

CULPEPER COUNTY BOARD OF SUPERVISORS

2016

RULES OF PROCEDURE



ADOPTED: JANUARY 5, 2016
as amended on March 1, 2016

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**CULPEPER COUNTY BOARD OF SUPERVISORS
2016 RULES OF PROCEDURE**

I PURPOSE AND BASIC PRINCIPLES

1-1 Purpose of 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.
- D To determine the pleasure of the Board on any matter.

1-2 Basic Principles Underlying 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 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 Culpeper County Board of Supervisors (hereinafter, “the Board”).
- F Discussion by members should be directed at the issue before the Board, and not at other members.

1-3 Rules of Interpretation

- A These Rules of Procedure are rules of parliamentary procedure and are for the convenience of its members only. They do not have the force of law.
- B Only members of the Board or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Chairman or other action of the Board on the basis of compliance or non-compliance with these Rules

of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order. In no event may questions over compliance herewith be raised judicially.

- C Non-compliance with these Rules of Procedure must be raised at the time of the non-compliance, prior to continued debate or a vote. If a challenge is raised in a timely manner by a member with standing as provided for herein, the only relief shall be the correction of the error in conformance with the Rules of Procedure. If a challenge is not timely made, the right to challenge the non-compliance is waived. In no event will a violation hereof result in the voiding or overturning of any action of the Board.
- D Failure to comply with these rules or Robert's Rules of Order shall not invalidate Board action otherwise valid at law.

II MEETINGS

2-1 Regular Meetings

- A The time and place of regular meetings of the Board of Supervisors shall be established at the Board's annual organizational meeting. Regular Board meetings shall be held in the Board Meeting Room, County Administration Building, 302 North Main Street, Culpeper, Virginia, on the first (1st) Tuesday of each month, beginning at 10:00 a.m., and planning business shall be conducted on that same Tuesday beginning at 7:00 p.m. The 10:00 a.m. regular meeting shall be devoted primarily to action/decision/policy formation items, and the 7:00 p.m. meeting shall be devoted primarily to public hearings, work meetings and Planning Commission cases. If a Closed Meeting item can and should be addressed at the regular meeting, it shall be. The Board may, however, prescribe any other meeting place or time in compliance with § 15.2-1416 of the Code of Virginia (1950), as amended.
- B When a regularly scheduled meeting falls on a legal holiday or Election Day, the meeting shall be held on the following business day.
- C A regular meeting may be canceled by the Chairman or the Vice-Chairman if the Chairman is unable to act, or upon a finding that weather or other conditions are too hazardous for the members or the public to attend. In the event the regular meeting is cancelled due to weather or hazardous conditions, the meeting may be held on the next business day on which the weather or hazardous condition has abated or as determined by the Chairman or Vice-Chairman.

- D Regular meetings may be adjourned without further public notice, from day to day, from time to time, or from place to place, until the business before the governing body is completed. However, regular meetings may not be adjourned beyond the fixed date for the next regularly scheduled meeting.

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. Special meetings may be adjourned. Either the Chairman, or any two members, may call a special meeting of the Board in such a manner as prescribed by §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. The notice of the special meeting may be waived if all members of the Board attend the special meeting or sign a written waiver. 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.

2-3 Annual Organizational Meetings

- A At the annual or organizational meeting of the Board, the Board shall elect from its membership a Chairman and Vice Chairman, each of whom shall serve a term for one year expiring on December 31 of the year elected, or until their respective successors shall be elected. The County Administrator shall preside during the election of the Chairman.
- B The position of Chairman and Vice Chairman of the Board shall be rotated annually among Board members effective January 2, 2013. The rotation will begin with the third most senior member of the Board given the recent service of the two most senior members immediately prior to the effective date. In keeping with this policy, the Vice Chairman will be elevated the next year to serve as Chairman. The guiding principal is that the most senior member on the Board who has not served as Chairman during the rotation will become the Vice Chairman and then Chairman the subsequent year. Should a member die, resign, not seek a subsequent term or not be reelected, his/her successor will move to the end of the list of seniority. Should a member of the Board decline to seek the nomination to serve as Chairman or Vice Chairman, the rotation will proceed to the next most senior member. No member may serve as Chairman or Vice Chairman having sat on the Board less than two years. In any such instance, that newly seated member would proceed to the end of the next rotation by seniority.
- C Should, during the rotation for the Vice Chairman position, two or more

members have the same seniority, the selection shall be based upon the alphabetical order of the district names represented by those members. (In this instance, the members whose district names alphabetically follow will rotate to the Vice Chairman position in the subsequent year.)

