

**County of Amelia, Virginia**  
**Rules of the Board of Supervisors**

The following Rules of Order are adopted to ensure the efficient organization and management of the meetings of the Amelia County Board of Supervisors, and further establish a clear understanding of the process and procedures to be observed in conducting the County's business.

The current version of this document will always be available on the County's website for review by citizens.

**I. ATTENDANCE AND ADJOURNMENT**

All members shall make a reasonable effort to attend meetings of the Board. If unable to attend, a member shall notify the Chairman or County Administrator.

- A majority of the members of the Board shall constitute a quorum and must be present to proceed to business.
- If a quorum is not met, a smaller number of members may adjourn or send for absentees and delay the start of the meeting, if necessary.
- Special meetings of the Board may be called in accordance with §15.2-1418 of the Code of Virginia, 1950, as amended.

The Chairman shall take the Chair at the hour set by the Board for regular or special meetings. The Chairman shall immediately call the Board to order and determine if a quorum is present; if so, the Chairman shall have the minutes of the preceding meeting submitted. Any errors or omissions shall, upon motion made and carried, then be corrected. The minutes, being found correct, shall be signed by the Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

**II. CHAIRMAN AND VICE-CHAIRMAN**

At the first meeting in January of each year, the Board of Supervisors shall elect one of its members as Chairman and one other of its members as Vice-Chairman. The term of office for the Chairman and Vice-Chairman shall be for one year, but they may be re-elected.

The Chairman shall preside at all meetings at which he/she is present. The Vice-Chairman shall preside at all meetings at which the Chairman is absent and may discharge any other duty of the Chairman during his/her absence or disability.

The day, time, and place of regular Board meetings (see section IV) shall be determined at the January organizational meeting.

### III. CLERK

The County Administrator shall serve as Clerk to the Board.

The minutes of the meetings of the Board shall be duly drawn by the Clerk and shall be submitted for approval at the next regular monthly meeting following their draft.

The Clerk shall appoint deputies as recording secretaries if required or needed by the Board.

### IV. MEETINGS

Regular meetings of Board shall be held in the Amelia County High School Auditorium on the third Wednesday of each month or other location or date as designated and duly authorized by vote of the Board. When a conflict occurs due to any legal holiday, weather conditions or other events requiring rescheduling of the regular Board Meeting, the County Administrator shall notify the Chairman of the Board of the need to reschedule to an alternative date.

Notification compliant with the Virginia Freedom of Information Act will be made to the public if changes to the date or location are made.

Workshops and/or work sessions of the Board, if desired or needed, shall be held in the Amelia County High School Auditorium prior to the regularly scheduled meetings or as scheduled, duly voted on by the Board and appropriately advertised.

Postponement of Regular Meetings:

If the Chair, or Vice Chair in the event the Chair is unavailable or unable to act, finds and declares that the weather or other conditions are such that it is hazardous for Board members and the public to attend a regular meeting, the meeting shall be postponed for a period of one week to the same time on the following Wednesday. Board members and the news media will be notified as promptly as possible, and notice will be posted on the front door of the Administration Building. All hearings and other matters previously advertised will be conducted at the continued meeting, and no further advertisement or notice is required.

In the event that the Chair should determine that the day for the continued meeting established above is not appropriate, the Chair shall declare an alternative day for the continued meeting, and such notice as is feasible under the circumstances shall be given to the press and public.

Notification compliant with the Virginia Freedom of Information Act will be made to the public if changes to the date or location are made.

The time for regular meetings shall be 7:00 pm unless otherwise directed by the Board.

Public hearings shall be advertised for 7:00 pm unless otherwise directed by the Board.

All County government meetings, regular or special, will be posted on the County's website calendar at the time they are scheduled or as soon thereafter as practicable.

If a majority of the Board fails to attend within half an hour after the time appointed for any meeting, the Clerk shall enter into the minute book the names of the members present and note the adjournment for lack of a quorum.

A Resolution establishing meeting dates, times and locations shall be adopted by resolution at the Board's January meeting and must be amended as changes are made.

Special meetings of the Board and Board work sessions to discuss issues may be called by the Board or by the Chairman and held at times and places designated at the time of the call of such meetings. All parties having requested or required to receive notification of meetings pursuant to the Virginia Freedom of Information Act shall be notified of any special meeting.

