

COUNTY OF YORK

MEMORANDUM

DATE: November 4, 2024

TO: York County Board of Supervisors

FROM: Mark L. Bellamy, Jr., County Administrator

SUBJECT: Rules of Procedure - 2025



In preparation for the Board's 2025 Organizational Meeting (to be held on Tuesday, January 7, 2025), I have attached the 2024 Rules of Procedure for your review, with proposed amendments as suggested by the County Attorney and staff and minor wordsmithing/formatting updates.

Proposed Revisions

- Section 1-3.1 Annual Strategic Retreat. Updated document to reflect the proper date of January 31, 2025 for the Board's Annual Strategic Retreat. The Retreat is currently scheduled to be held at the Law Enforcement Building.
- Section 1-3.2 Budget Meetings for Fiscal Year 2026. Incorporation of proposed additional dates for Budget Meetings for Fiscal Year 2026. These meetings may be canceled but are placeholders in order to discuss and address matters related to the budget and relevant topics.
- Section 1-9 Remote Participation in Board Meetings. Further clarification of the definition of a personal matter and that the Board's Chair must approve remote participation.
- Section 3-2 Manner of Addressing Board Generally; Speaking Only on Question Before Board. Language added that allows the Chair to grant additional time to a speaker if deemed necessary in order for them to fully express their comments on a specific subject matter.

As a reminder, the Rules of Procedure can be amended anytime within a calendar year. I ask that you review the document as soon as possible and let Heather Schott know of any proposed amendments you wish to make by December 10, 2024. This will allow our office to process the January 7 agenda.

Schott/3326

**YORK COUNTY BOARD OF SUPERVISORS
RULES OF PROCEDURE**

As Amended through January 7², 202⁵⁴

SECTION 1 - MEETINGS

Section 1-1 When and Where Regular Meetings are Held

The time and place of regular meetings of the Board of Supervisors shall be established at each annual meeting which shall be held in the Board Room, York Hall, on the first Tuesday in January of each year at 6:00 p.m., EST and DST. Subsequent regular meetings shall be called to order at 6:00 p.m., EST and DST in the East Room, York Hall, on the first Tuesday of each month, and in the Board Room, York Hall, on the third Tuesday of each month with the following exceptions:

First Tuesday in July and November—no Regular Meeting held

Should the Board subsequently prescribe any meeting time or place other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Chairman, or the Vice Chairman if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for board members to attend a regularly scheduled meeting, the meeting shall be continued to the following Tuesday at 6:00 p.m. in either the Board Room or the East Room, York Hall, whichever being the location of the meeting being rescheduled. Such findings shall be communicated to the members of the Board and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Section 1-2 Adjourned and Special Meetings

The Board of Supervisors may hold such adjourned meetings, special meetings, or work sessions, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time as it may find convenient and/or necessary. As a general rule, no work sessions will be conducted during the months of July or August other than those which may occur at the beginning of a regular meeting. If a special meeting of the Board of Supervisors should be deemed necessary, it shall be called pursuant to Section 15.2-1417 and 15.2-1418 of the Code of Virginia, as amended.

Section 1-3 Annual Meetings

The first meeting is 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.

Section 1-3.1 Annual Strategic Retreat

The Board of Supervisors will hold its Annual Strategic Retreat at 8:00 a.m. on January 31, 2025 ~~February 2, 2024~~, at a place to be agreed upon no later than the Board's Annual Meeting.

Section 1-3.2 Budget Meetings for Fiscal Year 2026

The following dates are added to the Board's Rules of Procedure for consideration of the budget for Fiscal Year 2026. These meetings will be held at the specified times and open to the public. At the discretion of the Board, any of these meetings may be canceled:

- March 20, 2025: 4:00 PM – 6:00 PM
- March 25, 2025: 7:00 PM – 9:00 PM (Town Hall)
- March 27, 2025: 4:00 PM – 6:00 PM
- April 3, 2025: 7:00 PM – 9:00 PM (Town Hall)
- April 8, 2025: 4:00 PM – 6:00 PM
- April 10, 2025: 4:00 PM – 6:00 PM
- April 17, 2025: 4:00 PM – 6:00 PM
- April 22, 2025: 4:00 PM – 6:00 PM
- April 24, 2025: 4:00 PM – 6:00 PM

These additional meeting dates have been scheduled to ensure ample time for the Board to discuss and address matters related to the Fiscal Year 2026 budget and other relevant topics.

Section 1-4 Quorum and Method of Voting

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 viva voce vote of a majority of the supervisors voting on any such question unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. The Board of Supervisors has elected not to have a tiebreaker as provided for by the Code of Virginia, and a tie vote on any motion shall be considered defeated as provided for in Section 15.2-1420. When a motion is made for a resolution to approve an application or request for a rezoning, special use permit, or other matter before the board and the subject of the public hearing, the failure of such motion shall be deemed equivalent to the adoption of a resolution to deny the application, request or other pending matter, and no further resolution to deny need be entertained.

