

## **GREENE COUNTY BOARD OF SUPERVISORS BYLAWS**

### **SECTION 1 -- PURPOSE AND BASIC PRINCIPLES**

#### **Section 1-1 Purpose of Bylaws and Rules of Procedure**

- A. To enable County government to transact business expeditiously and efficiently;
- B. To protect the rights of each individual;
- 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 Five Basic Principles Underlying Bylaws and Rules of Procedure**

- A. Only one subject may claim the attention of the Board at one time;
- B. Each item presented for consideration is entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights of the minority must be preserved;
- E. Board members should work as a collaborative body to promote effective government.

### **SECTION 2 -- MEETINGS**

#### **Section 2-1 Regular Meetings**

- A. There will be a regular monthly meeting on the second Tuesday of each month at 6:30 p.m. and continued meetings on the fourth Tuesday of each month at 6:30 p.m. The meetings will be held at the County Administration Building located at 40 Celt Road, Stanardsville, VA 22973. A yearly calendar will be developed at the annual organizational meeting.
- B. When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day.
- C. The Chairman may cancel a Board meeting due to an emergency. For other changes to the schedule, timing or location of a Board meeting the Chairman will consult with other Board members and obtain a majority consensus for the change.

#### **Section 2-2 Special Meetings**

The Board may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. The Chairman or two (2) or more members may call a special meeting of the Board in such a manner as prescribed by Section 15.2-1418 of the Code of Virginia (1950), as amended. Only matters specified in the notice shall be considered unless all of the members of the Board are present. Where a special meeting has been called the Board shall give to the media and general public such notice of the time, place and purpose of the meeting as is feasible. A quorum is required.

**Section 2-3 Annual Organizational Meetings**

- A. The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting. The County Administrator shall preside during the election of the Chairman of the Board.
- B. The Chairman shall be elected at the annual meeting for a term of one year. The Chairman may succeed himself/herself in office.
- C. Following the election of the Chairman, he/she will assume the chair and conduct the election of the Vice Chairman.
- D. Following the election of the Vice Chairman, the Board shall:
  - 1. Adopt the yearly calendar for Board meetings.
  - 2. Adopt its Bylaws.
  - 3. Vote on liaison assignments as required.

**Section 2-4 Quorum and Method of Voting**

- A. At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a recorded roll call voice vote.
- B. Members abstaining shall state for the record their reason for abstaining.
- C. A tie vote fails.

**Section 2-5 Board to Sit In Open Session**

The Board shall sit in open session and all persons conducting themselves in an orderly manner may attend the meetings; provided, however, the Board may conduct Closed Meetings as permitted under the Virginia Freedom of Information Act.

**Section 2-6 Closed Meetings**

- A. Closed Meetings may only be convened in conformance with Section 2.2-3711 of the Code of Virginia (1950), as amended.
- B. No resolution, ordinance, rule, contract, regulation or motion agreed to in a Closed Meeting shall become effective until the Board reconvenes in an open session and takes a vote of the membership on such resolution, ordinance, rule, contract or regulation or motion which shall have its substance reasonably identified in the open meeting.
- C. At the conclusion of a Closed Meeting, the Board shall reconvene in open session immediately thereafter and shall take a roll call vote certifying that to the best of each members' knowledge:

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1. Only public business matters lawfully exempted from open session requirements were discussed; and
  2. Only public business matters identified in the motion convening the Closed Meeting 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 vote, indicating the substance of the departure that, in his/her judgment, has taken place.
- D. The Board may permit non-members to attend a Closed Meeting if their presence will reasonably aid the Board in its consideration of an issue.

### **SECTION 3 -- OFFICERS**

#### **Section 3-1 Chairman and Vice Chairman**

- A. The Chairman shall preside over all meetings of the Board of Supervisors. Upon the death, resignation or other permanent disability of the Chairman to fulfill the duties of his office, the Board shall elect a new Chairman at its next regularly scheduled meeting or as soon thereafter as possible.
- B. The Vice-Chairman shall preside over all meetings of the Board of Supervisors when the Chairman is unable to attend or in absence of a Chairman due to death, resignation or permanent disability until the Board elects a new Chairman in accordance with Section 3-1.A.

#### **Section 3-2 Clerk**

The Clerk of the Board shall be the County Administrator. The County Administrator may appoint one or more members of the County staff to serve as Deputy Clerk of the Board.

#### **Section 3-3 Parliamentarian**

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Bylaws and Rules of Procedure and Robert's Rules of Order as may be directed by the Chairman, or as required as a result of a point of order raised by any one or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

#### **Section 3-4 Preservation of Order**

- A. At meetings of the Board, the presiding officer shall preserve order and decorum.
- B. The Board encourages citizens to work through problems at the department and/or administrative levels before coming to the Board.
- C. Board meetings should not be used as a forum for political activity or campaigning.
- D. The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives.

## **SECTION 4 -- CONDUCT OF BUSINESS**

### **Section 4-1 Public Hearings**

Public hearings are held as required to receive community input and citizen comment.