- D The Chairman may not succeed himself/herself in office. The Chairman and Vice Chairman shall continue to hold office until their successor takes office.
- E Following the election of Chairman, s/he will assume the chair and conduct the election of the Vice Chairman.
- F In addition to electing its Chairman and Vice Chairman at its organizational meeting, the Board shall, but not necessarily in this order, also:
 - (1) Establish dates, times and places for the regular meetings; and
 - (2) Adopt its Rules of Procedure.
- G The Chairman shall be authorized to make appointments to standing and ad hoc committees at the time of the organizational meeting, but at his or her discretion may defer the appointments to no later than one week thereafter.
- H The Chairman and/or Vice Chairman may, upon notice, be removed from these specified offices for cause upon an affirmative 2/3 majority vote of the entire membership of the Board, for one or more of the reasons set forth herein:
 - (1) Gross neglect of duty;
 - (2) Conviction of a felony;
 - (3) Conviction of misdemeanor crimes of moral turpitude (e.g., larceny, fraud, embezzlement, receiving stolen goods, perjury), without regard as to whether said conviction is held in abeyance (to be later set aside) pending successful completion of a probationary period;
 - (4) Conviction of misdemeanor drug or drug-related offenses, without regard as to whether said conviction is held in abeyance (to be later set aside) pending successful completion of any counseling and a probationary period;
 - (5) Mental or physical incapacitation; or

- (6) Abuse or misuse of office.

A removal action shall be expressly noticed for any meeting in which the Board will be asked to address it.

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 voice vote. The Chairman may choose to have the vote by a roll call vote or by show of hands; however, if there is one “no” vote or one abstention, at the request of any member of the Board, the Board may be polled and the name of each member voting and how he or she voted shall be recorded. All votes on matters of ordinance shall be recorded by the clerk along with the name of each member voting and how he or she voted.
- B Members abstaining shall state for the record their reason for abstaining, if they abstain due to a conflict of interest as prescribed by state law.
- C A tie vote fails, except as provided in §15.2-1420 of the Code of Virginia (1950), as amended.

2-5 Board to Sit in Open Meeting

- A The Board shall sit in open meeting and all persons conducting themselves in an orderly manner may attend the meetings; provided, however, the Board may conduct a closed meeting as permitted under the Virginia Freedom of Information Act or other provision of law.
- B Subject to the approval by the Chairman, a member of the Board may participate in an open meeting from a remote location through electronic communications means, even though the remote location is not open to the public. Such participation shall be strictly conditioned upon a satisfactory showing of the following:
- (1) A quorum of the public body is physically assembled at the open meeting; and
 - (2) prior to the open meeting, the member (a) has notified the Chairman that the member is unable to attend the meeting due to an emergency or personal matter, (b) has described the nature of such emergency or personal matter with sufficient specificity; and (c) the member has not participated in more than two meetings from a remote location in any given calendar year; or

(3) prior to the open meeting, the member has notified the Chairman that the member is unable to attend the meeting due to a medical condition or a temporary or permanent disability that prevents such attendance.

- C In all cases in which attendance by remote location is approved, the Chairman shall cause to be recorded in the minutes of the meeting the identification of the remote location from which a member participates, and the specific nature of the emergency or personal matter causing member to request remote location, or, where applicable (and with less specificity), a reference that the member is unable to attend the meeting due to a medical condition or a temporary or permanent disability.
- D The Chairman shall disapprove the member's request to participate from a remote location if such participation will violate the policy set forth herein. The Chairman shall state the reason(s) for his or her disapproval with specificity, in the presence of the Board, and shall have the same recorded in the minutes of the meeting.
- E The Board shall make arrangements for the voice of the remote member to be heard by those persons assembled at the open meeting location.