Section 1-5 Procedure for Roll Call for Board Members

- (1) The Chairman of the Board of Supervisors shall cast the last vote.
- (2) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis.

Section 1-6 Members Absenting Themselves from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, the member shall not leave the meeting previous to adjournment unless by consent of the Board.

Section 1-7 Board to Sit with Open Doors

The Board of Supervisors shall sit with open or unlocked doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as provided in the Virginia Freedom of Information Act.

Section 1-8 Closed Meetings

A closed meeting shall be held when necessary.

Section 1-9 Remote Participation in Board Meetings

A member of the Board may participate in a meeting of the Board through electronic communications from a remote location that is not open to the public as provided in Code of Virginia §§ 2.2-3708.2 and 2.2-3708.3 subject to the following requirements:

(1) On or before the date of a meeting, a supervisor wishing to participate from a remote location in a meeting of the Board shall notify the Board Chair that the supervisor is unable to attend the meeting due to:

- a. a personal matter, identifying with specificity the nature of the personal matter related to an individual's employment, performance, compensation, health, or other private concerns that affect that person personally. [HRI] OR
- b. notify the Board Chair that a temporary or permanent disability or other medical condition that prevents the supervisor's physical attendance or a family member's medical condition that requires the supervisor to provide care for such family member, thereby preventing the supervisor's physical attendance.

(2) If remote participation is approved by the Board Chair, regardless of the reason, the Board shall record in its minutes the remote location from which the absent supervisor participated, which remote location need not be open to the public. If remote participation is approved by reason of a personal matter, the minutes shall identify the specific nature of the personal matter cited by the supervisor. If remote participation is by reason of a temporary or permanent disability or medical matter, the Board's minutes shall record that the member participated through electronic communication means because of a disability or medical condition that prevented his attendance or because a family member's medical condition required the supervisor to provide care for such family member, thereby preventing the supervisor's physical attendance. If the absent supervisor's remote participation is by reason of a personal matter is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes with

specificity.

(3) Remote participation by reason of a personal matter shall be limited in each calendar year to two meetings, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

(4) A quorum of the Board must be physically assembled at the primary or central meeting location.

(5) The Board shall make arrangements for the voice of the absent supervisor to be heard by all persons in attendance at the primary or central meeting location.

(6) In the event of a declaration of emergency issued by the Governor in accordance with Code of Virginia section 44-146.7 or by the Board in accordance with Code of Virginia section 44-146.21, and for the duration of the emergency, the Board may meet without a quorum physically assembled at one location as provided in Code of Virginia section 2.2-3708.2, provided that the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the continuity of County operations or the discharge of the Board's lawful purposes, duties, and responsibilities. In such event, the Board shall give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with notice provided to members of the Board; make arrangements for public access to the meeting through electronic communication means, including videoconferencing if available; and provide the public with the opportunity to comment at the meeting if the meeting is one at which public comment is customarily received. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

SECTION 2 - OFFICERS

Section 2-1 Election and Term of Chairman and Vice Chairman

At the annual meeting of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice Chairman, each of whom shall serve for a term of one year expiring on December 31, or until their respective successors shall have been elected. In the case of the absence from any meeting of the Chairman and Vice Chairman, the members present shall choose one of their number as temporary Chairman.

Section 2-2 Chair May Administer Oaths

The Chairman shall have the power to administer an oath to any person concerning any matter submitted to the Board or connected with its powers and duties.

Section 2-3 Clerk

The Clerk of the Board shall be the County Administrator, whose duties and

responsibilities shall be those set forth in State law or delegated by the Board of Supervisors.

Section 2-4 Parliamentarian

The County Attorney shall serve as the Parliamentarian.

Section 2-5 Preservation of Order

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

SECTION 3 - CONDUCT OF BUSINESS

Section 3-1 Order of Business

At regular meetings of the Board held on the first Tuesday of each month, the order of business shall be as follows unless the Board, by unanimous consent or by a resolution adopted at a prior meeting, agrees to a modification:

- (a) Call to Order
- (b) Roll Call of Members
- (c) Work Session
- (d) Consent Calendar
- *(e) Open Discussion

At regular meetings of the Board held on the third Tuesday of each month, the order of business shall be as follows unless the Board by unanimous consent or by a resolution adopted at a prior meeting agrees to a modification:

