G. Amended to make a single vote on a substitute motion stand for both (i) adoption of the substitute motion as the main motion; and (ii) passage of such motion by the Board.

January 13, 2004

Section 2-1. When and where regular meetings held

Changed meeting time from 4:30 p.m. to 4:00 p.m. if no work session is scheduled and from 2:00 p.m. to 4:30 p.m. if a work session is scheduled.

Section 4-1. Order of business

- A. Amended No. 1. Call to Order, to change time of meeting without a work session scheduled to 4:00 p.m., and to 4:30 p.m. if a work session is scheduled. Amended #5 Consent Agenda time from 4:30 p.m. to 4:00 p.m.

February 24, 2004 (effective March 1, 2004)

Section 4-1A. Order of Business

Removal of items 6 and 7 (Highway Department and Sheriff's Report)

Change time for item 12 (Closed Session from 6:00 p.m. to 5:45 p.m.

Change time for item 13 (Reconvene); Certification of Closed Session, and item 15 (Public Presentations) from 6:30 p.m. to 6:00 p.m. and change the advertised public hearing to reflect 6:00 p.m.

Removal of item 21 (Closed Session if necessary)

Section 4-1E.

Change start time for 3rd Tuesday work sessions from 7:00 p.m. to 6:00 p.m.

Section 7-2. Attendance

Added this section to convey the Board's expectation that persons appointed to serve on county boards, authorities, etc., attend all regularly scheduled meetings and provides a mechanism for the Board to remove members who fail to attend 75% of the scheduled meetings in any year.

April 13, 2004

Section 4-1. Order of Business

Added No. 6 VDOT Report 4th Tuesday only

Adopted January 23, 2018

May 25, 2004

Section 4(D)(6)&(8). Order of Business

Clarification that any citizen may speak once during public presentation at any single Board meeting.

October 12, 2004

Section 2-1(A) and (B). When and where regular meetings held.

- (A) Changes regular meetings from 2nd and 4th Tuesday of each month to only the 2nd Tuesday of each month.
- (B) Work Session meetings held on the 4th Tuesday of each month.

Section 4-1(A)&(E). Order of Business.

- (A) Regular meetings on the 2nd Tuesday of each month.
- (A)(6) Change VDOT Report from 4th Tuesday to 2nd Tuesday of each month.
- (E) Meetings on 4th Tuesday shall be for the purpose of presentations and work sessions.

Section 6-3. Delivery of Agenda.

Change delivery day from Wednesday to Friday.

December 14, 2004

Section 2-4(B). Annual Organizational meetings

- (B) Deleted the last sentence – The Chair may not succeed himself or herself in office.

November 14, 2006

Section 2-5(B) Quorum and method of voting

- (B) Added language to conform to the new electronic voting system.

January 9, 2007

Section 2-4. Annual organizational meetings

- (B) Added language defining term.
- (C) Election of Vice Chair for same term.

Section 2-5. Quorum and method of voting.

- (B) Deleted language that any member may request a roll call vote.
- (C) Added language that any member may request a roll call vote and the order of voting.
- (F) Added that a motion to approve which fails shall be deemed a denial of the question on the floor.

Section 3-2. Clerk

Added language that the Clerk shall also be timekeeper.

Section 3-3. Parliamentarian

Added the County Attorney's designee.

Section 3-4. Preservation of order

- (B) Added language that members shall not speak until recognized by the Chair and members shall address the Chair or address other members through the Chair.
- (D) Presentations by the public are governed by the following rules:
 - (7) Deleted

Section 5-3. Order of public hearings

- (B) Added applicant and his/her representative – deleted applicant or his/her representative... Added language prohibiting conceptual plans, renderings, and similar graphic exhibits, unless the applicant shall first have provided the Board documents in such form as to assure development and construction in conformity of the plan rendering or similar graphic exhibits.
- (C) Added language that no person at a public hearing shall be permitted to yield time to a speaker.

Section 6-3. Delivery of Agenda

Added Thursday and deleted Friday.

Section 8-6. Amending bylaws

Amendments to bylaws may be amended at any meeting subsequent to the introduction of suggested bylaws amendment.

March 6, 2007

Section 2-5. Quorum and method of voting.

- (B) Added all actions authorized by the Board shall be pursuant to an electronic vote.

Section 4-5. Motions.

- (D) Deleted paragraph

May 22, 2007

Section 7-3. Planning Commission Members Attendance.

Added 7-3.

September 25, 2007

Section 7-1. Appointments to boards, authorities, commissions and committees

Appointment by consent rather than resolution. Appointments to be included in the consent agenda. Requirement of resumes, etc.

January 12, 2010

Section 2.1. When and where regular meetings held

Time changed from 4:00 p.m. to 4:30 p.m.

