



LOUISA COUNTY BOARD OF SUPERVISORS

STANDING RULES OF PROCEDURE (Bylaws)

Adopted 06/01/1998
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~~01/02/2024~~
Approved 01/07/2025



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Adopted June 1, 1998 / Revised January 5, 2026

Section 1 - Purpose and Basic Principles

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

- (a) To enable county government to transact business expeditiously and efficiently;
- (b) To protect the rights of each individual Board member;
- (c) To preserve a spirit of cooperation among Board members; and,
- (d) To determine the pleasure of the Board on any matter.

Section 1-2. Basic principles underlying By-laws and Rules of Procedure

- (a) Only one subject may claim the attention of the Board at one time;
- (b) Each item presented for consideration is entitled to full and free discussion. No member shall speak for the second time on a topic until every member desiring to speak on the topic has spoken once;
- (c) Every member has rights equal to every other member;
- (d) The will of the majority must be carried out, and the rights of the minority must be preserved;
- (e) The personality and desires of each member should be merged into the larger unit--the Louisa County Board of Supervisors; and,
- (f) Discussion by members should be directed to the issue before the Board, and not at or between other members.

Section 1-3. General Conduct and Decorum

The efficient and dignified conduct of public business is the ultimate concern of the Board. The public is allowed in sections 2-4 and 2-7 of these Bylaws to address the Board during the public comment period and public hearings. The Board shall conduct its meetings with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior from the public during public comment and public hearings which is not in keeping with this policy.

Personal attacks on Board members, other elected officials, County staff and applicants; the failure to comply with time limits on speakers; or, other forms of offensive conduct such as profane, obscene, or vulgar language will not be tolerated. The Chairman will maintain proper order at all times during all meetings of the Board and shall effect the removal from any meeting



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of any person guilty of offensive conduct if the offending party fails or refuses to cease such conduct.

Section 1-4. Display of Signs and Distribution of Materials

In the interest of preserving the orderly conduct of business during meetings, it is the policy of the Board to prohibit certain expressive activities as described in this section in the Public Meeting Room, the Executive Board Room, and throughout the County Office Building. Prohibited activities include, but are not limited to, any of the following: petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls or surveys. Such restrictions shall be applied to any building and grounds owned or leased by the Board or County where a meeting of the Board is conducted.

Nothing herein shall be construed to preclude persons addressing the Board during Board Meetings in the manner set forth by the Board's By-Laws or from delivering to the Board or the County Administrator, County Attorney, and/or Recording Clerk written materials including reports, statements, exhibits, letters, or signed petitions. Use of display materials and/or media in the course of presentation of information as an approved Agenda Item shall be permitted if such materials are provided to the County Administrator at least one business day prior to the date of the meeting at which such items are requested for presentation to allow for technical support to confirm ability to present. Electronic presentation of materials shall not be permitted during the general Public Comment portion of the agenda.

Any violation of the provisions herein this Section shall enable the County Administrator, Deputy County Administrator, Chairman or Vice Chairman to cause the confiscation of prohibited materials and, if necessary to allow the orderly conduct of business, the removal of parties who refuse to comply with this policy from the building and grounds where the meeting is being conducted. Confiscated materials shall be returned to their owner upon adjournment or recess of the meeting.

Section 2 - Standing Rules of Procedure of the Louisa County Board of Supervisors

Section 2-1. Schedule and Time of Meetings

(a) Regular Meetings:

1. Regular meetings of the Board of Supervisors shall be held in the Louisa County Office Building, 1 Woolfolk Avenue, Louisa, Virginia, on the first and third Monday of each month, except during the months of July and August when the second meeting for the month shall be optional. Regular meetings shall begin at 5:00 pm, and public hearings



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will convene after all regular business has concluded. Meetings shall not extend beyond 10:00 pm, unless extended by a majority vote of the Board. A motion to extend a meeting beyond 10:00 pm shall take precedence over any motion then on the floor. The Board may, however, prescribe any other meeting place or time in compliance with the Code of Virginia.

