January 2012

BOARD OF SUPERVISORS
of the
County of Goochland, Virginia

RULES OF PROCEDURE

The following Rules of Procedure are adopted by the Goochland County Board of Supervisors to enable the Board to discharge its duties and responsibilities effectively and efficiently and to facilitate the exercise of its authority and powers in the Code of Virginia.

ARTICLE 1. ORGANIZATIONAL MEETING

1.1 Annual Meeting. The Board shall elect a chairman and vice-chairman at the annual meeting in the month of January for a one (1) year term at the beginning of the new terms of office. (Va. Code § 15.2-1422) If sufficient interest is expressed by the members, fair consideration shall be given to rotating the offices of chairman and vice-chairman among the members of the Board.

1.2 Chairman. The Chairman shall preside at all meetings and hearings of the Board; he or she shall decide all points of order or procedure, and the full Board shall appoint any committees that may be necessary.

1.3 Vice-Chairman. The Vice-Chairman shall assume the duties of the Chairman in his or her absence or disability.

1.4 Clerk. The Clerk to the Board shall conduct all official correspondence subject to these rules at the direction of the Board; shall send out all notices required by these rules of procedure; keep all minutes of the Board's proceedings; and keep files on all matters which come before the Board.

ARTICLE 2. MEETINGS

2.1 Regular Meetings. A regular meeting of the Board of Supervisors shall be held on the first (1st) Tuesday of each month at 3:00 p.m. at the County Administration Building. When the regular meeting date falls on a holiday, the meeting shall be held on the next business day. All meetings are open to the public and all business shall be conducted publicly, except certain specific exempt topics identified in Section 2.2-3711 of the Code of Virginia 1950 (as amended) may be discussed in closed meeting.

2.2 Special and Adjourned Meetings. Special meetings may be called in accordance with Sections 15.2-1417 and 15.2-1418 of the Code of Virginia. Adjourned meetings or reconvened meetings may be held any specific time, date, and place the Board may set, without additional notice, so long as the time, date and place are publicly specified prior to adjournment at the preceding meeting.

2.3 Quorum. A quorum shall consist of three members. If dis-qualifications of Board members should occur as a result of the provisions of the State and Local Government Conflict of Interests Act, the remaining members shall have authority to act for the Board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members. (Va. Code § 2.2-3112(C))

2.4 Order of Business. The order of business at all regular meetings of the Board shall be as follows: Afternoon: (a) call to order; (b) invocation; (c) pledge of allegiance; (d) citizens' comment period; (e) request to postpone agenda items and additions, deletions or changes in the order of presentation; (f) approval of minutes; (g) county administrator's comments; (h) public safety update; (i)VDOT status report; (j) new business; (k) reports; (l) closed meeting and certification; Evening: (m) citizens' comment period; (n) county administrator's comments; (o) public hearings; (p) other business; and (q) adjournment.

2.5 Work Session. Work sessions (as needed) will be held at 1:00 p.m. on the first (1st) Tuesday of each month or other times designated by the Board. Generally, the Board will take no action at work sessions; matters may be referred for consideration of action during the regular meeting that same day or at a subsequent meeting.

2.6 Voting. Each supervisor shall be entitled to cast one vote on any questions before the Board. Voting shall be by voice, recorded by "yea," "nay" or "abstain."

2.7 Motions. All motions made by a member shall require a second in order to be considered by the Board.

ARTICLE 3. BOARD MEETINGS AND PUBLIC HEARINGS

3.1 Citizens' Comments. A reasonable period of time will be allocated to individuals at the beginning of the meeting to give the Board an opportunity to listen to citizens. Citizens are encouraged to work through problems at the department and/or administrative levels before coming to the Board. Remarks should be limited to a reasonable period of time and to one appearance, thus allowing a maximum number of participants in the allocated time. Citizen questions will be responded to by appropriate county staff as soon as practicable after the meeting. Board meetings are neither trials nor testimonials directed toward a Board member or individual employee. Persons wishing to discuss a personnel matter concerning the County Administrator should communicate with a Board member or members on an individual basis. All other personnel matters should be directed to the County Administrator.

Citizen Comment Period – General Process

3.1.1 In the opening statement, the Board chair will state that a period of time will be allocated to residents of the county or members of the general public to address the Board on any county government related questions or requests.

3.1.2 The Board chair shall state that in the event there are more citizens wishing to make comments, an additional period of time may be set aside at the end of the Board meeting.

3.1.3 Normally, the Board will not address questions or issues raised by citizens at the meeting in which the questions were raised.

3.1.4 Citizen comment period is normally limited to matters not otherwise on the agenda.

3.1.5 Persons wishing to appear before the Board are requested to contact the County Administrator, to be placed on the agenda, but this is not required.

3.1.6 The Board chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and suitability of the time for such presentation. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

3.1.7 Public participation at any specially called meeting of the Board shall be determined by the Board upon recommendation of the Board chair.

3.2 Public Hearings on Matters of Public Interest. In addition to those required by law, the Board of Supervisors may hold public hearings on matters when it decides that such hearings will be in the public interest.

3.3 Order for Public Hearings. When conducting public hearings, the order outlined below may be observed:

3.3.1 Brief description of issue by County staff or other appropriate persons and County staff recommendation

3.3.2 Presentations by proponent, opponents and others

3.3.3 Closing statement by proponent

3.3.4 Decision of Board

The Chairman may alter the foregoing procedure as needed to assure that public hearings are conducted in an orderly, fair, and expeditious manner.

ARTICLE 4. BOARD PROCEDURES

4.1 In responding to questions, from the media or citizens, Board members should:

4.1.1 Remind the listener that they are not speaking for the entire Board;

4.1.2 Clarify their position on a particular item;

4.1.3 Make "no public comment" on closed meeting matters in reference to individuals, real estate, and other areas addressed pursuant to Section 2.2-3711 of the Code of Virginia.

4.2 Each Board member must remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.

4.3 The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives.

4.4 The Board will review its Rules of Procedure, Code of Ethics and Standards of Conduct for the current year at its January organizational meeting.

4.5 E-mails on matters of public business before the Board which are sent to more than one member of the Board of Supervisors shall be sent to all other Board members.

ARTICLE 5. AMENDMENT

5.1 Amendments. These Rules of Procedure may be amended at any meeting of the Board of Supervisors provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

5.2 Suspension of Rules. These Rules of Procedure may be suspended in whole or in part only upon the majority vote of the members of the Board of Supervisors present and only when consistent with the Virginia Freedom of Information Act.

5.3 Procedural Issues. Only Board members shall have standing to raise noncompliance with these Rules of Procedure, and only at the time of the violation. Failure of the Board to comply with these Rules of Procedure shall not invalidate any action taken by the Board. Procedural issues not covered by these Rules of Procedure may be guided by a modified Robert's Rules of Order, latest edition. The failure, however, of the Board to comply with Robert's Rules of Order shall not invalidate any action taken by the Board.

ADOPTED:	November 3, 1976
EFFECTIVE:	November 3, 1976
AMENDED:	January 5, 1982
AMENDED:	February 5, 1991
AMENDED:	March 2, 1993
AMENDED:	January 4, 1994

AMENDED:	February 6, 1996
AMENDED:	January 6, 1998
AMENDED:	January 5, 1999
AMENDED:	March 7, 2000
AMENDED:	January 15, 2002
AMENDED:	January 3, 2006
APPROVED:	January 3, 2007
AMENDED:	February 5, 2008
APPROVED:	January 6, 2009
AMENDED:	January 5, 2010
AMENDED:	January 4, 2011
AMENDED:	January 3, 2012