Motions need not be seconded.

The rules contained in the *Robert's Rules of Order Newly Revised*, Procedures for Small Boards, shall be the parliamentary authority in all cases not covered by these Rules of Order. The Chairman serves as parliamentarian. The County Attorney may be asked to advise on the questions of parliamentary procedure.

Any Supervisor may request a Closed Meeting for any of the permitted areas set forth in the Code of Virginia. Closed Meetings will be held upon completion of other formal agenda items unless for reasons beyond the Board's control.

Members shall address only the Chair, or address each other through the Chair. A member must be recognized by the Chair before he or she shall proceed. Upon being recognized, a member shall not be interrupted during his or her comments except when a point of order is called or during discussion of the issue with other Board members.

Individuals interested in addressing the Board or staff shall only do so at the lectern in order for their comments to be recorded as part of the record of the meeting, and shall only address the Board, not the audience or the applicants. The Amelia County, Town Hall Meetings, Public Hearings, Public Information Sessions, and Public Comment Protocol Policy (Appendix 3) shall serve as the guidelines to be used by the Amelia County Board of Supervisors during public meetings.

## **V. ORDER OF BUSINESS**

After the call to order and the submission and approval of the minutes of the preceding meeting, the Board shall proceed to the agenda. The order of the agenda shall normally be as below, subject to rearrangement by the Chairman, absent objection by the Board:

- A. Review and Acceptance of Fiscal Matters
- B. Consent Agenda

- C. Public Comments and Participation
- D. Highway Matters
- E. Business for Board Consideration
- F. County Administrator's Report
- G. Correspondence; When Applicable
- H. Informational Items
- I. Board Member Reports from Assigned Committees
- J. Upcoming Meetings
- K. Monthly Reports for Local Departments
- L. Board Member Comments
- M. Closed Session (if Necessary)
- N. Action from Closed Session (if necessary)
- O. Adjournment

To add any new items of business to an approved agenda of the Board of Supervisors for any meeting or special meeting, a majority of members must vote to approve.

## **VI. PREPARATION OF AGENDA**

The County Administrator shall see that the preparation and printing of Board papers, ordinances, resolutions, petitions, and other applicable documents, be completed by the Wednesday before the meeting of the Board, if practical, but no later than the Friday before the meeting of the Board.

Organizations, individuals and/or staff wishing to place items on the Agenda for regular Board Meetings must submit a request, in writing, to the Office of the County Administrator no later than 5:00 pm ten (10) calendar days prior to the meeting of the Board at which they wish to appear. All requests for agenda items received by the deadline will be placed on the agenda unless the County Administrator provides to the full Board reasons why the requested item was not included. Individual Board members may then discuss with the Chair and the Chair will communicate to the County Administrator instructions to add or not.

Any item submitted after this deadline will normally not be considered for action unless recommended by the County Administrator. If not accepted, it will be added to the following meeting's agenda. Agenda requests from County Constitutional Officers do not require approval but must still be received within the stated timeline for inclusion.

Agenda packets will usually be received by the Board of Supervisors by the Wednesday before the meeting of the Board, if practical, but no later than the Friday before the meeting of the Board. Any changes/additions to the agenda or content material prior to the meeting will be copied by the County Administrator for easy identification of changes. Board packets will be posted on the County's website for public viewing at the same time they are made available to the Board, or as close as practicable.

## **VII. CONDUCT OF BUSINESS**

The Chairman shall preserve order and decorum; may speak to points of order in preference to other members, and shall decide questions of order without debate, subject to an appeal by a Board member. If a decision relates to the question of decorum or propriety of business or the relevancy or applicability of propositions the appeal may be debated, but no member shall speak on it more than once, except by leave of the Board.

When a member wishes to speak, he shall address, "Mr. Chairman," and confine himself strictly to the question before the Board.

When two or more members speak at the same time, the Chairman shall identify the person having the floor.

A motion or proposition shall be put in writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time before a decision, amendment, or other action of the Board upon it, except a motion to reconsider, which shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to *Robert's Rules of Order Newly Revised*, Procedures for Small Boards.