2. If a regular meeting day falls on any legal holiday, the Board shall meet at the same time on the following day.
 3. In accordance with the Code of Virginia the Chairman may postpone a meeting in the event of inclement weather. Unless otherwise specified by the Chairman, any meeting so postponed shall be rescheduled to the following day on which the inclement weather or hazardous condition has abated.
 4. The Board may, by majority vote, cancel any meeting, if there is insufficient business to require such a meeting, or may reschedule a regular meeting to another date.
- (b) Special Meetings: Special meetings of the Board of Supervisors shall be held as determined to be necessary and at such times and places as the Board finds convenient. A special meeting of the Board may be called and held when requested by the Chairman, or by two or more Board of Supervisors members. Such request shall be addressed to the Clerk of the Board and specify the time and place of the meeting, as well as the matters to be considered at the meeting. A Special Meeting request may but need not be in writing. The Clerk shall immediately notify each member of the Board, in writing, to attend such meeting at the time and place described in the request. The Clerk's notice shall specify the matters to be considered at the meeting. The Clerk shall send a copy of such notice to each member of the Board by personal delivery to said member's residence or business or, if so requested by the member, by electronic email or fax. Said notice shall be given as far in advance of the special meeting as is practicable and reasonable under the circumstances giving rise to the need of the special meeting. No matter that was not specified in the notice shall be considered at such a special meeting, unless all of the members of the Board are present and a majority of the members concur.
- (c) Board Workshops: Board workshops are public meetings and shall require compliance with legal notice pursuant to §2.2-3707 of the Code of Virginia (1950), as amended. Though workshops of the Board are conducted in an informal format, and are primarily for the purposes of discussion, and presentations of information to or by the Board, if a quorum is present, the Board may exercise any power conferred on it by statute during a Board workshop, including transacting County business by vote.



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Section 2-1.1 Officers

- (a) Chairman of the Board: At the first meeting of the year, the Board selects one of its members to serve as Chairman of the Board. The Chair is a voting member and serves a one year term to expire December 31. The office of Chairman is not subject to term limits. The Chair shall conduct the meetings and shall rule on interpretations of the rules of parliamentary procedure and these standing rules.
- (b) Vice-Chairman: At the first meeting of the year, the Board selects one of its members to serve as Vice-Chairman. The Vice-Chairman is a voting member and serves a one year term to expire December 31. The office of Vice-Chair is not subject to term limits. The Vice-Chairman shall preside over meetings of the Board in the absence of the Chairman. In the event that neither the Chairman nor Vice-Chairman be in attendance at a meeting where a quorum is present, any member of the Board may call the meeting to order, and the members present shall elect a Chairman *pro tempore* to preside over the meeting until the Chairman or Vice-Chairman arrives.
- (c) Clerk: The Clerk of the Board shall be the County Administrator. The duties, responsibilities, and compensation for the Clerk of the Board shall be as set out in §§ 15.2-1538 and 15.2-1539 of the Code of Virginia (1950), as amended.
- (d) Parliamentarian: The County Attorney, or his or her designee, shall serve as the Parliamentarian for the purpose of interpreting these By-Laws and Rules of Procedure, Robert's Rules of Order, and the Code of Virginia (1950), as amended. Such interpretation may be directed by the Chairman or as required as a result of a point of order raised by one or more Board members. If the County Attorney (or designee) is unavailable, the County Administrator shall serve as the Parliamentarian.

Section 2-2. Conduct of Meetings

- (a) These adopted Rules of Procedure shall govern the conduct of Board of Supervisors meetings unless otherwise mandated by state law. Should these procedures fail to expressly cover a specific action or situation, Robert's Rules of Order shall apply. However, any rule of parliamentary procedure may be suspended by a two-thirds vote of the Board. Any standing rule set forth herein may be suspended or modified by a majority vote of the Board.
- (b) For any meeting of the Board of Supervisors, a majority of the number of persons holding the office of Supervisor shall constitute a quorum. If a quorum has not been achieved within one-half hour from the time that the meeting was proposed to begin, the meeting shall be deemed to have been cancelled and the Board will meet again at its next regularly-scheduled meeting.
- (c) A member of the Board must be recognized by the Chairman before proceeding to speak. A Member shall address only the Chairman; a member shall not directly address other



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members of the Board and other persons present. After being recognized by the Chairman, a member of the Board shall not be interrupted during the time allowed for him to speak, except when a point of order is called or when being requested to yield the floor by another member.