- (a) Call to Order
- (b) Invocation
- (c) Pledge of Allegiance
- (d) Roll Call of Members
- (e) Presentations
- (f) Citizens Comment Period
- (g) Reports, Requests, and Recommendations of the County Attorney
- (h) Reports, Requests, and Recommendations of the County Administrator
- *(i) Matters Presented by the Board
- (j) Public Hearings - 7:00 p.m.
- (k) Unfinished Business
- (l) Consent Calendar
- (m) New Business
- (n) Closed Meeting

*This time is generally used for individual Board members to share information with other members of the Board and the public. Items presented under this heading requiring action will be for future agenda items or for additional information from staff members only. No

item presented under this heading or at any point during the meeting will be acted upon at the meeting at which presented unless it is with the unanimous consent of the Board that the item be put on the floor for action. However, such item shall be scheduled for Board action at a subsequent meeting within a reasonable period of time-based on a majority consent of the Board or unless withdrawn by the advocate Board member.

Prior to the agenda being prepared, a member of the Board may contact the Clerk and have an item included under this heading. The County Administrator shall prepare a memorandum which will inform other members of the Board of the particulars pertaining to this item.

Section 3-1.1 Consent Calendar

The Consent Calendar shall be introduced by a motion "To approve the Consent Calendar," and shall be considered by the Board as a single item.

On objection by any member of the Board of Supervisors to the inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar forthwith. Such objection may be recorded at any time prior to voting on the motion to approve the Consent Calendar. All such items shall be considered individually, in the order in which they were removed, immediately following consideration and adoption of the Consent Calendar. Notwithstanding, a Board member may ask for discussion of one or more items of the Consent Calendar without removal of that item from the Consent Calendar.

Approval of the motion to approve the Consent Calendar shall constitute approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

Section 3-2 Manner of Addressing Board Generally; Speaking Only on Question Before Board

- (1) ~~(1)~~ — Any person, including Board members, who speaks to the Board shall address the Chair and shall confine comments to the question before the Board.
- (2) ~~(2)~~ — No person in attendance at a meeting of the Board shall be permitted to address the Board while the members are considering any motion, resolution or ordinance preliminary to a vote on the same, except at the discretion of the Chair.
- (3) ~~(3)~~ — During those times when the public is addressing the Board, the Chair shall appoint a timekeeper who shall notify speakers and the Board that the allotted time for addressing the Board has expired. Speakers shall conclude their remarks at that time unless the consent of the Board is affirmatively given to extend the speaker's allotted time.
- (4) The Chair, at their discretion, may grant additional time to a speaker if deemed necessary to allow the speaker to fully express their comments or if the subject matter requires further elaboration. The Chair's decision on the extension of time

shall be final and may not be appealed or debated by other members of the Board/Commission or the public.

~~(5)~~ (4) — All presentations to the Board shall normally be limited to no more than 10 minutes, except as hereinafter provided.

Section 3-3 Use of Offensive Language or Gestures; Sectarian or Political Discussion

No member of the Board shall, in debate at any meeting of the Board, use any language or gesture calculated to offend or insult another member. No discussion of a sectarian or partisan character shall be allowed at meetings of the Board.

Section 3-4 Priority in Speaking to Board

When two or more members of the Board wish to speak at the same time, the Chairman shall name the one to speak.

Section 3-5 Speaking More than Once on Same Subject

In any debate before the Board, no member of the Board shall speak more than once on the same question until all the others have spoken who desire to do so unless by consent of the Board.

Section 3-6 Form of Petitions, etc.

Every petition, communication, or address to the Board shall be in respectful language and, except in cases where it is otherwise allowed, shall be in writing.

Section 3-7 Motions

No proposition shall be entertained by the Chairman until a motion for the same has been duly made, except that matters appearing on the agenda may be discussed during the presentation of that matter without a motion having first been made. No motion shall require a second. The Chairman may make a motion without vacating the Chair.

Section 3-8 Decision on Points of Order

The Chairman, when presiding at a meeting of the Board, without vacating the Chair, may give reasons for any decision made by the Chair on any point of order, and such decision shall be made without debate.

Section 3-9 Same; Appeal to Board

Any member of the Board may appeal to the Board from the decision of the Chairman on any question of order, a majority vote of those present being necessary to over-rule the Chairman.

Section 3-10 Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate.

Section 3-11 Motions While a Question is Under Debate

When a question is under debate at a meeting of the Board, no motion shall be received unless it be one to amend, to commit or refer to a committee, to postpone, to ask for the previous question, to make a substitute motion, to lay on the table, to recess, or to adjourn.

Section 3-12 Reconsideration of Motions, etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side, provided that such motion shall be made at the session of the Board at which it was decided. Such motion shall be decided by a majority of the votes of the members present, unless a greater number of votes was required to pass the measure, in which event the motion to reconsider shall not prevail, except upon the vote of as great a number of members as was required to pass the measure.

For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting.