No member shall use any language or gesture calculated to wound, offend or insult. If any member, when speaking, transgresses the rules of the Board, the Chairman or any other Board member may call him to order; in which case the member called to order shall cease unless permitted to explain. If there is no appeal, the decision of the Chair shall be final. If the decision is in favor of the member called to order, he shall be at liberty to proceed; otherwise he shall not proceed except by leave of the Board. Frequent or repeated violations of order, especially if persisted in after the admonitions of the Chairman, shall liable the member to the censure of the Board.

No member shall interrupt or hinder the Boards business by standing up, leaving his place, moving about the hall, engaging in conversation, expressing approval or disapproval of any of the proceedings, or by any other conduct intending to cause disorder and confusion.

## **VIII. TAKING THE VOTE**

When a motion in order is made, the Chairman shall state the exact motion and indicate that it is open to debate. After the motion has been debated, the Chairman shall put the question in the following forms: "As many as agree that (as the question may be) let it be known by saying 'Aye' and those opposed by saying 'Nay.'" The vote shall be taken in a manner which clearly shows how each member of the Board voted.

The ayes and nays on any question may be called for at any time before proceeding to another question or preposition, but being refused, they shall not be again demanded on the same question; and any member shall have a right to vote on the question if called until the decision is announced by the Chairman.

Any member has the right to change his vote at any time prior to the Chairman announcing the decision.

According to the Constitution of Virginia, a majority of all elected members shall be necessary to adopt any ordinance or resolution appropriating money exceeding the sum of \$500, imposing taxes; or authorizing the borrowing of money. Otherwise, a resolution, ordinance, or other proposition shall be adopted by vote of the majority of Board members present and voting. A tie vote shall mean the defeat of the motion voted on.

A member may abstain and be entered in the minutes as present and abstaining.

At the discretion of the Chairman, or by motion from the members, a vote may be taken by representative district

The Code of Virginia, 1950, as amended, Title 2.2, Chapter 31, Articles 1-8, § 2.2-3100 through 3131 et seq. shall control with respect to a member's participation and voting. (The Virginia State and Local Conflict of Interest Act § 2.2 3100 et al, Code of Virginia, 1950, as amended.)

#### **IX. RECONSIDERATION**

After a question has been decided, it may be reconsidered on the motion of any member who voted with the prevailing side, provided the motion is made on the same day as the decision carried. All motions to reconsider shall be decided by a majority of the votes of the members present and voting.

#### **X. WITHDRAWAL OF EXHIBITS**

Original papers, filed as exhibits with any ordinance or resolution, may be withdrawn by the patron or upon his order. In such case, he shall leave attested copies.

#### **XI. MANUAL AND RULES**

The rules of parliamentary practice in *Robert's Rules of Order Newly Revised*, Procedures for Small Boards, shall govern the Board in all cases to which they are applicable, except when they are inconsistent with the rules established by the Board.

The Rules of the Board shall be reviewed and adopted in January of each year. These Rules may subsequently be suspended or amended only by a majority vote of the entire Board. Upon a motion to suspend or amend, the mover shall be allowed two minutes to state the reasons for his motion and one member opposed to the motions shall be allowed an equal time to object.

#### **XII. APPOINTMENTS**

All appointments of Board representatives to commissions, authorities, committees, etc. shall be made once an individual leaves the position or on expiration of his term, and not later than two meetings after the individual has left. The Board shall attempt to honor appointments from

representative districts and shall not discriminate based on sex, age, handicap, or origin.

In selecting members of committees, the Chairman of the Board shall solicit nominations from members of the Board as to committee assignments. The Board shall confirm the assignments. Standing committees shall consider such matters as referred by the Board, and shall report at regular meetings of the Board.

### **XIII. PUBLIC HEARINGS**

The Amelia County, Town Hall Meetings, Public Hearings, Public Information Sessions, and Public Comment Protocol Policy (Appendix 3) shall serve as the guidelines to be used by the Amelia County Board of Supervisors during Public Hearings.

If a public hearing becomes disruptive, the Chairman may adjourn or continue, in accordance with the Code of Virginia, 1950, as amended.

### **XIV. CLOSED MEETINGS**

All discussions held in Closed Meetings, as outlined in the Freedom of Information Act, shall represent privileged information held by those involved. Release of such information by a Board member outside the meetings shall be considered a breach of these by-laws, and the member shall be subject to censure. The specific purpose(s) of each Closed Meeting shall be stated in accordance with § 2.2-371I of the Code of Virginia, 1950, as amended.