2-6 **Closed Meetings**

- A Closed meetings may only be convened in conformance with the Virginia Freedom of Information Act or other provision(s) of law that would make such meetings or discussions of items in those meetings confidential.
- 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 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.
- C At the conclusion of a closed meeting, the Board shall reconvene in open meeting immediately thereafter and shall take a roll call vote certifying that to the best of each member's 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 meeting were heard, discussed or considered.
- D Any member who believes that there was a departure from certification requirements of Rule 2-6(C)(1) or (2) shall state so prior to the vote, indicating the substance of that departure (in his or her judgment). The member's statement shall be recorded in the minutes of the Board.

- E The failure of the certification to receive the affirmative vote of a majority of the members present during the closed meeting shall not affect the validity or confidentiality of the closed meeting with respect to matters considered therein in compliance with the Virginia Freedom of Information Act.
- F 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.
- G Any member may request a proposed closed meeting item be pulled from the agenda for a separate vote on entering closed meeting, at his or her discretion.
- H Any matter discussed in closed meeting is privileged and shall not be disclosed by any participant in the closed meeting, except as required by court order.

2-7 Work Sessions

- A Work sessions may be held as regularly scheduled, specially called, or recessed meetings of the Board, in order to work on issues to be considered by the Board in the future.
- B Formal votes may be taken at a work session.
- C Work sessions require legal notice pursuant to §2.2-3707 of the Code of Virginia (1950), as amended.

2-8 Conduct in Meetings

- A The effectiveness and efficiency of governmental bodies in serving the public is enhanced by the proper conduct of all participants of meetings and work sessions of the Board.
- B To this end, all such meetings and work sessions shall be conducted with observance by all participants of the fundamental rules of civility, including restraint in demeanor and respect for others and their views. These rules are reflected in the County's Amended Policy of Civility in Public Service. This rule is not intended to restrict disagreement or opposition to any proposal, motion, or argument. It is intended to restrict the manner in which such disagreement or opposition is expressed, to preclude those ways of discourse which tend to disrupt or impair the conduct of a meeting. Shouting, profanity, threats, personal attacks, and other similar actions are unacceptable. Should, in the view of the

Chairman or a majority of the Board or any Committee, the actions of a participant violate the foregoing guidelines for conduct, the Chairman may address the participant's deviation from the guidelines.

- C This rule of conduct shall be enforced by the Chairman of the meeting who may order an unruly or disruptive individual to be removed from the meeting.
- D The rules of conduct described herein are intended to apply to all Board appointees to any agency, committee, commission, or similar entity.

III OFFICERS

3-1 Chairman and Vice Chairman

The Chairman shall preside over all meetings of the Board. The Chairman shall appoint Board members to serve on standing and ad hoc committees established by the Board of Supervisors. Such appointments shall be made promptly and within a reasonable time, preferably within one week following the annual meeting. The Vice Chairman shall serve as Chairman when the Chairman is unavailable or unable to act for any reason.

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.

3-3 Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, Robert's Rules of Order and any other applicable legal procedures, 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 Parliamentarian.

3-4 Preservation of Order

At meetings of the Board, the Chairman shall preserve order and decorum.

IV CONDUCT OF BUSINESS

4-1 Prior to Call to Order or Convening of Business

Invocation shall be conducted in accordance with §15.2-1416.1 of the Code of Virginia (1950), as amended, prior to the governing body's actual call to order or convening of business.

4-2 Order of Business

The first items shall be the Call to Order and Pledge of Allegiance.

4-3 Consent Agenda

The Chairman and County Administrator shall place routine, non-controversial matters requiring Board action on the Consent Agenda. At the beginning of each regular Board meeting, the Consent Agenda for the meeting shall be read by the County Administrator and considered for approval. Any Board member may remove items from the Consent Agenda and place them on the Preliminary Regular Agenda. Thereafter, the Preliminary Regular Agenda shall be recognized noting any additions of items removed from the Consent Agenda - and then considered for approval, as the Regular Agenda.