Section 3-13 Suspending Rules

The rules of the Board may be suspended with the unanimous concurrence of the members present.

Section 3-14 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 as applied to "small boards and committees."

SECTION 4 - PUBLIC HEARINGS

Section 4-1 Speakers

Any citizen wishing to speak during this time should submit a "Public Hearing Form" to the Deputy Clerk in the front of the room. At every public hearing, speakers wishing to address the Board shall clearly state their name and address. All speakers, except as hereinafter provided, shall limit their remarks to three (3) minutes. Speakers may not yield any unused portion of their speaking time to others. The applicant in a land use case and/or his/her representative(s) shall be allowed a maximum of ten (10) minutes to present their case. Each speaker shall be limited to one appearance at each public hearing, except at the discretion of the Chair, and only after all other speakers have been given an opportunity to

be heard on the subject being considered.

The order of business for public hearings shall be:

- staff presentation followed by questions from the Board
- applicant's presentation (if any) followed by questions from the Board
- public comments

Following the staff and applicant presentations, each Board Member shall be allowed 5 minutes to ask questions of the staff or of the applicant.

Section 4-2 Board Members' Participation

While a speaker is utilizing their 3-minute speaking limit during a public hearing, Board members will not question the speaker or ask questions of staff until they have completed their comments.

Section 4-3 Close of Hearing

When a public hearing shall have been closed by the order of the Chairman of the Board, no further public comments are in order.

SECTION 5 - AGENDA

Section 5-1 Preparation

The Clerk shall prepare an Agenda for each regular meeting conforming to the order of business specified in Section 3-1 under Order of Business. Except as permitted at the discretion of the Clerk, every item to be placed on the Agenda shall be received in the Office of the County Administrator before the close of the work day on the Wednesday two weeks prior to any regular meeting of the Board. Prior to the publication of the agenda, the Clerk shall coordinate recommended agenda subjects for approval with the Chairman or with the Vice Chairman in the Chairman's absence.

Section 5-2 Delivery

The agenda shall be received by each member of the Board and the Attorney to the Board at least 48 hours prior to the meeting.

Section 5-3 Posting

A copy of the Agenda shall be posted online at least 48 hours prior to the meeting.

Section 5-4 Copies

The Clerk to 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 at the same time the Agenda is posted pursuant to Section 5-3. The Clerk shall also have

copies available at each meeting.

Section 5-5 Request to Appear Before the Board of Supervisors

Any citizen (individual, firm, association, or corporation) desiring to appear before the Board of Supervisors shall make a request to the Clerk or the Clerk's designee and receive approval; however, no written application or approval shall be required in order to speak to the Board during Citizens Comment Period or at public hearings.

Section 5-5.1 Citizens Comment Period

During Citizens Comment Period, speakers wishing to address the Board shall clearly state their name and address. Speakers shall limit their remarks to three (3) minutes and may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each Regular Meeting of the Board. Any citizen wishing to speak during this time should submit a "Citizens Comment Form" to the Deputy Clerk in the front of the room.

SECTION 6 - GENERAL CONDUCT AND DECORUM

Section 6-1 Conduct of Public

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior which is not in keeping with this policy. The soliciting of funds, the use of abusive or profane language, personal attacks on any person, the failure to comply with time limits on speakers, or other forms of abusive conduct will not be tolerated. The Chairman will maintain proper order at all times during all meetings of the Board and shall effect the removal from any meeting of any person guilty of abusive conduct if the offending party fails or refuses to cease such conduct.

Section 6-2 Board Responsibilities

The Board of Supervisors is directly responsible for establishing the policies, ordinances, and regulations of the County, overseeing the implementation of the policy by the County Administrator, and ensuring that implementation is consistent with the spirit and intent of the Board's actions. In the event that an action or actions may be necessary without the ready consensus of the Board, the Chairman shall have the discretion to authorize the County Administrator to take interim measures until the Board can meet and make any necessary decision.

The Board of Supervisors bears the responsibility for the successful operation of the County government and its functions. Each supervisor is responsible for knowing Board policy and its intent.

The County Administrator is employed by the Board to supervise the execution of County policy, ordinances, regulations, and Board directives and to appoint officers and employees of the County, as authorized by the Code of Virginia or otherwise as the Board may determine.

Section 6-3 Appointments to Regional Boards, Commissions, and Similar Bodies

Appointments to regional boards and commissions, and similar bodies to which the Board may have authority to appoint one or more of its members to serve, shall be by a majority vote of the Board.

The County Administrator will maintain the current lists of boards and commissions that require Board of Supervisors representation as determined appropriate by the Board. Assignments will be reviewed and updated on an annual basis but no later than the last regular meeting in January of each year. Interim changes of assignment may occur as deemed appropriate by the Board.