Section 2.3 Special Meetings

Paragraph B. – the words “the Chairman or” added before any two in the first sentence, and “pursuant to Section 15.2-1418 of the Code of Virginia (1950), as amended, added at the end of first sentence.

Section 2.6. Closed Session

The word Session changed to Meeting in section title, paragraphs A., B., C., D., E., and F.

Section 4.1 Order of Business

A. The order has been changed around, and new B. has been added and paragraphs relettered. Old E. has been taken out. Paragraph E.7. has been taken out and paragraphs have been renumbered. Paragraph A (new number 10), the words (if necessary) have been added. Paragraph B.6., the words (if required) have been added.

Section 5.3 Order of public hearings

The word Zoning has been changed to Land Use in paragraphs D. and E.

January 11, 2011:**Section 5-3. Order of public hearings**

The provision limiting individual speakers to five minutes each during the annual public hearing on highway improvements was deleted from paragraph C.

Section 7-1. Appointments to boards, authorities, commissions, and committees

A sentence was added to require that the term of a board, authority, commission, or committee appointee shall be the same length as the term of the Board member from the election district where the appointee resides, unless a shorter term is specified by the Board.

January 10, 2012**Section 2-4.D.2 Annual organizational meetings**

“and Code of Ethics” was added at the end of this paragraph.

Section 3-1 Chair and Vice Chair

“to Board Committees” was added after “alternates” in the last sentence of this section.

Section 4-1.E.6 Order of business

Adds a time limit of five minutes for any speaker who represents a group.

Section 4-1 Order of business

Adds a new paragraph number 11, changes number of former paragraph 11 to 12.

Adopted January 23, 2018

Section 4-3 Conduct of Meetings

Changes title of section from “Priority in speaking to Board” to “Conduct of Meetings; adds a new sentence to allow the Chair to call a brief recess at any time, and that the Chair may order the expulsion of a disorderly member of the public, subject to appeal to the full Board.

Section 4-5 Motions

Deletes paragraph D, E and F, rennumbers remaining paragraphs. Adds a new paragraph G to clarify that a motion to call the question is not in order until every member of the Board has an opportunity to speak.

Section 5-3 Order of public hearings

In paragraph B, changes “zoning” to “land use” in the first line. Reference to Section 5-4 (deleted February 13, 1996) removed; remaining sections renumbered.

Section 7-1 Appointments to boards, authorities, commissions and committees

Deletes “to serve specified terms as may be deemed to be appropriate by the Board” in the first sentence. Adds language to indicate Board appointees’ terms shall run concurrently with the term of the Board member making the motion to appoint. Adds a new sentence to indicate that appointees can be removed with or without cause at the pleasure of the Board.

Section 7-4 Bylaws and Rules of Procedure of Boards, Authority, Commissions and Committees.

Adds a new section 7-4 to indicate that bylaws and rules of procedure of any board, authority, commission or committee not established by state law are to be submitted to the Board of Supervisors prior to becoming effective.

Section 8-3 Expenses of members of the Board

Minor grammatical changes were made to this section.

Section 8-5 Minutes of the board meetings.

Adds a provision that the minutes of the board meeting shall include a summary of the Board’s proceedings at each meeting.

January 8, 2013**Section 2-1 When and Where Regular Meetings Held:**

Adds a reference to work session meetings, since the rule applies to all Board meetings.

Section 2-1.1 Continued Meetings:

Adds a reference to work session meetings, since the rule applies to all Board meetings.

Section 2-3 Special Meetings:

Adopted January 23, 2018

Adds a requirement that written notice to the public, reasonable under the circumstances, of the special meeting be given before the proposed date of the special meeting. This change insures a minimum notice period for a special meeting, as suggested by the Code of Virginia.

Section 2-5 Quorum and Method of Voting:

Specifies that the Clerk or his designee shall announce the result of the vote. This change is to conform to current practice.

Section 4.1.E Order of Business:

Merely corrects a grammatical error.

Section 4-2 Consent Agenda:

Specifies that a “pulled item” may be considered immediately following approval of the consent agenda, to conform to current practice.

Section 6-1 Agenda Preparation:

Changes the time for Board members to request agenda items from seven (7) to nine (9) days since the agenda is now delivered seven days prior to the meeting.

Section 6-2.A.1 Tabled Land Use Cases:

Makes the same timing change from seven (7) to nine (9) days.

Section 6-3 Delivery of the Agenda:

Provides that the agenda shall be delivered seven (7) days before the meeting to conform to current practice.

Section 6-5 Comments, Queries of Board Members:

Merely corrects grammatical errors.

January 14, 2014

Section 2-5 Quorum and method of voting

Amended to reflect that any Board member may request a roll call vote at any time. Remaining language in paragraph deleted.