4-4 Citizens' Time

The Board shall set aside thirty (30) minutes for Citizens' Time at its regularly scheduled public hearing meeting each month. During this period the Board shall receive comment from any citizen on any topic not set for public hearing at that meeting. No individual citizen should be allocated more than three (3) minutes of time to address the Board. Speakers shall not be allowed to: (a) campaign for public office, (b) promote private business ventures, (c) engage in personal attacks, or (d) use profanity or vulgar language. In the event that not every speaker has had an opportunity to speak within the thirty (30) minutes, the Chairman shall poll the Board on the question of amending the agenda and adding more speaking time to follow the scheduled business of the meeting, to seek the Board's input on receiving the comment at a later time, or extending the Citizen forum.

4-5 Motions

- A No motion shall be discussed prior to being duly seconded in accordance with these Rules of Procedure. Once the motion is seconded, the person making the motion shall have a reasonable time as determined by the

Chair to give his/her reasons in support of the motion prior to the start of debate.

- B All motions shall be duly seconded before being submitted to the Board for action.
- C When a question is under discussion, no motion shall be received unless it is one to amend, to commit, to postpone, for the previous question, for a substitute motion, a motion to lay on the table, or a motion to adjourn.
- D No member should speak for the second time on a motion until every member desiring to speak has spoken.
- E When a vote on a motion has been announced, it may be reconsidered during the meeting in which the vote was taken, or during the next regularly scheduled meeting that immediately follows the vote. A motion to reconsider may only be made by a member who voted with the prevailing side. In the event a motion fails due to a tie vote, for the purposes of this rule, neither side shall be considered as having prevailed and such reconsideration may be initiated by the motion of any member.
- F In accordance with the Constitution of the Commonwealth 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. The Chair may, at his/her own discretion, call for a roll call vote.
- G All motions to adopt any ordinance may be by voice vote and the clerk shall ensure that the minutes shall reflect the names of the persons voting and how they voted in the permanent record.
- H Upon a call for a question, the Chair shall determine whether there exists any objection to ending discussion. If none, the question shall be called. If any person objects, the Chair shall seek a second for the motion to call for the question. A two-thirds (2/3) majority shall be required to end debate.
- I Failure of a motion couched in the negative shall not authorize positive action.
- J Failure of a motion couched in the negative shall invoke the rule (Rule 4-5E) on the reconsideration of a failed motion.
- K A tie vote defeats the question being voted upon, except as provided by §15.2-1420 of the Code of Virginia (1950), as amended.
- L A motion to rescind or to amend a prior action adopting something with continuing effect by the Board may be made by any member of the Board at a subsequent meeting upon proper notice having been given. There is no time

limit for the making of such a motion. However, such motions are improper if: (1) the original action by the Board was subject to a motion for reconsideration, (2) the action or inaction of third-parties in reliance on the original Board's action is impossible to undo or (3) certain personnel actions (as described in Robert's Rules of Order) have been taken. Voting requirement is a majority of a quorum, if the call to the meeting provides the language of any proposed change.

- M If the Applicant, or its authorized representative, on any matter referred to the Board by the Planning Commission fails to appear before the Board in the Board's proceeding on the Applicant's matter, the Board may deem the absence to be a request for a tabling of the matter.
- N As applied to any action taken by the Board, the terms *adopt*, *accept*, *agree to* and *approve* are equivalent terms, and the usage of one over another shall not constitute a basis for challenging or invalidating Board action. Notwithstanding the foregoing, the term *adopt* is preferred for motions related to ordinances and resolutions.

4-6 Public Hearings:

- A The order of business for consideration of a matter on the Board's public hearing agenda shall be as follows:
 - (1) Staff presentation:

Staff presentation will be heard first. Members of the Board may direct questions to staff at the time allotted for staff presentation;
 - (2) Applicant's presentation (if applicable):

A reasonable and sufficient time will be afforded the applicant to properly and fairly present the subject matter. Members of the Board may make inquiry of the applicant upon completion of the applicant's presentation. Any Member of the Board may ask the applicant to respond to specific questions raised by the public after all public comments have been heard;
 - (3) Comments, statements or presentations from members of the public:

Unless otherwise noted, each speaker may have a minimum of 3 minutes, but no more than 5 minutes, to address the Board whether speaking as an individual or as a representative of any group or organization. The Chair has the authority to set the time allotted to each speaker based on the number of citizens who sign up to speak. The order of speakers will be determined by the sign in registry. A last call shall be made by the Chair for any person present who wishes to speak who has not signed the register;
 - (4) Thereafter, the public hearing shall be closed.
 - (5) At the conclusion of all the speakers, any Member of the Board may ask

follow up questions of staff and/or the applicant. Any Member of the Board, through the Chair, may ask follow up questions of members of the public.

