

<p style="text-align: center;"><b>ACTIONS</b>  <b>Board of Supervisors Meeting of January 4, 2023</b></p>		
		January 5, 2023
<b>AGENDA ITEM/ACTION</b>	<b>ASSIGNMENT</b>	<b>VIDEO</b>
<p>1. Call to Order.</p> <ul style="list-style-type: none"> <li>Meeting was called to order at 1:01 p.m., by the County Executive, Mr. Richardson. All BOS members were present. Also present were Steve Rosenburg, Claudette Borgersen and Travis Morris.</li> </ul>		<a href="#">Link to Video</a>
<p>4. Election of Chair.</p> <ul style="list-style-type: none"> <li>Supervisor Ned Gallaway nominated Supervisor Donna Price as Chair, seconded by Supervisor Bea LaPisto-Kirtley.</li> <li>By a vote of 6:0, <b>SELECTED</b> Supervisor Donna Price as Chair for calendar year 2023.</li> </ul>		
<p>5. Election of Vice-Chair.</p> <ul style="list-style-type: none"> <li>Supervisor Bea LaPisto-Kirtley nominated Supervisor Jim Andrews as Vice Chair, seconded by Supervisor Diantha McKeel.</li> <li>By a vote of 6:0, <b>SELECTED</b> Jim Andrews as Vice Chair for calendar year 2023.</li> </ul> <p><u>Ann Mallek:</u></p> <ul style="list-style-type: none"> <li>Thanked Supervisor Price and LaPisto Kirtley for their leadership.</li> </ul> <p><u>Ned Gallaway:</u></p> <ul style="list-style-type: none"> <li>Echoed the sentiments of Supervisor Mallek and commented that there have been some changes organizationally in how the office operates.</li> </ul> <p><u>Diantha McKeel:</u></p> <ul style="list-style-type: none"> <li>Echoed the sentiments of Supervisors Mallek and Gallaway and commented that she looks forward to a productive 2023.</li> </ul> <p><u>Bea LaPisto-Kirtley:</u></p> <ul style="list-style-type: none"> <li>Commented that she enjoyed the opportunity to work with Supervisor Price and it was a good opportunity to learn a lot. She remarked that the procedural changes that were made during the past year have gone well. She shared that she was proud of County leadership and executive staff and the responsiveness of staff to constituents.</li> </ul> <p><u>Jim Andrews:</u></p> <ul style="list-style-type: none"> <li>Honored by trust placed in him by Supervisors and grateful for the work over the past year to teach him.</li> </ul> <p><u>Donna Price:</u></p> <ul style="list-style-type: none"> <li>Thanked the Board for their confidence to allow her to serve as Chair for another year. Thanked Supervisor LaPisto-Kirtley for her exceptional service during the past year as Vice Chair and thanked her for her selflessness in passing the position over to Supervisor Andrews to allow for greater leadership experience. She thanked Supervisor Andrews for his willingness to serve as Vice-Chair. She remarked that the Board has a collective commitment to serve the community even if they disagree on individual items that come before the Board.</li> </ul>		
<p>6. Appointment of Clerk and Senior Deputy Clerk.</p> <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>REAPPOINTED</b> Claudette Borgersen as Clerk for calendar year 2023.</li> </ul>		

<ul style="list-style-type: none"> <li>By a vote of 6:0, <b>REAPPOINTED</b> Travis Morris as Sr. Deputy Clerk for calendar year 2023.</li> </ul>		
7. Board 2023 Calendar - Set the Days, Time, and Place for Regular Meetings for Calendar Year 2023 and January 2024. <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ADOPTED</b> resolution</li> </ul>	<u>Clerk:</u> Forward copy of signed resolution to County Attorney's office; post notice; and advertise in the Daily Progress. (Attachment 1)	
8. Board Rules, Policies and Operating Guidelines: a. Adoption of 2023 Board Rules of Procedures. <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ADOPTED</b> 2023 Board Rules of Procedures.</li> </ul> b. Adoption of Board Policies 2023. <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ADOPTED</b> 2023 Board Policies.</li> </ul> c. Adoption of Board of Supervisors Operating Guidelines. <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ADOPTED</b> Operating Guidelines.</li> </ul>	(Attachment 2)  (Attachment 3)  (Attachment 4)	
9. Adoption of Final Agenda. <ul style="list-style-type: none"> <li>By a vote of 6:0, <b>ADOPTED</b> final agenda.</li> </ul>		
10. Brief Announcements by Board Members. <u>Ann Mallek:</u> <ul style="list-style-type: none"> <li>Wished everyone a Happy New Year.</li> <li>Reflected on the fact that Albemarle County was founded 279 years ago, and that Albemarle County has a lot to be proud of and that she was inspired by the community, staff, and fellow elected officials.</li> <li>Lamented that Jack Bertram, a fighter pilot in WWII, including missions on D-Day, passed away the previous Sunday at 102 years old.</li> </ul> <u>Ned Gallaway:</u> <ul style="list-style-type: none"> <li>Wished everyone a Happy New Year.</li> <li>Commented that if community members would like to understand what the Supervisors priorities are, they should pay attention to what they are focused on during budget season.</li> </ul> <u>Bea LaPisto-Kirtley:</u> <ul style="list-style-type: none"> <li>Encouraged community members to sign up for the Albemarle County Newsletter.</li> </ul> <u>Jim Andrews:</u> <ul style="list-style-type: none"> <li>Reflected on his past year on the Board that began with the January 3, 2022, snowstorm.</li> </ul> <u>Donna Price:</u> <ul style="list-style-type: none"> <li>Complimented Dominion Energy on their recent work on cutting trees and restoring power.</li> <li>Commented that the work that the Board has done over the past year to structure the meeting schedule allowed staff to rest and recover from the pandemic over the holidays.</li> </ul>		
11. From the Public: Matters Not Listed for Public Hearing on the Agenda or on Matters Previously Considered by the Board or Matters that are Pending Before the Board. <ul style="list-style-type: none"> <li>There were none.</li> </ul>		
12. From the County Executive: Report on Matters Not Listed on the Agenda. <ul style="list-style-type: none"> <li>There were none.</li> </ul>		
13. Closed Meeting. <ul style="list-style-type: none"> <li>At 1:33 p.m., the Board went into Closed Meeting pursuant to section 2.2-3711(A) of the Code of Virginia, under subsection (1): <ul style="list-style-type: none"> <li>to discuss and consider appointments of Supervisors as members or liaisons to</li> </ul> </li> </ul>		

<p>various County authorities, boards, and other public bodies, including, without limitation:</p> <ul style="list-style-type: none"> <li>○ Acquisition of Conservation Easements Committee;</li> <li>○ Audit Committee;</li> <li>○ Solid Waste Alternatives Advisory Committee;</li> <li>○ High Growth Coalition;</li> <li>○ Metropolitan Planning Organization Policy Board;</li> <li>○ Thomas Jefferson Planning District Commission;</li> <li>○ Capital Improvement Plan Advisory Committee;</li> <li>○ Regional Transit Partnership;</li> <li>○ Piedmont Workforce Development Board Council;</li> <li>○ Regional Housing Partnership;</li> <li>○ Agricultural and Forestal District Advisory Committee;</li> <li>○ Blue Ridge Committee for Shenandoah National Park Relations;</li> <li>○ Historic Preservation Committee;</li> <li>○ Economic Development Authority;</li> <li>○ Police Department Citizens Advisory Committee; and</li> <li>○ Hazardous Materials Local Emergency Planning Committee;</li> </ul> <ul style="list-style-type: none"> <li>• to discuss and consider appointments to various boards and commissions including, without limitation, the Economic Development Authority, the Equalization Board, Places 29 (Hydraulic) Community Advisory Committee, Places 29 (North) Community Advisory Committee, Places 29 (Rio) Community Advisory Committee, and the Rivanna Water and Sewer Authority; and</li> <li>• to discuss and consider the annual performance of the County Executive.</li> </ul>		
<p>14. Certify Closed Meeting.</p> <ul style="list-style-type: none"> <li>• At 4:00 p.m., the Board reconvened into open meeting and certified the closed meeting.</li> </ul>		
<p>15. Boards and Commissions:</p> <p>a. Board Member Committee Appointments.</p> <p><u>Ned Gallaway:</u></p> <ul style="list-style-type: none"> <li>• Audit Committee with said term to expire December 31, 2023.</li> <li>• Darden Towe Memorial Park Committee with said term to expire December 31, 2023.</li> <li>• Metropolitan Planning Organization (MPO) Policy Board with said term to expire December 31, 2024.</li> <li>• Places 29 Rio Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Regional Housing Partnership with said term to expire December 31, 2023.</li> <li>• Thomas Jefferson Planning District Commission with said term to expire December 31, 2024.</li> </ul> <p><u>Bea LaPisto-Kirtley:</u></p> <ul style="list-style-type: none"> <li>• Acquisition of Conservation (ACE) Easement Committee with said term to expire December 31, 2023.</li> </ul>		