Section 3-1 Chair and Vice Chair

Clarifies that Board committee appointees shall serve a one year term.

Section 6 – Appeal Procedures added

Former Section 6 – Agenda Renumbered to Section 7, sub-sections renumbered accordingly

(New) Section 7-2 Tabled Land Use Cases (formerly Section 6-2)

Subparagraph (A)(1)(b), (A)(2)(b), and (B)(1)(b) changed to reflect that the publication of the case will occur on the County’s website instead of the newspaper.

Former Section 7 – Boards, Authorities, Commissions and Committees Renumbered to Section 8, sub-sections renumbered accordingly

(New) Section 8-1 Appointments to boards, authorities, commissions, and committees (formerly Section 7-1)

Added “subject to any state law provisions to the contrary” prior to the sentence beginning with “appointees”.

(New) Section 8-2 Attendance (formerly Section 7-2)

Added “may” prior to “be deemed to have forfeited his or her membership on the committee.”

Former Section 8 – General Operating Policy Renumbered to Section 9, sub-sections renumbered accordingly

April 14, 2015

Section 4-1(A) Order of Business

Changed consent agenda start time to 3:01 p.m.

Added public presentations start time 3:02 p.m.

Paragraphs renumbered accordingly

Section 4-1(B) Order of Business

Changed consent agenda start time to 6:01 p.m.

Added public presentations start time 6:02 p.m.

Paragraphs renumbered accordingly

January 12, 2016

Section 4-1 (A) Order of Business

Changed Call to Order start time to 4:30 p.m.

Changed consent agenda start time to 4:31 p.m.

Added public presentations start time 4:32 p.m.

Changed Public Presentations start time 6:30 p.m.

Paragraphs renumbered accordingly

February 9, 2016

Section 2-1. (A) When and where regular meetings held

Time changed from 3:30 p.m. to 4:30 p.m.

Section 4-1 (B) Order of Business

Added Board Reports

Paragraphs renumbered accordingly

January 10, 2017

Section 4-2 Consent Agenda:

Struck the following language: “under the County Administrator/County Attorney Report or New Business.” Items pulled from the Consent Agenda shall be considered immediately after adopting the Consent Agenda.

Section 7-1 Preparation:

Change in Section 7-1(C) adds a “Possible Agenda Additions” portion to the agenda for items that missed deadline set out in Section 7-1(B). Request must be received by Clerk no later than 4:00 p.m. two (2) business days prior to the meeting for which it is being requested to be considered. This Section placed at end of Agenda and labeled “Possible Agenda Items”.

Change in Section 7-1(D) requires that items in the “Possible Agenda Additions” must be ratified for inclusion by majority vote of the Board.

Change in Section 7-1(E) adds that at the beginning of the meeting, the Board shall vote to set the agenda, “Possible Agenda Additions” shall be considered for the agenda and may be added as prescribed in 7-1(D). Items not accepted shall automatically be placed on the next meeting’s agenda unless withdrawn by the requesting Supervisor.

January 9, 2018

Section 3-1. Chair and Vice Chair.

Added paragraph designations.

Added the following language: “committees created by the motion or resolution of the Board,” “except as set forth otherwise in the approved bylaws of a Board Committee or as controlled by ordinance,” and “that ends upon the expiration of the Chair’s term at the commencement of the organizational meeting the following year. A member’s status as an appointee to a Board Committee terminates contemporaneously with his or her termination of status as a Board member, whether by resignation, end of elected term, or otherwise.”

Section 4-1(A). Order of business.

Revised order of business to schedule the first Public Presentations before the Consent Agenda and to move Board Reports to immediately following the Consent Agenda. Renumbered items accordingly.

Section 4-1(B). Order of business.

Revised order of business to schedule Public Presentations before the Consent Agenda and to move Board Reports to immediately following the Consent Agenda. Renumbered items accordingly.

Section 4-1(E)(5). Order of business.

Added the following language: “Unless the speaker requires an accommodation, each individual speaker shall address the Board from the podium using only the podium microphone. Only one person is permitted to stand at the podium at a time.”

Section 4-1(E)(6). Order of business.

Added the following language: “The speaker’s time shall not be extended. At the end of each speaker’s time, the microphone shall be turned off. No person at a public presentation shall be permitted to yield time to a speaker.”

Section 4-2(A). Consent Agenda.

Punctuation correction.

Section 4-2(C). Consent Agenda.

Added the following language: “or items.”

Language amended to clarify that removed items are considered immediately following the vote to approve the Consent Agenda.

Section 4-5 (in whole). Motions.

Amended Paragraph designations to account for new paragraphs being added to section.

Section 4-5(D). Motions.

Added new paragraph D regarding perfecting amendments.

Section 4-5(E). Motions.