- (d) No member shall hold the floor longer than five minutes without yielding to the Chairman or another member's request for the floor, if requested.
- (e) Members are discouraged from announcing the intention of their vote prior to the time a motion has been seconded and is properly on the floor. The Chairman shall ensure that no member speaks a second time on a motion until every other member desiring to speak has spoken at least once.
- (f) When two or more members of the Board wish to speak at the same time, the Chairman shall designate the order in which these members will speak.
- (g) Amendments to motions require the approval of the member making the motion and the member seconding the motion.
- (h) A substitute motion shall be allowed to any motion properly on the floor; it shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted upon. If the substitute motion passes, the substitute motion becomes the main motion. Once a substitute motion is defeated, a second substitute motion may be made. No more than two (2) substitute motions may be made.
- (i) At the discretion of the Chairman, a Board member may recognize any person in attendance at the meeting to speak for up to three minutes on a germane matter which is not the subject of a public hearing, during the time that the member has the floor. The speaker's time will be deducted from the time allowed to the member. If requested by the Chairman, the speaker must yield the floor after the time granted to him has expired.
- (j) The Chairman shall order the removal of any person whose behavior is so unruly or disruptive as to prevent the orderly conduct of the meeting.
- (k) Any question submitted to the Board shall be determined by a voice vote of the majority of the members voting on the question, except where the rules of parliamentary procedure or the requirements of state law require greater than majority vote. When the voice vote on any motion cannot be determined or does not appear to the Chairman to be unanimous, the Chairman may request that the Clerk determine the vote of the individual members of the Board by roll call. Any member of the Board may call for a division of the house and the Chairman shall then instruct the Clerk to conduct a roll call. The roll call shall be conducted on a rotating basis. A tie vote on any matter defeats the motion, resolution, or issue upon which the vote is taken. Successive tie votes on a motion to approve and a motion to deny any proposed ordinance amendment or rezoning shall defeat the proposed



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ordinance amendment or rezoning. No member may change his or her vote on any matter, except through a reconsideration of the vote by the Board. At the conclusion of the vote on each motion, the Chairman shall announce whether the motion has been adopted or defeated.

- (l) A motion, which has already been voted on, may be brought back for further consideration through the adoption of a Motion to Reconsider, as provided in Robert's Rules of Order; however, the reconsideration may only take place upon the motion of any member who voted with the prevailing side. Nothing provided herein shall, however, be deemed to prevent the Board, from considering at any time, a matter or issue upon which it has previously taken action, following such notice as may be required. A motion for reconsideration during the same meeting, or if due notice is provided prior to a subsequent meeting, requires a simple majority vote to pass. With no prior notice, at a subsequent meeting, the motion for reconsideration requires a two-third vote of members present to pass. Due notice would include having been listed on an advertised Board of Supervisors' Agenda.
- (m) A motion to rescind shall not be in order in a land use decision involving a rezoning or a conditional use permit.
- (n) A member may participate in an open meeting from a remote location through electronic communication methods, provided the member gives notice to the Chairman that he or she will be unable to attend the meeting and a quorum of the Board is physically assembled at the open meeting. The member participating from a remote location will be required to state the reason on the record (either a personal reason or a temporary or permanent physical disability or other medical condition that prevents his or her attendance) and his or her location. The member participating by electronic means must be heard by the public physically assembled at the meeting. A member can only participate in two meetings from a remote location per year for personal reasons.

Section 2-2.1. Electronic Communication

- (a) The Board does not conduct meetings wherein the public business is discussed or transacted through electronic communication means where the members are not physically assembled in one location, except as herein provided or otherwise permitted by law.
- (b) For purposes of this policy, "electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic or other similar capabilities to transmit or receive information.
- (c) When a quorum of the Board is physically assembled at the noticed meeting location, a Board member may participate in the meeting through electronic communication means from a remote location, whether that location is open to the public or not, if, on or before



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the day of a meeting, a member of the public body holding the meeting notifies the chair of the Board that:

- a. Such member is unable to attend the meeting because of (a) temporary or permanent disability or other medical condition that prevents the member's physical attendance, or (b) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or
 - b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Remote participation by a member due to a personal matter is limited to two meetings per calendar year.
- (d) If participation by a member through electronic communication means is approved, the Board shall record in its minutes (1) whether the Board member's remote participation is due to (a) a temporary or permanent disability or other medical condition of the member or the member's family or (b) a personal matter, and (2) the remote location from which the member participated; however, the remote location need not be open to the public. If the Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.
- (e) The Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting. The Board shall make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Section 2-3. Agendas