<ul style="list-style-type: none"> <li>• Darden Towe Park Memorial Committee with said term to expire December 31, 2023.</li> <li>• Pantops Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Places 29 North Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Police Department Citizens Advisory Committee with said term to expire December 31, 2023.</li> </ul> <p><u>Ann Mallek:</u></p> <ul style="list-style-type: none"> <li>• Blue Ridge Committee for Shenandoah Park Relations with said term to expire December 31, 2023.</li> <li>• Crozet Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• High Growth Coalition with said term to expire December 31, 2023.</li> <li>• Historic Preservation Committee with said term to expire December 31, 2023.</li> <li>• Metropolitan Planning Organization (MPO) Policy Board with said term to expire December 31, 2024.</li> <li>• Piedmont Workforce Network Council with said term to expire December 31, 2023.</li> <li>• Regional Transit Partnership with said term to expire December 31, 2023.</li> </ul> <p><u>Diantha McKeel:</u></p> <ul style="list-style-type: none"> <li>• Economic Development Authority with said term to expire December 31, 2023.</li> <li>• Places 29 Hydraulic Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Regional Housing Partnership (alternate) with said term to expire December 31, 2023.</li> <li>• Regional Transit Partnership with said term to expire December 31, 2023.</li> </ul> <p><u>Jim Andrews:</u></p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> &amp; Avon Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Agricultural and Forestal District Advisory Committee with said term to expire December 31, 2023.</li> <li>• Audit Committee with said term to expire December 31, 2023.</li> <li>• Solid Waste Alternatives Advisory Committee (SWAAC) with said term to expire December 31, 2023.</li> <li>• Thomas Jefferson Planning District Commission with said term to expire December 31, 2024.</li> </ul> <p><u>Donna Price:</u></p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> &amp; Avon Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Hazardous Materials Local Emergency Planning Committee with said term to expire December 31, 2023.</li> <li>• High Growth Coalition with said term to expire December 31, 2023.</li> <li>• Pantops Community Advisory Committee with said term to expire December 31, 2023.</li> <li>• Piedmont Workforce Development Board (PWDB) with said term to expire December 31, 2023.</li> </ul>		
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<ul style="list-style-type: none"> <li>• Solid Waste Alternatives Advisory Committee (SWAAC) with said term to expire December 31, 2023.</li> <li>• Village of Rivanna Community Advisory Committee with said term to expire December 31, 2023.</li> </ul> <p>b. Vacancies and Appointments.</p> <ul style="list-style-type: none"> <li>• <b>REAPPOINTED</b> Mr. Donald Long to the Economic Development Authority as the At-large representative with said term to expire January 19, 2027.</li> <li>• <b>REAPPOINTED</b>, Ms. Karen Pape to the Equalization Board as the Jack Jouett District representative with said term to expire December 31, 2023.</li> <li>• <b>APPOINTED</b>, Ms. Kate Lambert to the Places 29 (Hydraulic) Community Advisory Committee with said term to expire August 5, 2024.</li> <li>• <b>APPOINTED</b>, Ms. Irene Weir to the Places 29 (North) Community Advisory Committee with said term to expire August 5, 2024.</li> <li>• <b>REAPPOINTED</b>, Audrey Kocher to the Places 29 (Rio) Community Advisory Committee with said term to expire September 30, 2024.</li> <li>• <b>REAPPOINTED</b>, Mr. Mike Gaffney to the Rivanna Solid Waste Authority as the joint City/County representative with said term to expire December 31, 2024.</li> <li>• <b>REAPPOINTED</b>, Mr. Mike Gaffney to the Rivanna Water and Sewer Authority as the joint City/County representative with said term to expire December 31, 2024.</li> </ul>		
<p>16. From the Board: Committee Reports and Matters Not Listed on the Agenda. <u>Ned Gallaway:</u></p> <ul style="list-style-type: none"> <li>• Commented that he would forward to the Board the VDOT Cost Estimating Manual, which he received at last Metropolitan Planning Organization (MPO) meeting.</li> </ul>		
<p>17. Adjourn to January 11, 2023, 1:00 p.m., Lane Auditorium.</p> <ul style="list-style-type: none"> <li>• The meeting was adjourned at 4:06 p.m.</li> </ul>		

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Attachment 1 – Resolution Establishing the Days, Time, and Place for Regular Meeting for Calendar Year 2023 and January 2024

Attachment 2 – Albemarle County Board of Supervisors Rules of Procedure - Adopted January 4, 2023

Attachment 3 – Albemarle County Board of Supervisors Policies - Adopted January 4, 2023

Attachment 4 – Albemarle County Board of Supervisors Operating Guidelines for High Quality Governance

**RESOLUTION  
ESTABLISHING THE DAYS, TIME, AND PLACE FOR REGULAR MEETINGS  
FOR CALENDAR YEAR 2023 AND JANUARY 2024**

**WHEREAS**, Virginia Code § 15.2-1416 requires boards of county supervisors to establish the days, times, and places of their regular meetings at their January annual meetings.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Supervisors of the County of Albemarle, Virginia that:

1. Days: Regular meetings will be held on the first and third Wednesdays of each month from February 2023 through November 2023, on the first and second Wednesdays in December 2023, and on the first, second, and third Wednesdays in January 2023 and January 2024, provided that there will be no regular meeting on the first Wednesday in July 2023; and
2. Time: Regular meetings will start at 1:00 p.m.; and
3. Place: Regular meetings will be held either in the County Office Building at 401 McIntire Road, Charlottesville, or using electronic communication means when authorized by law.

# **Albemarle County Board of Supervisors**

## **Rules of Procedure**

Effective January 4, 2023

# Rules of Procedure of the Albemarle County Board of Supervisors

## 1. Introduction

- A. **Purpose.** The purpose of these Rules of Procedure (the "Rules") is to facilitate the timely, efficient, and orderly conduct of public meetings and decision-making, and they are designed and adopted for the benefit and convenience of the Albemarle County Board of Supervisors (the "Board").
- B. **Rules Do Not Create Substantive Rights in Others.** The Rules do not create substantive rights in third parties or participants in matters before the Board.
- C. **Compliance with These Rules.** The Rules that are parliamentary in nature are procedural, and not jurisdictional, and the failure of the Board to strictly comply with them does not invalidate any action of the Board. The Rules that implement the requirements of state law are jurisdictional only to the extent that Virginia law makes them so.
- D. **Applicability.** These Rules apply to all meetings of the Board, as those meetings are defined in these Rules.
- E. **Definitions.** The following definitions apply to the administration of these Rules:
  - 1. **Present.** A person is "present" at a meeting when physically attending on the date, and at the time and place, identified for the meeting, or is connected to the meeting by electronic communication means.
  - 2. **Remote Participation.** "Remote participation" means participation by an individual member of the Board by electronic communication means in a public meeting where a quorum of the Board is otherwise physically assembled.