Added new paragraph E regarding substitute motions.

Section 4-5(F). Motions.

Amended and added language regarding perfecting amendments to any main motion including that perfecting amendments take precedence over substitute motions and may be discussed prior to being voted on and that only one perfecting amendment may be made at a time, but subsequent perfecting amendments may be made after the resolution of each preceding perfecting amendment.

Section 4-5(K). Motions.

Changed “conditional use permit” to “special use permit”.

Section 4-8. Suspending rules.

Moved the word “temporarily” in sentence to reflect proper word placement.

Section 5-2. Hearing presentations.

Replaced “and/or” with “or”. Added an “a” before representative.

Section 5-3(B). Order of public hearings.

Adopted January 23, 2018

Added that in land use cases, the applicant and his or her representatives shall be the first speakers after the staff presentation.

Section 5-3(C). Order of public hearings.

Removed the word “then.”

Added the following language: “The speaker’s time shall not be extended. At the end of each speaker’s time, the microphone shall be turned off.”

Struck the following language: “The Board, by unanimous consent, may allow any speaker to proceed past the time limit.”

Sections 5-3(D) and (E). Order of public hearings.

Removed capitalization of the word “land use” in each section.

Section 5-4. Close of hearing.

Added “or” before committee. Corrected comma placement.

Section 7-3. Delivery of Agenda.

Amended to state that each member of the Board and the County Attorney shall receive a Board notebook seven days prior to each regularly scheduled Board meeting. Added that all documents related to an Agenda item should be prepared and submitted to the Clerk in time to be included in the Board notebook.

Section 8-1. Appointments to boards, authorities, commissions, and committees.

Added that the members of boards, authorities, commissions and committees that are not created by the motion, resolution, or ordinance of the Board shall be appointed by consent of the Board. Capitalized “Consent Agenda”.

Added that resumes, curricula vitae or other materials of appointees do not need to be included on the Agenda if the prospective appointee previously has served as Board appointee.

Section 8-2. Attendance.

Incorporated Section 8-3 (Planning Commission Members Attendance) into Section 8-2 (Attendance).

Amended language for grammatical purposes.

Added designation of paragraphs (“A” and “B”).

Section 8-3. Planning Commission Members Attendance.

Original paragraph in Section 8-3 titled “Planning Commission Members Attendance” was moved to Section 8-2 as paragraph 8-2(B).

New Section 8-3/Old Section 8-4. Bylaws and Rules of Procedure of Boards, Authority, Commissions and Committees.

This Section was renumbered from 8-4 to 8-3.

Section 8-3(A). Bylaws and Rules of Procedure of Boards, Authority, Commissions and Committees.

Amended to state that any board, authority, commission or committee that is established by the Board of Supervisors shall be governed by bylaws submitted to and approved by the Board of Supervisors.

Section 8-3(B). Bylaws and Rules of Procedure of Boards, Authority, Commissions and Committees.

Added to incorporate into the Board of Supervisors' bylaws, the bylaws for the following boards, authorities, committees, and commissions: Capital Construction Committee, Citizen Budget Review Committee, Extension Leadership Council, Finance Committee, IT Steering Committee, Minority Affairs Committee, Parks and Recreation Commission, Public Safety Committee, and the Transportation Committee.

Appendix:

Added an Appendix which includes the bylaws for the following boards, committees, authorities and commissions: Capital Construction Committee, Citizen Budget Review Committee, Extension Leadership Council, Finance Committee, IT Steering Committee, Minority Affairs Committee, Parks and Recreation Commission, Public Safety Committee, and the Transportation Committee.

January 23, 2018

Section 4-1(E)(5) Order of business.

Added the following language: Any material or information to be displayed on the County computer during the Public Presentations portion of a Board meeting in the Richard E. Holbert Building Board Room must be provided to the County's Department of Information Services for review as an electronic file not later than 9:00 A.M. on the day of the meeting. A designated employee of the Department of Information Services shall review the electronic file provided to verify that it can be uploaded and displayed without causing harm to the County computer and shall upload the file to the computer and monitor its use. Due to technical constraints, the County computer is not available for use at Board meetings held in any location other than the Board room of the Richard E. Holbert building.

Section 5-3(C) Order of public hearings.

Added the following language: Any material or information to be displayed on the County computer by a member of the public during the Public Hearing portion of a Board meeting in the Richard E. Holbert Building Board Room must be provided to the County's Department of Information Services for review as an electronic file not later than 9:00 A.M. on the day of the meeting. A designated employee of the Department of Information Services shall review the electronic file provided to verify that it can be uploaded and displayed without causing harm to the County computer and shall upload the file to the computer and monitor its use. Due to technical constraints, the County computer is not available for use at Board meetings held in any location other than the Board room of the Richard E. Holbert building.