York County
VIRGINIA
America's Future Since 1781

Board of Supervisors Meetings and Procedures

Walter C. Zaremba
District 1

Sheila S. Noll
District 2

Donald E. Wiggins
District 3

George S. Hrichak
District 4

Thomas G. Shepperd
District 5

Board Members

District 1
The Honorable Walter C. Zaremba
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District 2
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District 3
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District 4
The Honorable George S. Hrichak
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District 5
The Honorable Thomas G. Shepperd
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**voice mail*

Meetings

Regular Meetings of the Board are currently held on the first Tuesday of every month at 6 p.m. in the East Room, York Hall, 301 Main Street, Yorktown, (with the exception of the months of July and November), and on the third Tuesday of each month at 6 p.m. in the Board Room, York Hall.

Adjourned Meetings are meetings that are continued from an earlier meeting.

Public Hearings begin at 7 p.m. during the second meeting of the month and are scheduled on issues as required by law and about which the Board wishes to hear citizens' views. They are advertised in a daily newspaper.

Closed Meetings may be held only for those purposes provided by law and may include discussion of specific personnel cases, disposition of public funds, consultation with legal counsel and other topics as set out in the state code. No action is taken in these sessions.

Agendas for regular meetings are published by the Thursday preceding a regular meeting. The agenda may be viewed via the internet at *www.yorkcounty.gov*, the County Administrator's Office or the Public Information Office.

Actions Taken

Ordinances are formal enactments of a law. Taxes and regulations are usually established by ordinance. Intention to propose an ordinance will be advertised in a daily newspaper.

Resolutions are less formal actions than an ordinance and are used for administrative and temporary matters such as appointments, appropriations or policies.

Appointments of citizen volunteers are made by the Board of Supervisors to approximately 200 positions on various boards, commissions and committees to assist in governing York County. Citizens who wish to be considered for appointments can contact the clerk for a Board Bank application.

Proclamations are ceremonial acts, usually to proclaim an event to be recognized in York County.

Rules and Procedures are set by the Board of Supervisors. An organizational meeting is held after the first of the year at which the Board reorganizes by electing a new chairman and vice-chairman, re-establishing the Rules of Procedure and setting meeting times. "Roberts' Rules of Order" is the basis for Board meeting procedures.

Addressing the Board

Citizens' Comment Period is held at the second meeting of the month when the chairman opens the meeting to citizens who may wish to speak on any subject for three minutes. The Board limits speaking on the same topic to three times within a 12-month period. Speakers should register at the door prior to the start of the regular meeting.

Public Hearings are open to all citizens who may wish to speak. Presentation times are limited to three minutes. Speakers should register at the door before the public hearing period. Public Hearings begin at 7 p.m. during the second meeting of the month.

Petitions & Letters may be presented to the Board during a public hearing or citizens' comment period or may be forwarded to the Board by:

Mail ..... Board of Supervisors Clerk
P.O. Box 532
Yorktown, VA 23690-0532
Fax ..... (757) 890-4002
E-mail ..... *bos@yorkcounty.gov*

If you are a person with a disability and require assistance, call 890-3320 at least three business days prior to a Board meeting.