## 2. Supervisors

- A. **Equal Status.** Except for the additional responsibilities of the Chair provided in Rule 3(A), all Supervisors have equal rights, responsibilities, and authority.
- B. **Decorum.** Each Supervisor will act in a collegial manner and will cooperate and assist in preserving the decorum and order of the meetings.

## 3. Officers and Their Terms of Office

- A. **Chair.** When present, the Chair presides at all Board meetings during the year for which elected. The Chair has a vote but no veto. The Chair also is the head official for all of the Board's official functions and for ceremonial purposes. (Virginia Code §§ 15.2-1422 and 15.2-1423)
- B. **Vice-Chair.** If the Chair is absent from a Board meeting, the Vice-Chair, if present, presides at the meeting. The Vice-Chair also discharges the duties of the Chair during the Chair's absence or disability. (Virginia Code § 15.2-1422)



- C. **Acting Chair in Absence of Chair and Vice-Chair.** If the Chair and Vice Chair are absent from any meeting, a present Supervisor must be chosen to act as Chair.
- D. **Term of Office.** The Chair and Vice-Chair shall each be elected to serve for a term of one calendar year, but either or both may be re-elected for one or more additional terms. Such officers shall serve until their successors have been elected and qualify. (Virginia Code § 15.2-1422)
- E. **References to the Chair.** All references in these Rules to the *Chair* include the Vice-Chair or any other Supervisor when the Vice-Chair or any other Supervisor is acting as the Chair.

#### **4. Meetings**

- A. **Annual Meeting.** The *Annual Meeting* is the first meeting in January held after the newly elected Supervisors qualify for the office by taking the oath and meeting any other requirements of State law, and the first meeting held in January of each succeeding year. At the Annual Meeting, the Board:
1. **Elect Officers.** Elects a Chair and a Vice-Chair.
  2. **Designate Clerks.** Designates a Clerk of the Board ("Clerk") and one or more Deputy Clerks who serve at the pleasure of the Board, and who have the duties stated in Virginia Code § 15.2-1539 and any additional duties set forth in resolutions of the Board as adopted from time to time. (Virginia Code § 15.2-1416)
  3. **Establish Schedule for Regular Meetings.** Establishes the days, time, and place of regular meetings (Virginia Code § 15.2-1416).
  4. **Adopt Rules and Policies.** Adopts Rules of Procedure and Policies that will apply in the calendar year, subject to amendment under Rule 12.
- B. **Regular Meetings.** *Regular Meetings* are those meetings established at the *Annual Meeting* to occur on specified days and at specified times and places, with instructions for how the public may connect to the meeting by electronic communication means.
1. **Regular Meeting Falling on a Holiday.** If any day established as a Regular Meeting day falls on a legal holiday, the meeting scheduled for that day will be held on the next regular business day without action of any kind by the Board. (Virginia Code § 15.2-1416)
  2. **Adjourning a Regular Meeting.** Without further public notice, the Board may adjourn a Regular Meeting from day to day, from time to time, or from place to place, but not beyond the time fixed for the next Regular Meeting, until the business of the Board is complete. (Virginia Code § 15.2-1416) If a quorum was not established or was lost during the meeting, the Supervisors present may only adjourn the meeting (See also Rules 7(B), (C), and (D)).
  3. **Continuing a Regular Meeting When Weather or Other Conditions Create a Hazard.** If the Chair finds and declares that weather or other conditions are hazardous for Supervisors to physically attend a Regular Meeting, prevent one or more Supervisors from being present at a meeting, or prevent a reasonably significant portion of the public from being present at a meeting considering, among other things, the items on the agenda, the meeting must be continued to the next Wednesday (one week after the date of the

continued Regular Meeting). The Chair's finding, and the continuation of the meeting, must be communicated by the Chair or the Clerk to the other Supervisors and to the general news media as promptly as possible. All hearings and other matters previously advertised will be conducted at the continued meeting and no further advertisement is required. (Virginia Code § 15.2-1416)

4. **Establishing a Different Day, Time, Place, and Instructions.** After the Annual Meeting, the Board may establish for Regular Meetings different days, times, places, and instructions for how the public may connect to the meeting by electronic communication means by adopting a resolution to that effect. (Virginia Code § 15.2-1416)

C. **Special Meetings.** A *Special Meeting* is a meeting that is not a Regular Meeting. The Board may hold Special Meetings as it deems necessary at times and places that it deems convenient. (Virginia Code § 15.2-1417)

1. **Calling and Requesting a Special Meeting.** A Special Meeting may be called by the Chair or requested by two or more Supervisors. The call or request must be made to the Clerk and shall specify the matters to be considered at the meeting (Virginia Code § 15.2-1418)
2. **Duty of Clerk to Provide Notice; When Notice May Be Waived.** Upon receipt of a call or request, the Clerk, after consultation with the Chair, must immediately notify each Supervisor, the County Executive, and the County Attorney about the Special Meeting. The notice must be in writing and be delivered to each Supervisor, the County Executive, and the County Attorney at their place of residence or business. Notice will be provided by email to each Supervisor's County email address. The notice may be waived if all Supervisors are present at the Special Meeting or if all Supervisors sign a waiver of the notice. (Virginia Code § 15.2-1418) An email from the Supervisor to the Clerk waiving notice satisfies this requirement. The Clerk must also notify the general news media about the Special Meeting.
3. **Contents of the Notice Provided by the Clerk.** The notice provided by the Clerk must state the date, time, place (if applicable) of the meeting, provide instructions for how the public may connect to the meeting by electronic communication means, and specify the matters to be considered.
4. **Matters That May Be Considered.** Only those matters specified in the notice may be considered at a Special Meeting unless all Supervisors are present. (Virginia Code § 15.2-1418)
5. **Adjourning a Special Meeting.** A Special Meeting may be adjourned from time to time as the Board finds necessary and convenient to complete the business of those matters identified in the notice of the Special Meeting. (Virginia Code § 15.2-1417) If a quorum was not established or was lost during the meeting, the Supervisors present may only adjourn the meeting (See also Rules 7(B), (C), and (D)).

## **5. Order of Business for Regular Meetings**

- A. **Establishing the Agenda.** The Clerk must establish the agenda for all Regular Meetings in consultation with the County Executive and the Chair. The County Executive and the Clerk will then review the agenda with the Chair and the Vice Chair before the meeting. The Clerk sets the order of business as provided in Rule 5(B), provided that the Clerk may modify the order of

business to facilitate the business of the Board. The draft agenda must be provided to the Board at least six days before the Regular Meeting date.

1. **Resolutions Proposed by Supervisors.** Resolutions may be proposed by a Supervisor requesting the Board to take a position on an issue of importance to the Board, to make a proclamation, or to recognize a person.
  - a. **Initial Notice by Supervisor.** A Supervisor requesting the Board to adopt a resolution should give notice of the intent to request action on the resolution on a specified meeting date and submit a draft of the proposed resolution.
  - b. **When Request Must be Made.** The request must be made at least seven days before the meeting at which the resolution may be considered.
  - c. **Distributing the Draft Resolution to Supervisors for Comments.** The Clerk will distribute the draft resolution with background information, if available, to all Supervisors. Any Supervisor may submit proposed changes to the proposed resolution to the Clerk in a redline format. The Clerk must forward all comments received from any Supervisor to the Board.
  - d. **Preparing the Resolution.** The Supervisor requesting the resolution will then coordinate with the Clerk to prepare a resolution for consideration by the Board.
  - e. **Adding the Resolution to the Agenda.** The Clerk then polls the Supervisors to determine if a majority of the Supervisors supports adding the resolution to the agenda for consideration. If a majority of the Supervisors indicates support for considering the resolution, the resolution will be added to the proposed final agenda. If all Supervisors indicate support for the resolution, the resolution may be placed on the proposed consent agenda unless any Supervisor requests otherwise.
2. **Items Other Than Resolutions Proposed To Be Added to the Clerk's Draft Agenda.**
  - a. **By Supervisors.** Any Supervisor may propose to add items, other than resolutions subject to Rule 5(A)(1), to the Clerk's draft agenda for action if notice of that item has been given in writing or by email to all Supervisors, the Clerk, and the County Executive by 5:00 p.m. two days before the date of the meeting or upon the unanimous consent of all Supervisors present at the meeting. Any item that has been timely proposed and properly noticed will be added to the end of the agenda for discussion or action unless a majority of the Supervisors present agrees to consider the item earlier on the agenda.
  - b. **By the County Executive.** The County Executive may add items to the Clerk's draft agenda for action by 5:00 p.m. two days before the date of the meeting if the item requires consideration and action by the Board at its next meeting. In an emergency, the County Executive may add an item at any time with the consent of the Chair and the Vice Chair. In order to add an item to the agenda, the County Executive must provide information about the item to all Supervisors as soon as practicable and prior to the meeting.
3. **Proclamations and Recognitions Proposed by Residents.** A request by a resident to place a proclamation or recognition on the agenda must be made as follows:
  - a. **When Request Must be Made.** The request must be made at least four weeks in