(6) Board discussion shall ensue thereafter, at which time the Chair then may entertain any motions accompanied by any additional debate after a second.

B In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial Public Hearing will be the first to speak at the continued hearing.

C Speakers who wish to leave written statements/comments are encouraged to bring nine copies in advance of the meeting to the Office of the Clerk to the Board for distribution to the Board Members.

D Rules of Order for Public Comment and Public Hearings will be available in the Board of Supervisors' Meeting Room.

4-7 Decisions on Points of Order

The Chairman, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian for an advisory opinion to the Chairman.

4-8 Same; Appeal to Board

Any member of the Board may appeal to the Board the decision of the Chairman on any question of order or the interpretation of these Rules of Procedure. A majority vote of those present is necessary to overrule the Chairman. No second is required on a member's appeal.

4-9 Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order.

4-10 Suspending Rules

One or more of these Rules of Procedure may be suspended with the affirmative vote of the majority of the members present.

4-11 Amendment of Rules

These Rules of Procedure may be amended at any time by majority vote of

the entire membership. Any amendment to these rules shall become effective immediately upon its adoption, unless the motion to adopt [the amendment] specifies another date for it becoming effective. The procedure by which these rules of procedures are adopted at this Board's annual organizational meeting shall not operate to affect the effective date of any amendment that shall have been adopted during the time intervening the annual organizational meetings.

4-12 **Robert's Rules of Order**

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

V AGENDA

5-1 **Preparation**

- A The Clerk shall prepare a preliminary agenda for the regularly scheduled meetings conforming to the order of business specified in §4-2 titled "Order of Business".
- B Any two Board members may request that items be placed on the agenda by contacting the County Administrator in writing at least five business days prior to the Board meeting for which they wish the item scheduled. The County Administrator shall place requested items on the preliminary agenda for the next regular meeting following the request, subject to Paragraph A of this section.
- C All items which are requested to be placed on the preliminary agenda which have not been submitted within the prescribed deadline shall be placed on the next regular agenda for consideration.

5-2 Delivery of Agenda

- A The preliminary agenda and related materials for regular Board meetings shall be electronically posted and received by each member of the Board and the County Attorney by 4:00 p.m. on Friday prior to the meeting, unless a later time is approved by a majority of the Board.
- B The preliminary agenda and related materials shall be made available to the public within the County Administrative offices at least by 4:00 p.m. Friday prior to the meeting, or at least simultaneously with the Board's receipt.

5-3 Copies

The Clerk of the Board shall prepare or cause to be prepared the preliminary 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 preliminary agenda in such public places in the County as shall give the public as much notice of the agenda as is feasible.

5-4 Finalization of Agenda

The preliminary agenda shall be finalized at each meeting of the Board upon the Board's decision, by vote or apparent consensus, to add or delete items from the agenda, or to proceed with the agenda without alteration.

5-5 Comments, Queries of Board Members

Board members are to observe the following rules during the discussion of agenda items, public hearings excepted:

- 1 Comments of Board members must be constructive. The Chairman ensures that comments are constructive;
- 2 The Chairman keeps discussions germane to the subject. The Chairman rules other comments out of order; and
- 3 Discussion by members should be directed at the issue before the Board, and not at other members.

5-6 Board Commendations

The Board may issue commendations to any person, persons, or groups for meritorious service to the community or other act meriting special recognition, by resolution. Such commendations shall be signed by the Chairman of the Board.

VI BOARD AND OTHER COMMITTEES; APPOINTMENT

6-1 Board Committees; Appointments; Vacancies

The Board, by majority vote, may establish or abolish standing or ad hoc committees of the Board (i.e., Personnel, Rules, etc.). Each committee shall consist of at least three members of the Board, unless otherwise established, and its members shall be appointed by the Chairman, preferably within one week of the committee's creation or any reauthorization. The Chair shall likewise fill any vacancy. In addition, the Chairman shall appoint one Board member as an alternate for each committee, which alternate may sit and vote in the absence of an appointee to a Board committee. The Legislative Committee shall be considered a Committee of the Whole in which all Board Members may participate in, or discuss matters before the Committee.

