

**ALBEMARLE COUNTY PLANNING COMMISSION
RULES OF PROCEDURE**

1. Officers

- A. Chair. At its annual meeting, the Commission shall elect a Chair who, if present, shall preside at the meeting and at all other meetings during the year for which elected.
- B. Vice-Chair. At its annual meeting, the Commission shall elect a Vice-Chair, who, if present, shall preside at meetings in the absence of the Chair and shall discharge the duties of the Chair during the Chair's absence or disability.
- C. Secretary. The Director of Planning shall serve the Commission as its Secretary. The duties of the Secretary shall include keeping and maintaining custody of the records of the Commission and such other duties as these rules may provide and the Commission may, from time to time, assign.
- D. Recording Secretary. The Director of Planning, or the Director's designee, shall serve the Commission as its Recording Secretary. The duties of the Recording Secretary shall include keeping the minutes of the Commission's meetings, acting as the timekeeper, and such other duties as these rules may provide and the Commission may, from time to time, assign.
- E. Other Offices. At any of its meetings, the Commission may create and fill any other offices as it deems necessary.
- F. Term of Office. The Chair and Vice-Chair shall be elected for one-year terms; but either or both may be re-elected for one or more additional terms.
- G. Absence of Chair and Vice-Chair. If the Chair and Vice-Chair are absent from any meeting, a present member shall be chosen to act as Chair.

2. Meetings

- A. Annual Meeting. The first meeting in January of each year shall be known as the annual meeting. At the annual meeting, the Commission shall establish the day, time, and place for regular meetings of the Commission for that year, and shall elect the Chair and vice-Chair.
- B. Regular Meetings. The Commission shall meet in regular session at the time and place and on the day or days established for regular meetings. The Commission may subsequently establish a different day, time, or place to conduct its regular meetings by passing a resolution to that effect.

If the Chair, or the Vice-Chair if the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Commission members to attend a regular meeting, the meeting shall be continued to the next regular meeting date. Additionally, if the Chair, or the Vice-Chair if the Chair is unable

to act, determines, in consultation with the Director of Planning, that all scheduled public hearing items have been withdrawn or deferred at the request of the applicant, the Chair may cancel the scheduled meeting. This finding shall be communicated to the members of the Commission and to the press as promptly as possible.

Without further public notice, a regular meeting may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business of the Commission is complete.

- C. Special Meetings. The Commission may hold special meetings as it deems necessary at such times and places as it deems convenient. A special meeting may be adjourned from time to time as the Commission finds necessary and convenient.

A special meeting shall be held when called by the Chair or requested by two or more members of the Commission upon written request made to the Secretary and shall specify the matters to be considered at the meeting. Upon receipt of the call or request, the Secretary, after consultation with the Chair, shall immediately notify each member of the Commission and the County Attorney. The notice shall be in writing and shall be mailed or delivered to the person or to their place of residence or business at least fourteen days prior to the special meeting. The notice shall state the time and place of the special meeting and shall specify the matters to be considered. The Commission shall not consider any matter not specified in the notice at the meeting unless all members are present. The notice may be waived if the time of the special meeting was fixed at a regular meeting, if all members are present at the special meeting, or if all members sign a waiver for the notice.

The Secretary shall notify the general news media of the time and place of such special meeting and the matters to be considered.

3. Order of Business

- A. Agenda Established by Secretary. The agenda for each regular meeting shall be established by the Secretary in consultation with the Chair.
- B. Organization of the Agenda. The agenda of each regular meeting shall be organized in substantially the following order, subject to change at the request of the Chair and with the consensus of the other members of the Commission:
- (1) Call to order and establish quorum.
 - (2) Other Matters Not Listed on the Agenda from the Public.
 - (3) Consent Agenda (includes approval of minutes from previous meetings when applicable). (If there are no Consent Agenda items, then this portion of the Agenda shall be waived by the Chair.)
 - (4) Items Requesting Deferral (when applicable).

- (5) Deferred Items (from previous meetings when applicable).
- (6) Action Items.
- (7) Public Hearing Items.
- (8) Work Sessions (when applicable).
- (9) Presentations (when applicable)
- (10) Committee Reports (when available)
- (11) Review of Board of Supervisors Meeting (when applicable)
- (12) Old Business.
- (13) New Business.
- (14) Adjournment.