- (a) The standard agenda for regular meetings should be according to the following general format:
 - I. Call to Order 5:00 p.m.
Closed Session
Invocation 6:00 p.m.
Pledge of Allegiance
Adoption of Agenda
 - II. Minutes Approval
Bills Approval
Consent Agenda
 - III. Recognitions
 - IV. Public Comment Period
 - V. Information/Discussion Items



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VI. Unfinished Business

~~VII.~~ New Business/Action Items

~~VII.~~~~VIII.~~ **Supervisor Comments**

~~VIII.~~~~IX.~~ Reports of Officers, Boards and Standing Committees

Committee Reports

Board Appointments

County Administrator's Report

~~IX.~~~~X.~~ Public Hearings

~~X.~~~~XI.~~ Adjournment

- (b) All items, which have been requested to be placed on the agenda, but were not submitted within the prescribed deadline, may be placed on the next regular agenda for consideration.
- (c) Nothing herein prohibits the Board of Supervisors from adding items to the agenda, provided that such a request is in the form of a motion, duly seconded approved by a majority vote by the Board. Members are encouraged to use discretion in making last-minute requests to add items the agenda, as it is desirable to provide the public with as much notice as practicable with the published agenda.
- (d) A monthly financial report by the Finance office will be submitted at the second regular meeting of each month.
- (e) Variations in the standard order of business for regular meetings may be permitted by the Chairman; provided, however, that all public hearings must be remain as the last item on the agenda. The agenda for special meetings, workshops and other meetings shall be established by the County Administrator, subject to approval by the Chairman, or as otherwise required by law.
- (f) Unless otherwise specified herein, matters may be placed on a Board meeting agenda (1) by resolution of the Board, (2) upon the request of any member to the County Administrator, or (3) by the County Administrator with the concurrence of the Chairman. The agenda, once distributed, may be amended by vote of the Board. The agenda and accompanying information shall be distributed to each member at least three days prior to the meeting, or as soon as practicable and reasonable under the circumstances.

Section 2-4. Public Comment Period

- (a) A time established on the agenda of each meeting of the Board for the public to address the Board on any item other than matters scheduled for public hearings for that meeting. This time is an opportunity for the public to present comments and information to the Board of Supervisors. The Board of Supervisors typically will not respond to comments or questions offered at this time.
- (b) Prior to the beginning of the public comment period, persons wishing to speak will be required to sign a public presentation speaker's card indicating their intent to speak. Each



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speaker shall be permitted to speak for up to three minutes; provided, however, a representative of a group may be entitled to use up to five minutes. No person shall be permitted to “yield time” to another speaker for the purpose of gaining additional time. Speakers shall not use the public comment period to (i) campaign for public office, (ii) promote any private business ventures, (iii) engage in personal attacks, or (iv) use profane, obscene, or vulgar language. In accordance with these rules, the Chairman may cause the removal of any speaker who violates this provision. In the event not every speaker has had an opportunity to speak during the time allotted for the Public Comment Period, the Chairman may consult with the Board of Supervisors as to whether to extend the Public Comment Period or schedule a public hearing on any matter being discussed.

Section 2-5. Approval of Minutes

- (a) The minutes of the immediately preceding Board meeting will be distributed to the members of the Board with the Board package for review prior to the meeting of the Board at which approval is requested. Minutes of prior Board meetings will be deemed for approval as submitted, unless a correction is requested by a member of the Board and approved by the vote of a majority of Board members.
- (b) It is the policy of the Board that minutes shall enumerate the following items:
 - 1. Time, date and place of the meeting, members of the Board and key staff members in attendance. The Clerk shall record in the minutes the absence of any member of the Board, lateness or leaving early, from any portion of the meeting.
 - 2. A clear and concise statement of the matter before the Board, those persons speaking on the matter, and a synopsis of the statements.
 - 3. A notation of specified issues or clarifications that have salient bearing on the matter being decided.
 - 4. A notation of the memoranda and exhibits, which accompany the matter before the Board, which shall be filed with the Clerk’s records of the meeting.
 - 5. A statement of the specific request or recommendation being presented to the Board.
 - 6. The specific and full text of each motion, substitute motion, and amendment considered by the Board. The result of the vote, passage or failure, shall be noted and the vote of each member recorded.
 - 7. Such specific items, issues, comments, or votes, as requested by any Board member during a meeting but prior to approval of the minutes by the Board.
 - 8. Such other matters as the Clerk shall deem necessary to provide a complete, accurate and understandable record of the deliberations of the Board.