Upon return to regular session after a Closed Meeting, the Chairman shall state the nature of the Closed Meeting in as specific terms as appropriate.

## **Appendix #1**

### ***Robert's Rules of Order Newly Revised, Procedures for Small Boards***

In a Board meeting where there is not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

The chairman need not rise while putting questions to vote.

The chairman can speak in discussion without rising or leaving the chair and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he may make motions and usually votes on all questions.

## Appendix #2

### General Rules for Board Members Representative Travel

From time to time meetings, seminars, conventions, training sessions and other opportunities are available where representation by Board of Supervisors' members is deemed appropriate and justified.

It shall be the policy of the Board of Supervisors that the following business trips will be paid for by the County:

- A. Attendance at local single day meetings where the topic is within a specific Board Member's area of responsibility. Advance approval of this Board is not required for this type of attendance.
- B. Attendance at overnight non-local meetings when the cost will exceed \$100 or attendance at meetings/committees outside the specific member's area of responsibility. Attendance at these types of meetings/committees requires advance Board approval.

Should a trip require advance Board approval, the following procedures will be followed:

- a. Board member requesting travel will notify the County Administrator to have the trip request placed on the Board agenda.
- b. Additionally, a summary report and/or support documents (i.e. conference/meeting agenda) regarding the purpose of the activity/event/expenditure should be provided to the County Administrator and included in the Board Packet explaining the public benefit for the expenditure (how the County would benefit from the activity/expenditure).
- c. At the Board meeting, the merits of representation shall be discussed, and the trip(s) approved or disapproved.
- d. If approved, the County Administrator will be charged to make arrangements (if required) for the representation including the making of advanced payment for registration fees and/or hotel prepayments.

All Board travels requiring reimbursement of expenses upon completion- of any approved trips shall submit the standard County Travel Voucher Request to the County Administrator for payment. Receipts shall be attached for all expenses except mileage.

Upon return from trips, all Board travelers shall provide copies of documents, booklets, information sheets, etc. to the County Administrator for distribution to appropriate staff members, committee chairmen, and other interested persons so that the information value may be shared.

Any meetings whose registration or costs are paid in advance and not recoverable, for which the registered member fails to attend shall require repayment by the Board member unless specifically forgiven by the Board of Supervisors.

Board of Supervisors members desiring to travel and/or attend meetings/sessions, personally and not as a Board representative and for which they seek no expenditures from County funds, may do so without reference to the Board, and therefore, are not covered by this appendix.

### **Appendix #3**

#### **Amelia County, Town Hall Meetings, Public Hearings, Public Information Sessions and Public Comment Protocol Policy**

To help maintain and assure public decorum, meeting efficiency and to better allow citizens time to address the Amelia County Board of Supervisors during Public Hearings, Town Hall Meetings, Public Information Sessions, and Public Comment Periods, the Board of Supervisors hereby adopts the following Policies for the conduct of Board Meetings.

To speak at any Amelia County Public meeting please be advised:

1. A "Public Hearing" in the Commonwealth of Virginia has legal connotations that require strict compliance.
2. Anyone wishing to speak at a Board of Supervisors Public Hearing is encouraged whenever practicable, to provide the County Administrator with a written summary of their comments prior to their appearance before the Board of Supervisors. If the speaker cannot provide such written comments prior to the Board Meeting, he/she is encouraged to provide a written summary before or after their presentation/comments to the Board, whenever practicable.
3. For the public record, all speakers must give their name and address in order to speak.
4. All comments must be made at the lectern and be directed to the Chairman, unless otherwise instructed by the chairman.
5. Limit speaking time to a maximum of three (3) minutes, unless otherwise directed by the Chairman.
6. Speakers may speak once during a specific hearing unless otherwise directed by the Chairman of the Board.
7. Be respectful of speakers at all times and allow all opinions to be expressed in a tolerant and calm atmosphere.
8. When there is a large number of speakers on a common topic, they should select a spokesperson to present their comments. The spokes person should ask all persons supporting his or her comments to stand in lieu of repetitive comments. Persons representing a group maybe granted additional time at the discretion of the Chairman.
9. Speakers may be answered during the Board Comment Period or by the Board or Staff at a later date.

ADOPTED: January 20, 2021