1. Any person desiring to speak shall sign up prior to the meeting and write down their contact information if they want a response.
2. Speakers will be allowed three (3) minutes of time or longer based on the Chairman's discretion. Speakers may not yield their time to others.
3. The Chairman will monitor time and maintain decorum.

(Section 4-1.A – Amended January 12, 2016)

### **Section 4-2 Matters From the Public**

- A. The Board will set aside time for matters from the public on each meeting agenda to receive comments on any item not scheduled for a public hearing.
- B. Procedures for matters from the public are as follows:
  1. All persons wishing to speak shall sign up prior to speaking.
  2. All speakers shall speak from the microphone and state their name prior to their comments.
  3. Speakers will be allowed three (3) minutes of time or longer based on the Chairman's discretion.
  4. Speakers may not yield their time to others.
  5. The Chairman will monitor time and maintain decorum.
- C. The Board will not engage with the citizens in discussion or debate of any comment received.

(Section 4-2.A - Amended January 12, 2016)

### **Section 4-3 Consent Agenda**

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of any Board member present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

### **Section 4-4 Other Matters from the Board**

The Board will follow the procedure of taking no action on items introduced at the table under the category of other matters from the Board members or the County Administrator. If an item is presented for the first time during the course of business by Board members or the County Administrator, any action will be deferred until the next meeting of the Board. Exception will be made by unanimous consent of the Board.

### **Section 4-5 Motions**

- A. A substitute motion may be made by any member to any motion properly on the floor. Once seconded, the substitute motion shall take precedence and all debate or action on the existing motion shall cease until the substitute motion is decided. Debate on a substitute motion is permissible. If the substitute motion is passed by a majority vote of the members then present, the

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original motion is supplanted by the substitute motion. A second substitute motion can be made only after the first substitute motion is decided by vote of the Board. No more than two substitute motions may be made on any agenda item.

- B. No Board member shall abstain from any vote unless there is a conflict of interest.
- C. In accordance with the Code of Virginia, a recorded affirmative vote of a majority of the entire Board shall be required to pass any ordinance or resolution imposing taxes, authorizing the borrowing of money, or appropriating funds in excess of \$500.00.

#### **Section 4-6 Supplemental Appropriations**

Supplemental appropriation requests of local funds will require a second reading.

#### **Section 4-7 Amendment of Rules**

These Bylaws may be amended by majority vote of the entire membership.

#### **Section 4-8 Robert's Rules of Order**

The proceedings of the Board, except as otherwise provided in the Bylaws and Rules of Procedure and by applicable State law, shall be guided by Robert's Rules of Order.

### **SECTION 5 -- AGENDA**

#### **Section 5-1 Preparation**

- A. The Chairman and the County Administrator will set the agenda for meetings. Any Board member can add an item to the agenda, coordinating with the Chairman and the County Administrator to determine when the matter will be scheduled for Board consideration.
- B. Items requested to be on the agenda must be submitted in writing eight (8) working days prior to the meeting to allow for distribution of agenda to the media and for circulation of packet to the Board members. All correspondence addressed to the Chairman and/or to Board Members, that is included in the Board packet, must provide a telephone number and a return address. Individuals and/or departments wishing to provide information to the Board after the stated deadline will be required to mail such information directly to the mailing addresses of individual Board Members with a copy to the County Administrator's Office.
- C. Persons wishing to appear before the Board are directed to contact the County Administrator or Board Clerk, to be placed on the agenda.
- D. The Clerk of the Board shall prepare or cause to be prepared extra copies of the agenda and shall make the same available to the public in the Office of the County Administrator. The Clerk shall also have copies available at each meeting. The Clerk shall post the agenda in such public places in the County as shall give the public as much notice of the agenda as is feasible.

#### **Section 5-2 Comments, Queries of Board Members**

Board members are to observe the following rule during the discussion of agenda items and public hearings:

1. Comments of Board members must be constructive and germane to the subject at hand.

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2. The Chairman rules other comments out of order.

## **SECTION 6 -- BOARD APPOINTMENTS**

### **Section 6-1 Board of Supervisors Liaison Appointments**

- A. The Board, by majority vote, may establish Board liaison positions for departments, committees, partnerships, and other boards as required.
- B. The role of the liaison is to facilitate communication. The liaison will report on matters that may come before the Board or could have a future impact on the Board, staff and citizens of Greene. The liaison as an individual has no authority to act for the Board unless given that authority by majority vote during an established regular meeting.

### **Section 6-2 Citizen Appointments**

All appointments of citizens, other than members of the Board of Supervisors, shall be made by a majority vote of Board members present.

## **SECTION 7 – GENERAL OPERATING POLICY**

### **Section 7-1 Actions by Individual Members of the Board**

- A. Board members will refrain from taking individual actions that require expenditure of public funds or significant staff time regarding matters not in furtherance of Board action.
- B. In responding to questions from the media and citizens, Board members shall not speak for the entire Board without authorization or make any comment on executive session matters as pursuant to Section 2.1-344 of the Code of Virginia. The media should be referred to the Chairman or the County Administrator regarding any official action of the Board.