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- (c) Minutes of workshops and other meetings of the Board where no formal action is taken shall be summary in nature, indicating the time, date and place of the meeting, members of the Board in attendance, persons making presentations before the Board, and the topic or topics of the workshop or discussion.
- (d) Tape recordings of Board meetings shall be retained by the Office of the County Administrator for a period of five years.
- (e) Notwithstanding the foregoing, the minutes of a meeting are not intended to serve as or constitute a transcript of every word uttered by any member of the Board or other person in attendance at the meeting.

Section 2-6. Consent Agenda

- (a) The purpose of the consent agenda is to provide a method for the expeditious handling of items, which, in the opinion of the County Administrator and the Chairman, will not require any discussion and can be approved unanimously by the Board.
- (b) Prior to the consideration of a motion to approve the regular agenda (which operates to simultaneously approve the consent agenda), the Chairman shall ask if any member of the Board would like to have an item removed from the consent agenda for separate discussion and consideration, or in order that there might be a separate vote on that item.
- (c) Any item or items which one or more members of the Board wishes to remove from consent agenda shall be removed by the Chairman, and, at that point, a motion to approve the remaining consent agenda shall be in order. Items which have been removed from the consent agenda may be taken up by the Board immediately after the approval of the remaining consent agenda or may be scheduled for consideration later in the meeting by the Chairman with the concurrence of the Board.

Section 2-7. Public Hearings

- (a) The Chairman shall conduct all public hearings.
- (b) The order of public hearings shall be as follows:
 - 1. Hearings should begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee, or by recognizing the County Administrator. The presentation should summarize the facts about the issue. Board members may seek clarification during the presentation.
 - 2. After a brief presentation from staff, the Chairman shall open the public hearing. The first speaker shall be the applicant or representative of the applicant and will be allowed ten (10) minutes for comments. The applicant will also have an additional five (5) minutes, at the close of the public hearing, for rebuttal of



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questions or concerns brought up by those speaking during the public hearing. If the applicant does not use all ten (10) minutes at the beginning of the hearing, he or she may add the leftover minutes to the rebuttal at the close of the public hearing.

3. The duration of each public hearing should be limited to one hour, except that the public hearing on the annual budget and any other public hearing on a matter anticipated by the Board to require an especially high degree of public input should be limited to two hours in duration. Any public hearing may be extended by majority vote of the Board.
 4. Prior to the beginning of a public hearing, persons wishing to speak will be required to sign a public presentations speaker's card indicating their intent to speak. Each speaker may be permitted to speak for up to three minutes; provided, however, a representative of a group may be entitled to use up to five minutes. No person shall be permitted to "yield time" to another speaker for the purpose of gaining additional time. If prior to the beginning of a public hearing, it appears to the Chairman that there may be more prospective speakers than can be accommodated in the time designated for the public hearing, the time allotted to each speaker may be limited further by the Chairman, provided the imposition of such time limitation is uniform and applied to every speaker.
 5. At public hearings where citizens identifying from neighboring jurisdictions wish to speak, Louisa County residents will be called upon first to speak. Citizens from other jurisdictions will be permitted to speak after Louisa County residents have been given an opportunity to speak and if time permits prior to the close of the public hearing.
- (c) The principal purpose of public hearings is to provide an opportunity for members of the public to provide input to the Board of Supervisors regarding the subject of the public hearing. Accordingly, members of the staff will record statements and questions from speakers and, if sufficient time remains at the conclusion of the public hearing, the Board or the staff may attempt to answer the questions raised by speakers. Members of the Board of Supervisors may, upon the Chairman's recognition, ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the public hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents. Board members should withhold their comments until after the public hearing portion is closed in order to ensure participation by the public without Board interference.
- (d) After public comments have been received, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.



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- (e) After the applicant and public have concluded all presentations, the Chairman shall close the public hearing.
- (f) After the Chairman has closed the public hearing, no further public comment shall be permitted. Board members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee or a staff member, or others present, for clarification prior to taking any vote.
- (g) Following the close of the public hearing, the Board may debate the merits of the issue before it. Afterwards, the Chairman shall entertain a motion to dispose of the issue. If the public hearing has been duly conducted and closed, but the Board chooses to table action until a later meeting, additional public notification shall not be required; and discussion and action that take place at the subsequent meeting shall be limited to the Board of Supervisors only. If the public hearing is continued to a subsequent meeting additional public notification shall not be required.