6-2 Citizen Appointments to Committees

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

6-3 Single Board Member Appointments

Any member appointment to a committee or group which has only one Board representative shall be made by the full Board.

6-4 Officers; Visiting Board Members; Alternate Board Members

- A Each committee shall have a chairman appointed by the Board Chairman. In the absence of the chairman of the committee, the ranking member (in length of service on the Board) present shall serve as temporary committee chairman. In the event that the two members present rank equally, they shall agree among themselves who shall serve temporarily as committee chairman.

- B At the discretion of the committee chairman, a visiting Board Member may participate in the discussion of the committee's business, provided every member of the committee has had an opportunity to speak. Visiting Board members may not vote on any matter before the committee nor occupy any seating reserved for the committee membership or participate in the discussion from the dais.
- C In addition to the alternate, if there is a vacancy at a committee meeting, the committee chairman may appoint another Board member not assigned to the committee to fill the vacancy and serve as a voting committee member for that committee meeting.
- D Any Board member who misses three consecutive regularly scheduled meetings of a committee to which he or she is assigned may be removed from that committee by majority vote of the Board of Supervisors.

6-5 Committee Rules

- A The primary function of Board committees is to study and prepare issues prior to matters coming before the Board. Committees may often study items more thoroughly, effectively and efficiently than may be done at the full Board level. It is expected that staff will do the primary work.
- B Wherever possible, Board committees shall operate in an informal manner. Procedurally, committees are encouraged to work cooperatively so as to not require an abundance of rules. However, at the discretion of its chairman, a committee may be required to operate under these Rules of Procedure for the conduct of its business.

6-6 Meeting Times; Notice to Members and the Press

- A Meetings of committees shall, whenever possible, be held within the week after the regular Board meeting.
- B All standing committees should establish regular meeting times and dates, whether monthly or less often. If no business is known, then committees may be canceled with the permission of the committee chairman.
- C Ad-hoc committees should endeavor to establish regular meeting dates and times if it appears that the length of their service may extend beyond the range of three months.
- D Committees should endeavor to not postpone scheduled meetings when there is business to discuss. Whenever possible, business from missed

meetings shall be carried over to the next regularly scheduled committee-meeting day.

- E Special meetings of committees shall be allowed if needed, upon written notice authorized by the committee chairman at least five working days in advance of the meeting date to all committee members and the Board Chair. The committee chairman may choose to set a sooner meeting time upon direct notification to, and with the consent of all, committee members.
- F The staff shall endeavor to notify the public of all committee meetings as soon as a meeting is scheduled or canceled.

6-7 Organizational Committee Meetings; Quorum

- A The first meeting of any committee following its creation or the Board's annual organizational meeting shall be called by the Chair of the committee pursuant to the notification rules shown above. At that time, the Committee should determine its meeting schedule, which may later be amended as the need arises.
- B A quorum for any committee shall be a simple majority of its members.

6-8 Call by Chairman; Agenda Preparation

- A Any committee shall convene under these rules in order to consider any matter specially assigned to it by the Chairman of the Board, or the committee chairman, upon his or her written request that the committee meet. Such request may require the committee to meet prior to their next scheduled meeting if, in the opinion of the committee chairman, it is necessary to do so.
- B All committee meetings shall have staff prepared notice/agenda electronically posted or delivered to the committee members and the public at least three working days prior to the meeting. This notice may be shorter upon a special called meeting, with the consent of all members.
- C Agenda items may be added in advance of a committee meeting by the majority vote of the Board, by the committee chairman, or any two committee members. No additional item may be considered by the committee unless all committee members present agree to add an item to the agenda. Notwithstanding the foregoing, committee agenda items may not be added on issues previously decided by the Board, except by the Board itself after a motion to reconsider the issue is adopted.

- D Committee agendas and minutes and such other materials as designated by the committee chairman shall be circulated to all Board members.

6-9 **Committee Clerk**

The County Administrator may assign a member of staff to the role of Committee Clerk for the various committees. The Deputy Clerk to the Board may also serve as the Committee Clerk.