advance of the Board meeting date.

- b. **Request Made to the Clerk.** The resident must submit the request to advance a proclamation or recognition to the Clerk. If the request is made to a Supervisor, the person making the request will be directed to make the request to the Clerk. The Clerk will advise the person making the request of the process and submittal requirements.
  - c. **Review of the Request for Completeness and Distribution.** Upon submittal of the request, the Clerk will review the submittal for completeness and forward it to the Supervisors for review.
  - d. **Adding the Proclamation or Recognition to the Agenda; Informing the Requester.**  
The Clerk shall poll Supervisors to determine whether a majority of the Supervisors supports adding the proclamation or recognition to the agenda. The Clerk will advise the person requesting the proclamation or recognition whether the proclamation or recognition will be considered by the Board.
4. **Public Hearings for Zoning Map Amendments; Prerequisites.** Public hearings for zoning map amendments are subject to the following rules in order for the item to be placed on the agenda and heard by the Board:
- a. **Public Hearing Should Not Be Advertised Until Final Documents Are Received.**  
The Board's preference is that a public hearing for a zoning map amendment should not be advertised until all of the final documents for a zoning application have been received by the County and are available for public review. To satisfy this preference, applicants should provide final plans, final codes of development, final proffers, and any other documents deemed necessary by the Director of Community Development to the County so that they are received no later than two business days before the County's deadline for submitting the public hearing advertisement to the newspaper. Staff will advise applicants of this date by including it in annual schedules for applications and by providing each applicant a minimum of two weeks' advance notice of the deadline.
  - b. **Effect of Failure to Timely Receive Final Documents.** If the County does not timely receive the required final documents, the public hearing must not be advertised and the matter shall not be placed on the agenda. If the matter is not advertised, a new public hearing date will be scheduled.
  - c. **Receipt of Final Signed Proffers.** Final signed proffers must be received by the County no later than nine calendar days before the date of the advertised public hearing. This Rule is not intended to prevent changes from being made to proffers resulting from comments received from the public or from Supervisors at the public hearing.
5. **Public Hearings; Zoning Map Amendments; Deferral at Applicant's Request.** Zoning map amendments advertised for public hearing must be on the agenda for public hearing on the advertised date, provided that an applicant may request a deferral as provided in County Code § 18-33.11.
- B. **Order of Business at Regular Meetings.** At Regular Meetings of the Board, the order of business will be generally as follows:
- 1. Call to Order.

2. Pledge of Allegiance.
3. Moment of Silence.
4. Adoption of the Final Agenda.
5. Brief Announcements by Supervisors.
6. Proclamations and Recognitions.
7. From the Public: Matters on the Agenda but Not Listed for Public Hearing or on Matters Previously Considered by the Board or Matters that are Pending Before the Board.
8. Consent Agenda.
9. General Business.
10. Closed Meeting.
11. Certify Closed Meeting.
12. Actions Resulting from Closed Meeting.
13. From the County Executive: Report on Matters Not Listed on the Agenda.
14. From the Public: Matters on the Agenda but Not Listed for Public Hearing or on Matters Previously Considered by the Board or Matters that are Pending Before the Board.
15. General Business, Including Public Hearings.
16. From the Board: Committee Reports and Matters Not Listed on the Agenda.
17. Adjourn.

**C. Closed Meetings.** A *Closed Meeting* is a meeting of the Supervisors that is not open to the public when authorized by the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 *et seq.*). A Closed Meeting may be held at any point on the agenda, as necessary. Generally, a Closed Meeting will be scheduled either at the midpoint of the agenda or at the end of the agenda prior to adjournment. The Clerk must promptly post and make available for public inspection the motion to convene a Closed Meeting after it is distributed by the County Attorney; provided that: (i) the contents of the motion may be subject to change without further posting or availability; and (ii) the failure of the Clerk to comply with this subsection does not affect the legality of the Closed Meeting.

## **6. Rules Applicable to the Items of Business on the Agenda**

**A. Adoption of the Final Agenda.** *Adoption of the Final Agenda* is the first order of business for a Regular Meeting of the Board. The Board may modify the order of business as part of its adoption of the Final Agenda. Any changes to the Consent Agenda, including removing an item from the Consent Agenda for discussion and separate action, should be made when the Final Agenda is adopted. The Final Agenda must be adopted by a majority vote of the Supervisors present and voting. No item for action not included on the Final Agenda may be considered at that meeting.

**B. Brief Announcements by Supervisors.** *Brief Announcements by Supervisors* are announcements of special events or other items of interest that are not considered committee reports and are not otherwise on the meeting agenda.

**C. Proclamations and Recognitions.** *Proclamations* are ceremonial documents or recognitions adopted by the Board to draw public awareness to a day, week, or month to recognize events, arts and cultural celebrations, or special occasions. *Recognitions* are ceremonial acknowledgements by the Board of a person for service or achievement.

**D. From the Public: Matters on the Agenda but Not Listed for Public Hearing or on Matters Previously Considered by the Board or Matters that are Pending Before the Board.**

*From the Public: Matters on the Agenda but Not Listed for Public Hearing or on Matters Previously Considered by the Board or Matters that are Pending Before the Board* ("Matters from the Public") allows any member of the public to speak on any topic of public interest that

is not on the Final Agenda for a public hearing at that meeting, any matter that was previously considered by the Board, and any matter pending before the Board that is not on that day's Board agenda. The following rules apply:

1. **Number of Speakers.** Up to 10 persons, whether appearing in-person or by electronic communication means, may speak during each Matters from the Public session. The 10 speakers are determined on a first-come, first-served basis, with those persons signing up to speak before the meeting having priority. Only those persons signed up to speak before the Chair or presiding officer opens the Matters from the Public item shall be heard.
  2. **Time.** Each speaker may speak for up to three minutes.
  3. **Place.** Each speaker may speak using electronic communication means or, if the speaker physically attends the meeting, must speak from the podium or other location provided for the meeting.
  4. **Manner.** In order to allow the Board to efficiently and effectively conduct its business, each speaker may speak at only one Matters from the Public session at each meeting, must address only the Board, and must not engage in speech or other behavior that actually disrupts the meeting. The speaker may include a visual or audio presentation, provided that the presentation is received by the Clerk at least 48 hours before the Matters from the Public session at which the speaker plans to speak.
- E. **Consent Agenda.** The *Consent Agenda* is for items for action that do not require discussion or comment and are anticipated to have the unanimous approval of the Board, and for items provided for the Board's information.
1. **Questions to Staff.** Supervisors should ask the County Executive or the staff member identified in the executive summary any questions regarding a Consent Agenda item before the Board meeting.
  2. **Discussion and Comment.** There should be either no discussion or comment or only a brief discussion or comment on Consent Agenda items at the meeting except as provided in Rule 6(E)(3).
  3. **Removing an Item from the Consent Agenda.** Any Supervisor may remove an item from the Consent Agenda at the time the Final Agenda is being considered for adoption. Any item removed from the Consent Agenda should be moved to a specific time or to the end of the meeting agenda for further discussion or action. However, an item removed from the Consent Agenda requiring only brief comment or discussion may be considered immediately after the approval of the Consent Agenda.
  4. **Effect of Approval of the Consent Agenda.** A successful motion to approve the Consent Agenda approves those Consent Agenda items identified for action and accepts Consent Agenda items identified for information.
- F. **General Business.** *General Business* includes public hearings, work sessions, appointments, and other actions, discussions, and presentations.
1. **Public Hearings.** The Board may not decide any item before the Board requiring a public hearing until the public hearing has been held. The Board may, however, at its discretion, defer or continue the public hearing or consideration of the item. The procedures for receiving a presentation from the applicant and comments from members of the public are

at the discretion of the Board provided that they satisfy all minimum legal requirements. However, unless otherwise decided by a majority of the Supervisors present during a particular public hearing, the following rules apply:

- a. **Time.** The applicant is permitted up to 10 minutes to present its application; provided, when as a matter of convenience the Board determines to combine related public hearings, the applicant is permitted an additional five minutes for each additional application, with the total time to be managed by the applicant, in the applicant's discretion, to present all applications. Following the applicant's presentation, any member of the public is permitted to speak once for up to three minutes on the item; provided, when the Board combines related public hearings, a member of the public is permitted an additional one and one-half minutes for each additional application. Following comments by members of the public, the applicant is permitted up to five minutes for a rebuttal presentation; provided, when the Board combines related public hearings, the applicant is permitted an additional two and one-half minutes for each additional application.
  - b. **Place.** The applicant and each member of the public presenting and speaking may speak using electronic communication means or, if the speaker physically attends the meeting, must speak from the podium or other location provided for the meeting.
  - c. **Manner.** In order to allow the Board to efficiently and effectively conduct its business, each speaker must address only the Board, speak to issues that are relevant to the item for which the public hearing is being held, and not engage in speech or other behavior that actually disrupts the meeting. The applicant and its representatives may include a visual or audio presentation. Any other speaker may also include a visual or audio presentation, provided that the presentation is received by the Clerk at least 48 hours before the time scheduled for the public hearing.
2. **Public Hearings; Zoning Map Amendments; Applicant's Documents Not Available During Advertisement Period.** If the public hearing is held without the applicant's final documents being available for review throughout the advertisement period due to the late submittal of documents, or because substantial revisions or amendments are made to the submitted documents after the public hearing has been advertised, it is the policy of the Board to either defer action and schedule a second public hearing that provides this opportunity to the public or to deny the application. In deciding whether to defer action or to deny the application, the Board must consider whether deferral or denial would be in the public interest or would forward the purposes of this policy.
3. **Action Items on Deferred Matters Not Listed on the Agenda for Public Hearing When Public Hearing Previously Held.** On any matter before the Board for action that is not listed on the agenda for public hearing and was previously deferred after the close of a public hearing, the following rules apply:
- a. **Time.** The applicant is permitted up to seven minutes to present its application; provided, when as a matter of convenience the Board determines to combine related action items, the applicant is permitted an additional three minutes for each additional application, with the total time to be managed by the applicant, in the applicant's discretion, to present all applications. Following the applicant's presentation, any member of the public is permitted to speak once for up to two minutes on the item; provided, when the Board combines related action items, a member of the public is permitted an additional one and one-half minutes for each additional application. Following comments by members of the public, the applicant is permitted up to five



minutes for a rebuttal presentation; provided, when the Board combines related action items, the applicant is permitted an additional two and one-half minutes for each additional application.

b. **Place and Manner.** The place and manner rules in Rule 6(F)(1)(b) and (c) apply.

G. **Report from the County Executive.** The *Report from the County Executive* is a report on matters that the County Executive deems should be brought to the Board's attention and provide updates, if necessary, to the monthly County Executive's Report.

H. **From the Board: Committee Reports and Matters Not Listed on the Agenda.** *From the Board: Committee Reports and Matters Not Listed on the Agenda* is limited to matters that are not substantial enough to be considered as agenda items to be added to the Final Agenda. Reports include routine committee reports and information updates by Supervisors. Any matters discussed during this part of the agenda may not be acted upon by the Board at that meeting.

## **7. Quorum**

A. **Establishing a Quorum.** A quorum for any meeting of the Board is a majority of the members of the Board present, except as provided in Rule 7(B)(2). (Virginia Code § 15.2-1415)

B. **Quorum Required to Act; Exceptions.** The Board may take valid actions only if a quorum is present. (Virginia Code § 15.2-1415) There are two exceptions:

1. **Quorum Not Established; Adjournment.** If a quorum is not established, the only action the Supervisors present may take is to adjourn the meeting.
2. **Quorum Not Established or Lost Because of a Conflict of Interests; Special Rule.** If a quorum cannot be established or is lost because one or more Supervisors are disqualified from participating in an item because of a conflict of interests under the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3100 *et seq.*), the remaining Supervisors are a quorum, and they may conduct the business of the Board.

C. **Loss of Quorum During Meeting.** If a quorum was established but during a meeting the quorum is lost, the only action the Supervisors present may take is to adjourn the meeting. If prior to adjournment the quorum is again established, the meeting shall continue. (Virginia Code § 15.2-1415)

D. **Quorum Required to Adjourn Meeting to Future Day and Time.** A majority of the Supervisors present at the time and place established for any regular or special meeting is a quorum for the purpose of adjourning the meeting from day to day or from time to time, but not beyond the time fixed for the next regular meeting.

## **8. Remote Participation**

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 Board 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 Supervisor(s) requesting remote participation or the matters that will be considered or voted on at the meeting.
3. **Adoption on Behalf of Other County Entities.** This policy is also adopted on behalf of any committee, subcommittee, or other entity (however designated) of the Board empowered to perform delegated functions of the Board or to advise the Board and applies to remote participation by members of any such committee, subcommittee, or other entity.

**B. Non-Emergency Individual Participation.** Except as provided in Rule 8(C) below, Supervisors 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 Supervisors may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the Supervisor notifies the Chair that:
  - a. **Personal Medical Condition.** The Supervisor has a temporary or permanent disability or other medical condition that prevents the Supervisor's physical attendance;
  - b. **Family Member's Medical Condition.** A medical condition of a member of the Supervisor's family requires the Supervisor to provide care that prevents the Supervisor's physical attendance;
  - c. **Distant Meeting Location.** The Supervisor'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 Supervisor 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 Supervisor 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 Supervisor through electronic communication means is approved pursuant to this Rule, the Board shall record in its minutes the remote location from which the Supervisor 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 Rule 8(B)(1)(a) or 8(B)(1)(b), the Board shall also include in its minutes the fact that the Supervisor participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the Supervisor's physical attendance or (ii) family member's medical condition that required the Supervisor to provide care for such family member, thereby preventing the Supervisor's physical attendance.
  - b. **Distant Meeting Location.** If participation is approved pursuant to Rule 8(B)(1)(c), the Board shall also include in its minutes the fact that the Supervisor participated through electronic communication means due to the distance between the Supervisor's principal residence and the meeting location.

