

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. |
| 2. | Pledge of Allegiance - Invocation | |
| 3. | Approval of Agenda Including Possible Agenda Additions | 4:31 p.m. |
| 4. | Award Presentations and Special Recognitions | 4:32 p.m. |
| 5. | Presentation of Consent Agenda | 4:33 p.m. |
| 6. | Public Comment on Consent Agenda | |
| 7. | Vote on Consent Agenda | |
| 8. | Public Presentations | |
| 5 9. | Board Reports | |
| 6 10. | Board Work Session (if necessary) | |
| 7 11. | VDOT Report | |
| 8 12. | Presentations/Reports by Staff | |
| 9 13. | County Administrator/County Attorney Reports | |
| 10 14. | Recess | 5:00 p.m. |
| 11 15. | Closed Meeting (if necessary) | 5:15 p.m. |
| 12 16. | Reconvene; Certification of Closed Meeting | 6:15 p.m. |
| 13 17. | Public Presentations | 6:30 p.m. |
| 14 18. | Public Hearings (if necessary) | 6:30 p.m. |
| 15 19. | New Business | |
| 16 20. | Unfinished Business | |
| 17 21. | Public Presentations Continued (if necessary) | |
| 18 22. | 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. | Pledge of Allegiance - Invocation | |
| 3. | Approval of Agenda Including Possible Agenda Additions | 6:01 p.m. |
| 4. | Award Presentations and Special Recognitions | 6:02 p.m. |
| 5. | Presentation of Consent Agenda | 6:03 p.m. |
| 6. | Public Comment on Consent Agenda | |
| 7. | Vote on Consent Agenda | |
| 2 8. | Public Presentations | 6:01-04 p.m. |
| 3 9. | Consent Agenda | 6:02-05 p.m. |
| 4 10. | Board Reports | |

5 11.	Public Hearings (if necessary)	6:10 p.m.
6 12.	Presentations/Reports by Others	
7 13.	Work Session	
8 14.	Closed Meeting (if necessary)	
9 15.	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 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 or on an item on the Consent Agenda at that 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 presented by the County Administrator.

B. After the Consent Agenda has been presented by the County Administrator, the Chair shall open public comment on any item or items on the Consent Agenda prior to any item being removed from the Consent Agenda by a Board member pursuant to Section 4-2 (E). Public comment on any item or items on the Consent Agenda shall be governed by the same requirements set out in Section 5-3 (C) herein.

AC. The vote on the Consent Agenda ~~consent-agenda~~ shall be introduced by a motion "to approve," and shall be considered by the Board as a single item.

BD. There may be a short discussion of Consent Agenda ~~consent-agenda~~ items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a Consent Agenda ~~consent-agenda~~ item.

CE. ~~Upon~~After public comment, if any, and 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.