- C. Matters not on the Agenda. Each regular meeting agenda shall include a period for matters not on the agenda. This period shall be limited to twenty (20) minutes. Each person speaking shall be allowed to speak for not more than three minutes; provided that, due to the number of speakers, the Chair, with the consensus of the Commission, may reduce the time each speaker is allowed to speak.
- D. Time Limits for Applicants and Other Speakers. Each applicant shall be allowed to make a presentation not to exceed ten minutes, and a closing remark at the close of the hearing on the matter not to exceed five minutes. The Commission may permit the applicant to exceed the preceding time limits if the Commission determines that the proposed project's complexity requires additional time for the applicant to make an adequate presentation. Each other person speaking on a matter shall be allowed one appearance not to exceed three minutes. A speaker may not reserve any time for rebuttal or transfer any time to another speaker. The time limits set forth herein shall not include any time during which the applicant or other speaker is responding to questions asked by the Commission. The Chair may allow the applicant or any speaker to minimally exceed the applicable time limit to complete the specific topic being addressed.
- E. Deferrals. The Commission may defer any matter at the request of a member of the Commission, the County staff, or the applicant; provided that the Commission shall not defer any matter beyond the date that Commission action is required by law unless the request for deferral is made by the applicant. The request may be either oral or in writing, and may be made at any time prior to the vote on the matter. The person making the request shall state the reasons therefor. A motion to defer shall either specify the date to which the matter is deferred or defer the matter indefinitely.
- (1) Deferral to a specific date. If the motion to defer pertains to a matter for which a noticed public hearing is required and the motion is to defer the matter to a specific date, the Chair shall either close the public hearing or, if the public hearing was not opened, open and then close the public hearing, before the Commission votes on the motion. When the matter returns to the Commission on the date specified, the Commission may open a new public hearing and receive comments from the applicant or

any other speaker, act on the matter, consider another motion to defer, or any appropriate combination thereof.

- (2) *Indefinite deferral.* A motion to indefinitely defer a matter should be considered when neither the Commission nor the applicant are certain of the date and time when the matter may return to the Commission for consideration. If the motion to defer pertains to a matter for which a noticed public hearing is required and the motion is to defer the matter indefinitely, the Commission shall close the public hearing, or, if the public hearing was not opened, it may in its discretion allow the applicant or any other speaker to speak on the matter. An indefinite deferral does not extend the time for which action is required on a matter before the application is deemed withdrawn under Chapters 14, Subdivision of Land, and 18, Zoning, of the Albemarle County Code.

4. Quorum

A majority of the voting members of the Commission shall constitute a quorum for any meeting of the Commission. If, during a meeting, less than a majority of the members of the Commission remains present, no action can be taken except to adjourn the meeting or to adjourn the meeting to a fixed time and place. If, prior to adjournment, a quorum is again established, the meeting shall continue. A meeting shall not be adjourned to a date and time beyond that fixed for the next regular meeting.

5. Voting Procedures

- A. *Motions.* Each action by the Commission shall be initiated by a motion that is seconded; provided that a second shall not be required if debate immediately follows the motion. Any motion that is neither seconded nor immediately followed by debate shall not be further considered.
- B. *Approval of Motion by Majority.* Except for a decision on a motion of the previous question, each decision of the Commission shall be made by approval of a majority of the members present and voting on a motion.
- C. *Time for Vote.* Any matter before the Commission requiring a public hearing shall not be decided by the Commission until after the public hearing has been held.
- D. *Manner of Vote.* The vote on a motion pertaining to a matter for which the Commission is making a recommendation to the Board of Supervisors shall be by roll call vote; provided that if it appears to the Chair that the Commission will be unanimous in its recommendation, the Commission may make its recommendation by a voice vote. The vote on a motion pertaining to any other matter may be either by roll call vote or voice vote, in the discretion of the Chair; provided that a roll call vote on such a motion shall be required if requested by a member of the Commission. For each roll call vote, the Recording Secretary shall record the name of each member voting and how the member voted on the

motion. For each voice vote, the Recording Secretary shall record the result of the vote.