- c. **Identified Personal Matter.** If participation is approved pursuant to Rule 8(B)(1)(d), the Board shall also include in its minutes the specific nature of the personal matter cited by the Supervisor.
- d. **Disapproval.** If a Supervisor's participation from a remote location pursuant to Rule 8(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 Clerk on or before the day of the meeting.
- 4. **Audibility of Absent Supervisor.** The Clerk shall arrange for the voice of the absent Supervisor to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent Supervisor cannot reasonably be heard, the meeting may continue without the participation of the absent Supervisor.
- C. **During a Declared Emergency or When a Continuity of Government Ordinance is in Effect.** The Board may meet by electronic communication means without a quorum of the Board 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 Board 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. (Virginia Code § 2.2-3708.2 and § 2.2-3708.3)

## **9. Conducting the Business of the Board**

- A. **Enable Efficient and Effective Conduct of Business.** Meetings will be conducted in a manner that allows the Board to efficiently and effectively conduct its business, without actual disruptions.
- B. **Minimizing Disruptions.** To minimize actual disruptions at meetings:
  - 1. **Speakers.** Members of the public who are speaking to the Board must comply with Rules 6(D) and 6(F)(1), as applicable. Members of the public invited to speak to the Board during any agenda item other than Matters from the Public or during a public hearing must comply with Rule 6(D).
  - 2. **Persons Physically Attending the Meeting.** Any person physically attending a meeting must comply with the following:
    - a. **Sounds.** Persons may not clap or make sounds in support of or in opposition to any matter during the meeting, except to applaud during the Proclamations and Recognitions portion of the meeting. Instead of making sounds, persons who are not speaking at the podium or other location provided for the meeting are encouraged to raise their hands to indicate their support or opposition to any item during the meeting. Cell phones and other electronic devices shall be muted.
    - b. **Other Behavior.** Persons may not act, make sounds, or both, that actually disrupt the Board meeting.

- c. **Signs.** Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons physically attending the meeting.
- C. **Guidelines Stated on the Final Agenda.** The Guidelines stated on the Final Agenda apply during each Board meeting. The Board may amend the Guidelines from time to time without amending these Rules provided that the Guidelines are consistent with these Rules.
- D. **Chair May Maintain Order.** The Chair is to maintain order of the meeting, including the following:
  - 1. **Controlling Disruptive Behavior of Persons Physically Attending the Meeting.** The Chair may ask any person physically attending a meeting whose behavior is so disruptive as to prevent the orderly conduct of the meeting to cease the conduct. If the conduct continues, the Chair may ask the Clerk to silence the audio of that person and may order the removal of that person from the meeting.
  - 2. **Controlling Disruptive Behavior of Persons Participating Through Electronic Communication Means.** The Chair may ask any person participating in a meeting through electronic communication means whose behavior is so disruptive as to prevent the orderly conduct of the meeting to cease the conduct. If the conduct continues, the Chair may ask the Clerk to silence the audio and hide the video of that person.

## 10. **Motion and Voting Procedures**

- A. **Action by Motion Followed by a Vote.** Except as provided in Rules 10(B)(2) and 11(D), any action by the Board must be initiated by a motion properly made by a Supervisor and followed by a vote, as provided below:
  - 1. **Motion Must Be Seconded; Exception.** Each action by the Board must be initiated by a motion that is seconded; provided that a second is not required if debate immediately follows the motion. Any motion that is neither seconded nor immediately followed by debate may not be further considered.
  - 2. **Voting and Recording the Vote.** The vote on any motion must be by a voice vote. The Clerk must record the name of each Supervisor voting and how each Supervisor voted on the motion.
  - 3. **Required Vote, Generally Required Vote for Specific Items.** Each action by the Board must be made by the affirmative vote of *a majority of the Supervisors present and voting* on the motion; provided that an affirmative vote of a *majority of all elected Supervisors* of the Board shall be required to approve an ordinance or resolution concerning the following:
    - a. **Appropriations.** Appropriating money exceeding the sum of \$500.
    - b. **Taxes.** Imposing taxes.
    - c. **Borrowing.** Authorizing money to be borrowed. (Article VII, § 7, Virginia Constitution; Virginia Code §§ 15.2-1420, 15.2-1427, 15.2-1428)
  - 4. **Tie Vote.** A tie vote defeats the motion voted upon. A tie vote on a motion to approve is deemed a denial of the item being proposed for approval. A tie vote on a motion to deny is

not deemed an approval of the item being proposed for denial, and another motion may be made.

5. **Abstention.** Any Supervisor who will abstain from voting on any motion must declare the abstention before the vote is taken and state the grounds for abstaining. The abstention must be recorded by the Clerk.

**B. Motion and Vote Required to Act; Exception.** The Board acts on matters as follows:

1. **Motion and Vote Required.** Any action by the Board to adopt an ordinance or a resolution, and any other action when a motion is required by law or by these Rules, must be made by a motion followed by a vote.
2. **Motion and Vote Not Required; Unanimous Consent.** On any item in which the Board is not adopting an ordinance or a resolution, or for which a motion and a recorded vote is not otherwise required by law, the Board may make a decision by unanimous consent. This procedure is appropriate, for example, to provide direction to County staff on an item.

**C. Other Motions.**

1. **Motion to Amend.** A *motion to amend* a motion properly pending before the Board may be made by any Supervisor. Upon a proper second, the motion to amend must be discussed and voted on by the Board before any vote is taken on the original motion unless the motion to amend is accepted by both Supervisors making and seconding the original motion, respectively. If the motion to amend is approved, the amended motion is then before the Board for its consideration. If the motion to amend is not approved, the original motion is again before the Board for its consideration.
2. **Motion to Call the Question.** The discussion of any motion may be terminated by any Supervisor making a *motion to call the question*. Upon a proper second, the Chair must call for a vote on the motion to call the question without debate on the motion itself, and the motion takes precedence over any other item. If the motion is approved, the Chair must immediately call for a vote on the original motion under consideration.
3. **Motion to Reconsider.** Any decision made by the Board 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 item was decided. The motion to reconsider may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted. The effect of the motion to reconsider, if approved, is to place the item for discussion in the exact position it occupied before it was voted upon.
4. **Motion to Rescind.** Any decision made by the Board, except for decisions on zoning map amendments, special use permits, special exceptions, and ordinances, may be rescinded by a majority vote of all elected Supervisors. The *motion to rescind* may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to rescind, if approved, is to nullify the previous decision of the Board. Decisions on zoning map amendments, special use permits, special exceptions, and ordinances may be rescinded or repealed only upon meeting all of the legal requirements necessary for taking action on the items as if it was a new item before the Board for consideration; otherwise, decisions on zoning map amendments, special use permits, special exceptions, and ordinances are eligible for reconsideration as provided in Rule 10(C)(3).

## 11. Other Rules: Robert's Rules of Order Procedure in Small Boards

Procedural rules that are not addressed by these Rules are governed by *Robert's Rules of Order Procedure in Small Boards*, which provide:

- A. **Not Required to Obtain the Floor.** Supervisors are not required to obtain the floor before making motions or speaking, which they can do while seated.
- B. **No Limitation on the Number of Times a Supervisor May Speak.** There is no limitation on the number of times a Supervisor may speak to a question, and motions to call the question or to limit debate generally should not be entertained.
- C. **Informal Discussion.** Informal discussion of a subject is permitted while no motion is pending.
- D. **Chair; Putting the Question to a Vote.** The Chair need not rise while putting questions to vote.
- E. **Chair; Speaking During Discussion.** The Chair may speak in discussion without rising or leaving the chair, and, subject to rule or custom of the Board (which should be uniformly followed regardless of how many Supervisors are present), the Chair usually may make motions and usually votes on all questions.