Section 2-8. Elections and Appointments

- (a) The election of the Chairman and Vice-Chairman of the Board of Supervisors, and all appointments made by the Board of Supervisors, shall be made upon the nomination of any member of the Board, for which a second is not required.
- (b) The Clerk of the Board shall open the nominations for the Chairman office. Chairman shall open the floor for nominations for any election or appointment for the Vice-Chairman office or any other appointment. The Clerk of the Board shall note the nominations in the order in which they are made. The Clerk of the Board or the Chairman, as the office dictates, may close nominations only after assuring that there are no further nominations to be made. If more than one person has been nominated for any office or appointment, then the Clerk shall poll the members of the Board by roll call on each nominee in the order that the nominations were received. The first nominee for a given office or appointment to receive an affirmative majority vote of the members of the Board present and voting shall be deemed to have been elected or appointed accordingly. Abstaining is not counted in determining the total vote count. In the case of appointments, where there is only one nominee for each of several appointments, the Board may vote on the nominations as a group. At the annual organizational meeting, the Clerk to the Board of Supervisors shall preside as Chairman over nominations until the Chairman is elected and assumes the duty.
- (c) The Chairman and Vice-Chairman shall serve for terms of one year and shall continue in their positions after the term has expired until the Board has elected their successors.

Section 2-9. Scheduling of Rezoning Requests

- (a) After the Planning Commission has taken action on a rezoning request or application for



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conditional use permit, the case shall be scheduled for the next regular meeting of the Board of Supervisors if there is time available on the agenda and time for public notice and sufficient advertising are available. If the applicant requests deferral to a later meeting of the Board of Supervisors prior to the advertisement of the public hearing, the Community Development Director, after consultation with the County Administrator, may schedule such case for a later meeting.

- (b) In order to assure that there will be an adequate opportunity for members of the public to be heard on rezoning cases, the agendas for the regular meetings of the Board shall include only as many zoning matters as may reasonably be anticipated to be heard before 10:00 p.m.. In the event that there are more zoning cases than can reasonably be accommodated on the agenda, items will be selected in the order of their application dates. Cases, which cannot be accommodated on the agenda, will be scheduled for the agenda of the next regular meeting of the Board.
- (c) Where prompt consideration of a specific rezoning request is necessary to accommodate a reasonable development schedule proposed by a significant economic development prospect which will significantly benefit the citizens of Louisa County by enhancing the County revenue base, it will be within the discretion of the County Administrator to schedule the consideration of the rezoning request by the staff, by the Planning Commission and by the Board of Supervisors, consistently with the demands upon the time of these entities and with good zoning practice.
- (d) Request for expeditious handling of special exceptions for fund raising events by charitable organizations, conditional use permits for the expansion of churches, and other activities related to nonprofit organizations may be approved by the County Administrator, if the approval will result in no significant disruption of the orderly processing of other applications awaiting approval.

Section 2-10. Board Members Request for Staff Assistance

- (a) Requests by Board members for assistance from administrative staff members, including Department heads, in major projects requiring substantial amounts of time shall be directed to the County Administrator.
- (b) Requests for assistance in legal matters should be directed to the County Attorney.
- (c) If the County Administrator or the County Attorney feels that a request for assistance from a Board member cannot reasonably be accommodated within their existing workload and priorities, that Board member shall be so advised, and, if necessary, the matter shall be placed on the next available Board agenda for further guidance from the Board of Supervisors, as a body
- (d) Routine inquiries and requests for information, referral of citizen complaints and concerns, requests for assistance in interactions with citizens, etc., may be directed by individual Board members to the appropriate department head without going through the County Administrator.



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- (e) Special projects may be assigned to specific personnel by the Board of Supervisors after consultation with the County Administrator.

Section 2-11. Supervision of County Employees

- (a) The Board of Supervisors is responsible for making all decisions pertaining to the hiring, supervision, evaluation and termination of the County Administrator and the County Attorney, who report directly to and are supervised by the Board of Supervisors. Performance evaluations, both in person and in writing, should be performed at least annually within a reasonable time of each employee's anniversary date.
- (b) All other employees in the County administration report to and are supervised by the County Administrator and the department heads. The County Administrator is responsible for the hiring, supervision, evaluation and termination of department heads; provided, however, that the County Administrator shall hire and terminate department heads only after consultation with the Board of Supervisors. No new positions may be created without prior Board authorization. The Board of Supervisors Personnel Committee, appointed by the Chairman, may be involved in the selection process when desired by a majority of the Board. Board Members shall be promptly notified of a termination. In cases requiring the immediate removal of an employee from their duties, the employee may be placed on suspension, with or without pay, pending an investigation.