- E. *Tie Vote*. A tie vote shall not be deemed to be a recommendation of denial, nor shall a tie vote be deemed to be either a recommendation of approval. A tie vote shall defeat any motion to approve a preliminary subdivision plat, a variation or exception to a site plan, a final subdivision plat, compliance with the Comprehensive Plan pursuant to Virginia Code §15.2-2232, or a private street.
- F. *Effect of Defeat of Motion to Deny or Recommend Denial*. The defeat of a motion to deny or to recommend denial of a matter shall not be deemed to be approval of the matter. In such a case, the Chair shall call for another motion.
- G. *Abstention*. If any member abstains from voting on any motion, the member shall state the member's abstention. The abstention shall be announced by the Chair and recorded by the Recording Secretary.
- H. *Motion to Amend*. A motion to amend a motion before the Commission shall be discussed and voted by the Commission before any vote is taken on the original motion unless the motion to amend is accepted by the unanimous consent of the voting members of the Commission. . If the motion to amend is approved, the amended motion is then before the Commission for its consideration. If the motion to amend is not approved, the original motion is again before the Commission for its consideration.
- I. *Previous Question*. The discussion of any motion may be terminated by any member moving the "previous question." Upon a proper second, the Chair shall call for a vote on the motion of the previous question. If approved by a two-thirds majority of those voting, the Chair shall immediately call for a vote on the original motion under consideration. A motion of the previous question shall not be subject to debate and shall take precedence over any other matter.
- J. *Motion to Reconsider*. Any decision made by the Commission may be reconsidered if a motion to reconsider is made at the same meeting or an adjourned meeting held on the same day at which the matter was decided. The motion to reconsider may be made by any voting member of the Commission. Upon a proper second, the motion may be discussed and voted. The effect of the motion to reconsider, if approved, shall be to place the matter for discussion in the exact position it occupied before it was voted upon.
- K. *Cancellation of Motions*. In any case where a motion has been made under Rules 5(A), 5(H), 5(I), or 5(J), or any combination thereof, and there is uncertainty as to the status or effect of any pending motions or how the Commission is to proceed at that point, the Commission may, by a majority vote, suspend Rules 5(A), (H), (I), or (J), or any combination thereof, for the sole purpose of canceling any pending motions and to permit a new motion to be made.

6. Remote Participation Policy

A. Applicability of Policy.

- (1) Purposes. Pursuant to *Virginia Code* § 2.2-3708.3, the following policy:
 - a. describes the circumstances under which remote participation will be allowed and the process the Commission will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
 - b. fixes the number of times remote participation for personal matters can be used per calendar year, not to exceed the limitations set forth in *Virginia Code* § 2.2-3708.3(B)(4).
- (2) Application. This policy will be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the Commissioner(s) requesting remote participation or the matters that will be considered or voted on at the meeting.

B. Non-Emergency Individual Participation. Except as provided elsewhere in this policy, individual Commissioners may use remote participation instead of attending a public meeting in person only pursuant to and in compliance with the following rules:

- (1) Grounds for Remote Participation; Advance Notice of the Chair. Individual Commissioners may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the Commissioner notifies the Chair that:
 - a. Personal Medical Condition. The Commissioner has a temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance;
 - b. Family Member's Medical Condition. A medical condition of a member of the Commissioner's family requires the Commissioner to provide care that prevents the Commissioner's physical attendance;
 - c. Distant Meeting Location. The Commissioner's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - d. Identified Personal Matter; Limitation on Use. The Commissioner is unable to attend the meeting due to a personal matter (such as a family event or business commitment) and identifies with specificity the nature of the personal matter. However, the Commissioner may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per

calendar year rounded up to the next whole number, whichever is greater.