## 12. Amending the Rules of Procedure

These Rules may be amended only as follows:

- A. **Rules Eligible for Amendment.** Any Rule may be amended.
- B. **Procedure to Amend.** The Board may amend any Rule by any of the following procedures:
  - 1. **Notice Followed by Action at Next Regular Meeting.** A Supervisor provides notice of an intention to amend the Rules to the other Supervisors present at a Regular Meeting, followed by a majority vote of the Supervisors present and voting to amend the Rules at the next Regular Meeting.
  - 2. **Notice Followed by Action at Later Regular Meeting.** A Supervisor provides notice of an intention to amend the Rules to the other Supervisors present at a Regular Meeting and requests that the proposed amendment be considered at a meeting other than the next Regular Meeting; at the same meeting, a majority of the Supervisors present and voting establish the later Regular Meeting date at which the proposed amendment will be considered; followed by a majority vote of the Supervisors present and voting to amend the Rules at the Regular Meeting.
  - 3. **By Supermajority Vote.** A proposed motion to amend is added to the Final Agenda at any Regular Meeting; at the same meeting, five or more Supervisors vote to amend the Rules. This procedure should be used only to make minor technical amendments deemed to be necessary to allow the Board to efficiently and effectively conduct its business.
- C. **Motion.** The motion to amend a Rule may be made by any Supervisor. Upon a proper second, the motion must be discussed and voted on. In deciding whether and how to amend a Rule, the Board shall consider that Rules 3, 4, 6(D), 6(F)(1)(a) through (c), 7, 8, 9(B),

10(A)(3), and 10(B)(1) address statutory or constitutional requirements.

- D. Limitation on the Effect of an Amendment.** The Board's approval of a motion to amend one or more Rules does not permit the Board to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

### **13. Suspending the Rules of Procedure**

These Rules may be suspended only as follows:

- A. Rules Eligible to be Suspended.** Rules 1, 2, 5, 6, 9(A), 10 (except for Rules 10(A)(3) and 10(B)(1)), 11, and 12 may be suspended.
- B. Procedure to Suspend, Generally.** Any Rule eligible for suspension may be suspended by a majority plus one vote of the Supervisors present and voting. The motion to suspend a Rule may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to suspend a Rule, if approved, is to make that Rule inapplicable to the item before the Board.
- C. Suspending Rules Pertaining to Motions When There is Uncertainty as to Status or Effect.** If one or more motions have been made on an item, and there is uncertainty as to the status or effect of any pending motions or how the Board is to proceed at that point, the Board may, by a majority vote of the Supervisors present and voting, suspend the Rules in Rule 10 for the sole purpose of canceling any pending motions and to permit a new motion to be made. The motion to suspend a Rule pertaining to any pending motions may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on.
- D. Limitation on Effect of Suspended Rules.** The Board's approval of a motion to suspend one or more Rules shall not permit the Board to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

\* \* \* \* \*

(Adopted 2-15-73; Amended and/or Readopted 9-5-74, 9-18-75; 2-19-76; 1-3-77; 1-4-78; 1-3-79; 1-2-80; 1-7-81; 1-6-82; 1-5-83; 1-3-84; 1-2-85; 1-3-86; 1-7-87; 1-6-88; 1-4-89; 1-2-90; 1-2-91; 1-2-92; 1-6-93; 1-5-94; 1-4-95; 1-3-96; 1-2-97; 1-7-98; 1-6-99; 1-5-2000; 1-3-2001; 1-9-2002; 1-8-2003; 1-7-2004; 1-5-2005; 1-4-2006; 1-3-2007; 1-9-2008; 1-7-2009; 1-6-2010; 1-5-2011; 1-4-2012; 1-09-2013; 1-8-2014; 7-9-2014; 1-7-2015; 1-6-2016; 1-4-2017; 2-8-2017; 1-3-2018; 3-20-2019; 01-08-2020; 9-2-2020; 12-2-2020; 1-6-21; 1-5-22; 4-6-22; 4-20-22; 8-3-22; 1-4-23).

# **Albemarle County Board of Supervisors**

## **Policies**

**Adopted January 4, 2023**

## Policies of the Albemarle County Board of Supervisors

### 1. Travel Reimbursement

Supervisors will be reimbursed travel expenses pursuant to uniform standards and procedures that will allow Supervisors to travel for official County business purposes consistent with the prudent use of County funds as follows:

- A. **Routine Travel Expenses.** Supervisors may be reimbursed for the following routine travel expenses at the County's authorized car mileage reimbursement rate, provided there are available funds:
1. **Mileage to Attend Board and Committee Meetings.** Mileage for travel by personal vehicle or other travel costs to scheduled Board meetings and Board committee meetings for committees to which a Supervisor is appointed, from home or work, if a work day, which is not part of routine personal travel. Travel to use the Board's County Office Building office between other personal travel or meetings, is not eligible for reimbursement.
  2. **Mileage to Attend Matters within the Board's Responsibilities.** Mileage for travel by personal vehicle or other travel costs to events reasonably necessary to prepare for matters within the Board's responsibilities (e.g., site visits, informational meetings, local ceremonies to which the Supervisor was invited or is related to a matter for which the Board or the County has an interest) which is not part of routine personal travel.
  3. **Mileage to Attend Parades and Other Community Gatherings.** Parades and other community gatherings, that are not campaign events, to discuss County business.
- B. **Additional Travel Expenses.** Supervisors may be reimbursed for the following additional travel expenses, provided there are available funds:
1. **Regional, Statewide, and National Meetings.** All necessary, actual, and reasonable meal, travel, and lodging costs (including gratuity and excluding alcohol) of attending regional, statewide or national meetings at which the Supervisor represents the County, as approved by the Board.
  2. **Legislative or Congressional Hearings.** All necessary, actual, and reasonable meal, travel, and lodging costs (including gratuity and excluding alcohol) of attending legislative or congressional hearings relating to official County business.
- C. **Matters for Which Supervisors will not be Reimbursed.** Supervisors will not be reimbursed for the following travel expenses:
1. **Political Events.** Travel to events which are political in nature (*i.e.*, campaigning or partisan events).
  2. **Personal Expenses.** Personal expenses incurred during travel.
  3. **Travel Not Part of Duties.** Other travel which is not part of the statutory governmental duties of the Board of Supervisors that are not provided for in Subsections (C)(1) or (C)(2).
- D. **Implementation.** This policy will be applied and overseen in the following manner:
1. **Reimbursement Requests.** Reimbursement requests shall be made in writing on forms provided by the Clerk of the Board (the "Clerk") and shall itemize the date, number of miles



of travel, and purpose of the meeting. Mileage for use of a personal vehicle shall be reimbursed at the County's authorized car mileage reimbursement rate. Other reimbursements shall be for the amount of costs expended and shall be documented by receipts for actual amounts paid.

2. **Clerk Review.** The Clerk, or their designee, will review all travel reimbursement requests and the Chief Financial Officer will approve all travel reimbursement requests prior to reimbursement. No payment will be made for incomplete submissions or information.
3. **Exhaustion of Funds.** When all allocated funds for Board reimbursements have been expended, there will be no further reimbursement for that fiscal year unless the Board appropriates additional funding.

## **2. Supervisors Appointed to Boards, Committees, and Commissions**

The Board appoints its members to a variety of boards, committees, and commissions to represent the interests of the Board on those bodies. It is important that the Board have confidence that its policies and positions are being reflected in that representation.

- A. **Voting Representatives.** Supervisors who are appointed to boards, committees, and commissions are required to vote on matters that come before those bodies in a manner which is consistent with the policies and positions of the Board as reflected in previously adopted resolutions or official actions of the Board on those matters.
- B. **Liaison Representatives.** Supervisors who are appointed to boards, committees, and commissions as liaisons are to act as a resource for the board, committee, or commission and are to report to the Board on the activities of the board, committee, or commission.
- C. **Alternates.** Supervisors may serve as alternates for the Board-appointed voting representatives or liaison representatives when the representative is unable to attend a meeting. The organizational documents for the board, committee, or commission must allow alternates to be appointed. Any alternate must be appointed by the Board to serve as an alternate for the particular board, committee, or commission.

## **3. Boards, Commissions, and Committees**

### **A. Review and Creation of Boards, Commissions, and Committees are as Follows:**

1. **Annual Report.** By October 1 of each year, all boards, commissions, and committees shall submit a report to the Board covering the prior fiscal year (July 1 to June 30) that includes the key activities that support their mission and a summary of their activities and the attendance of each appointee.
2. **Annual Evaluation.** On an annual basis, the list of active boards, commissions, and committees will be evaluated and purged of all bodies not required by Federal, State, County or other regulations, which have not met at least once during the prior 12-month period.
3. **Combining Functions and Activities.** Whenever possible and appropriate, the functions and activities of boards and commissions will be combined, rather than encouraging the creation of new bodies.
4. **Short-Term Task Forces and Ad Hoc Committees.** Any newly created task force or ad hoc committee which is intended to serve for a limited duration may be comprised of

magisterial or at-large members at the discretion of the Board. The appointment process shall follow that adopted in Section 3(B) for other magisterial and/or at-large positions.