Section 2-12. Staff Reports and Recommendations

Department heads shall be responsible to the County Administrator for the administration of their respective departments and shall make reports and recommendations concerning their departments to the County Administrator. Their advice may be required by the County Administrator or the Board on any matters affecting their departments.

Section 2-13. Press Releases

The Board of Supervisors, through the Chairman or County Administrator, has the Authority to issue official press releases in the name of the Board concerning pending plans, actions and policies of the Board. Only the County Administrator (or designee) is authorized by the Board of Supervisors to issue press releases in the name or on behalf of the County or any County department, or speak on each respective behalf.

Section 2-14. Administrative Matters

- (a) The following items shall be considered administrative in nature and shall not require



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Board action. These items shall be the responsibility of the County Administrator or designee.

1. Assignment of personnel in established “pool” positions where Board approved full-time equivalent staffing does not increase, and where no additional expense is involved.
2. Approval of salaries for initial hires and approval of promotional salary increases, within Board approved salary ranges. (Unless previously set by the Board of Supervisors).
3. Requests for withdrawal of zoning applications.
4. Approval of livestock claims within the limits of existing funds designated for this purpose.
5. Approval of educational travel expenses for department heads and constitutional officers and their deputies, within the limits of the adopted budget.

Section 3 – Board Governance

Section 3-1. Closed Sessions

- (a) Closed Sessions should only be conducted when the matter to be discussed is provided for under §2.2-3711(A) of the Code of Virginia, Executive or Closed Meetings.
- (b) No meeting shall become a Closed Session until the Board takes an affirmative-recorded vote in open session.
- (c)
 1. The motion shall state specifically the purpose or purposes, which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Session.
 2. Members shall request the assistance of the County Attorney when making additions to the Closed Session agenda.
- (d) No resolution, ordinance, rule, contract, regulation or motion considered in Closed Session shall become effective until the Board reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- (e) At the conclusion of a Closed Session, the Board shall reconvene in open session immediately thereafter and shall cast a vote certifying that, to the best of each member’s



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knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and
 2. Only public business matters identified in the motion convening the Closed Session were heard, discussed or considered.
 3. Any member who believes that there was a departure from the above requirements shall so state prior to the Chairman's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place. This is also the sole opportunity for the member to dissent to having discussed a matter in closed before such objection is waived.
- (f) The failure of the certification to receive the affirmative vote of a majority of the members present during the Closed Session shall not affect the validity or confidentiality of the Closed Session with respect to matters considered therein in compliance with the Freedom of Information Act.
- (g) The Board may permit non-members to attend a Closed Session if their presence will reasonably aid the Board in its consideration of an issue.

Section 3-2. Violation of Closed Meetings Privilege (Unauthorized Discloser of Closed Meeting Discussions) Constitute Disorderly Behavior

- (a) Pursuant to Va. Code §15.2-1400, the Board of Supervisors may punish or fine one of its members for disorderly behavior. For the purposes of this section, "disorderly behavior" shall be defined to include the intentional and unauthorized disclosure of any matter discussed or considered in Closed Session. For purposes of this section, an "unauthorized disclosures" shall be any disclosure not authorized by majority vote of the Board of Supervisors in an open meeting.
- (b) Any Board action taken under this section shall require two-third vote of the entire membership of the Board of Supervisors.
- (c) Punishment may include, but is not limited to, censure of the offending member by the Board of Supervisors. A fine may be imposed in any amount up to \$500.00 or the maximum authorized by law.
- (d) No action authorized hereunder shall be taken in a closed meeting, nor before the allegation will have been made to the offending member and having provided him or her



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with an opportunity to be heard.

- (e) No action authorized hereunder shall be imposed earlier than 14 calendars days from the date on which the offending member has been presented with the allegation(s) giving rise to said action, unless expressly waived in writing by the offending member.

Section 4 - Amending bylaws

Section 4-1. Amending bylaws

- (a) After due consideration, these bylaws may be amended with the concurrence of two-thirds of the Board members present. Proposed changes to the bylaws shall be listed on a published Board of Supervisors Agenda and provided in advance to Board members for their review.