- (2) Minutes. If participation by a Commissioner through electronic communication means is approved pursuant to this Rule, the Commission shall record in its minutes the remote location from which the Commissioner participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.
 - a. Medical Condition. If participation is approved pursuant to Rules 6(B)(1)(a) or 6(B)(1)(b), the Commission shall also include in its minutes the fact that the Commissioner participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the Commissioner's physical attendance or (ii) family member's medical condition that required the Commissioner to provide care for such family member, thereby preventing the Commissioner's physical attendance.
 - b. Distant Meeting Location. If participation is approved pursuant to Rule 6(B)(1)(c), the Commission shall also include in its minutes the fact that the Commissioner participated through electronic communication means due to the distance between the Commissioner's principal residence and the meeting location.
 - c. Identified Personal Matter. If participation is approved pursuant to Rule 6(B)(1)(d), the Commission shall also include in its minutes the specific nature of the personal matter cited by the Commissioner.
 - d. Disapproval. If a Commissioner's participation from a remote location pursuant to Rule 6(B) is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
 - (3) When Chair Requests to Participate Electronically. In the event the Chair seeks to participate through electronic communication means from a remote location, the Chair must notify the Vice-Chair or other presiding officer and should notify the Secretary on or before the day of the meeting.
 - (4) Audibility of Absent Commissioner. The Recording Secretary will arrange for the voice of the absent Commissioner to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent Commissioner cannot reasonably be heard, the meeting may continue without the participation of the absent Commissioner.
- C. During a Declared Emergency or When a Continuity of Government Ordinance is in Effect. The Commission may meet by electronic communication means without a

quorum of the Commission physically assembled at one location when a state of emergency is declared pursuant to *Virginia Code* § 44-146.17 or a local emergency is declared pursuant to *Virginia Code* § 44-246.21, subject to the provisions and requirements of *Virginia Code* § 2.2-3708.2. The Commission also may meet by electronic communication means when an ordinance adopted pursuant to *Virginia Code* § 15.2-1413 to ensure the continuity of County government is in effect.

7. Communications with the Board of Supervisors

The Commission may adopt resolutions to request the Board of Supervisors to adopt resolutions of intent to initiate comprehensive plan amendments, zoning map amendments, or zoning text amendments. Upon adoption of such a resolution, the Secretary shall provide a copy of the resolution to the Clerk for the Albemarle County Board of Supervisors and to the Chair of the Albemarle County Board of Supervisors within seven days of the Commission's action. Nothing in this Rule prohibits the Commission from adopting a resolution of intent or initiating a comprehensive plan amendment, zoning map amendment, or zoning text amendment, as provided by law.

8. Amendment of Rules of Procedure

These Rules of Procedure may be amended by a majority vote of the voting members of the Commission at the next regular meeting following a regular meeting at which notice of the motion to amend is given.

9. Rules of Procedure not Covered by These Rules of Procedure

Any rules of procedure not covered by these Rules of Procedure shall be governed by the current Robert's Rules of Order.

10. Nature and Effect of These Rules

The purpose of these Rules of Procedure is to facilitate the orderly conduct of public meetings and decision-making. The parliamentary Rules of Procedure (those rules other than Rules 2(B), 2(C), 4 and 5(B)) are procedural, not jurisdictional, in nature, and Rules 2(B), 2(C), 4 and 5(B) are jurisdictional only to the extent that Virginia law makes them jurisdictional. The failure to comply with the parliamentary Rules of Procedure shall not invalidate any decision of the Commission.

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Adopted 01/12/99; Amended and/or Readopted 01/11/00 (§3(C)), 01/09/01(§2(B)), 01/15/02, 01/14/03, 01/13/04 (§§1(C), 1(D)), 01/05/05, 01/11/06, 01/09/07, 01/15/08, 01/06/09, 01/12/10, 01/11/11 (§§ 1(D), 2(C), 3(C), 3(D), 4, 5(A) (added), 5(B), 5(E), 9 (added)), 02/14/12, 01/08/13 (§ 3(C)), 01/14/14, 01/27/15 (§§ 1(A), (B), (F), (G), 2(A), (B), (C), 3(A), (B), (C), (D), (E), 5(A), (C), (D), (F), (G), (H), (I), (K) (added), former 7 (deleted)), 1/17/17 (§§ 1(B), (D), 2(B), (C),

3(C), (D), 4, 5(E), (G), (H), (K), 6), 1/16/18 (§3(B)), 8/14/18 (§ 7), 1/15/19, 1/14/20 (§ 3(B)),
1/12/21, 1/11/22, 5/24/22 (§ 6 added), 10/25/22 (§ 6), 1/10/23.