**B. Appointments to Boards, Commissions, and Committees**

1. **Appointments, Generally.** All appointments to boards, commissions, and committees based upon magisterial district boundaries will be made by the Board. The Board will consider and/or interview candidates recommended by the Supervisor of that district.
2. **Compilation of List of Expired Terms and Vacancies.** Prior to the first regular Board meeting each month, the Clerk will provide the Board a list of expired terms and vacancies that will occur within the next 60 days. The Board will then advise the Clerk which vacancies to advertise.
3. **Advertising Positions.** When the Board advises the Clerk which vacancies to advertise, the Clerk shall, in collaboration with the County's Director of Communications and Community Engagement, distribute notice of the vacancy on any board, commission, or committee through available and appropriate media in order to reach as many citizens as possible. The advertisement shall provide a brief description of the duties and functions of the board, commission, or committee, the length of term of the appointment, the frequency of meetings, the minimum qualifications necessary to fill the position, and the Board's expectations for appointees to attend meetings and to participate in other activities of the board, commission, or committee. An explanation of the appointment process for both magisterial and at-large appointments will also be sent to all applicants.
4. **Application Content.** The application form shall request information in the following areas: (i) the name of the board, commission, or committee to which the applicant seeks to be appointed; (ii) the name, address, and other contact information of the applicant; (iii) employment; (iv) County resident status and resident history; (v) family relationship (natural or legal offspring, parent, grandparent, spouse, or sibling) to any County Supervisor or other officer, employee, or appointee; (vi) education; (vii) offices or memberships in civic, not-for-profit, and similar organizations; (viii) activities and interests; (ix) reasons for seeking to serve on the board, commission, or committee; and (x) how the applicant learned about the vacancy.
5. **Application Period.** All interested applicants will have a minimum of 30 days from the date of the first notice to complete and return to the Clerk a detailed application, with the understanding that the application may be released to the public, if requested. No applications will be accepted if they are received or, if the application is mailed through the United States Postal Service, postmarked after the advertised application deadline; however, the Board, at its discretion, may extend the deadline.
6. **Distribution of Applications.** After the application deadline has passed, the Clerk will distribute all applications received to the Supervisors before the Board meeting at which the applications will be considered. For magisterial appointments, the Clerk will forward applications as they are received to the Supervisor of that district who will then recommend their appointment.
7. **Interviews; Appointments Without Interviews.** From the pool of qualified candidates, the Board, in its discretion, may make an appointment without conducting an interview, or may select applicants to interview for the vacant positions. The Clerk will then schedule interviews with applicants to be held on the day of a regular or special Board meeting.

8. **Appointments Within 90 Days.** The Board will make all reasonable efforts to interview selected applicants and make appointments within 90 days after the application deadline. For Board-designated agency appointments to boards, commissions, and committees, the Clerk shall ask the agency to recommend a person for appointment by the Board.
9. **Vacancies Filled as They Occur; Exception.** All vacancies will be filled as they occur, except that vacancies occurring on a Community Advisory Council will be filled on an annual basis at the time regular terms expire unless there are more than three vacancies on that Council at the same time and more than three months remaining from the annual appointment date.
10. **Appointees Required to File Real Estate Disclosure Form.** As a condition of assuming office, all citizen members of boards, commissions, and committees shall file a real estate disclosure form as set forth in the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3100 *et seq.*) and thereafter shall file the form annually on or before February 1.
11. **Termination of Appointment for Excessive Absences.** If a member of a board, commission, or committee does not attend and participate in at least 75 percent of that body's meetings, the Chair of the body may request the Board to terminate the appointment, if permitted by applicable law, and refill it during the next scheduled advertising period. If permitted by applicable law, the Board may establish different attendance requirements and procedures to terminate an appointment for excessive absences for a particular board, commission, or committee.
12. **Appointees to Advisory Bodies Serve at the Pleasure of the Board.** Any person appointed by the Board to an advisory board, commission, or committee serves solely at the pleasure of the Board.

**4. Supervisors Serving Without Remuneration on the Board of Trustees, Board of Directors, or a Comparable Governing Body of Not-for-Profit Entities; Serving on Non-Governmental Entity's Governing Body**

- A. **State Law.** The State and Local Government Conflict of Interests Act (the "Act") recognizes that a system of representative government depends in part upon: (i) Supervisors representing fully the public in the legislative process; and (ii) the County's citizens maintaining the highest trust in the Board of Supervisors. The Act establishes rules designed to assure that the judgment of any Supervisor is free of inappropriate conflicts of interest. Under the Act, a Supervisor who serves without remuneration as a member of the board of trustees of a not-for-profit entity, where neither the Supervisor nor their immediate family has a personal interest in the not-for-profit entity, is not required to disclose or disqualify themselves from participating in any transaction related to the not-for-profit entity.
- B. **Board Policy.** A Supervisor who serves without remuneration as a member of the board of trustees, board of directors, or a comparable governing body of a not-for-profit entity must disclose that fact at each meeting of the Board of Supervisors at which a matter pertaining to the not-for-profit entity is considered or acted upon. The disclosure must be made at the beginning of the Board meeting at which the matter will be considered or acted upon.
- C. **Limitation on Number of Supervisors Serving on a Non-Governmental Entity's Governing Body.** Not more than one Supervisor may be assigned to or sit on a board of trustees, board of directors, or a comparable governing body of any non-governmental entity

located or conducting business in Albemarle County. More than one Supervisor may serve as a committee member or a Board liaison to a non-governmental entity if the Supervisors are appointed to either of those positions by the Board of Supervisors.

## **5. Supervisors' Attendance of Educational and Leadership Programs**

- A. Programs.** Subject to approval by the Board, Supervisors may be reimbursed for tuition or other costs of participating in non-partisan educational or leadership programs that are relevant to and will enhance their service as a member of the Board of Supervisors, provided there are available funds and upon providing proof of successful program completion.
- B. Related Travel Expenses.** Supervisors may be reimbursed for travel expenses, including all necessary, actual, and reasonable meal, travel, and lodging costs (including gratuity and excluding alcohol) of attending such a program, as approved by the Board.

**Albemarle County Board of Supervisors  
Operating Guidelines for High Quality Governance**

*January 4, 2023*

*The Board commits to using the following guidelines to ensure high quality governance:*

1. The County's strategic priorities will guide the work of the Board and staff and will be supported by a thoughtful priority setting process and cycle.
2. We will honor the expressed will of the majority and respect the concerns of the minority.
3. We ensure that policy decisions and directions to the County Executive are communicated by the entire Board.
  - Where this is unclear, the County Executive will seek clarification from the Board.
  - No single member of the Board can provide direction on policy implementation to the County Executive.
4. Board Members do not want their interactions with and requests to staff members to negatively impact staff productivity.
  - Staff members should use judgment and explain the resources that would be required to respond to Board requests.
  - If a policy issue is going to affect workload or a policy decision, it should come through the County Executive's office.
5. When a Board Member sends a communication to a staff member, it should be copied to the department director and the appropriate member of the County Executive's Office. Urgent matters will be clearly labeled in the subject line.
6. To assure maximum productivity, the Board should focus on policy-making work and the staff should focus on day- to day operational work and provide progress reports.
7. We are responsible for our districts, the entire County, and the region; therefore, we should give our best efforts to work for the benefit of all.
8. When a Board Member has a concern regarding staff performance, we go directly to the County Executive in a timely manner so that it can be addressed.