



BY-LAWS AND RULES OF PROCEDURE
OF THE
BOARD OF SUPERVISORS
OF
KING WILLIAM COUNTY, VIRGINIA
FOR
CALENDAR YEAR 2026

Reviewed by Benming Zhang, Esquire, King William County Attorney - 12/22/2025.
Approved on January 5, 2026

SECTION 1 - MEETINGS

Section 1-1 When and Where Meetings are Held

The time and place of meetings of the Board of Supervisors (the "Board") shall be established at each organizational meeting, consistent with notice and meeting requirements of the Virginia Freedom of Information Act, Section 2.2-3700 et seq. of the Code of Virginia, as amended ("VFOIA"). Meetings shall be called to order at 6:30 p.m. EST and DST. All meetings of the Board shall be held in the Board Room of the County Administration Building (180 Horse Landing Road, King William, Virginia) on the second and fourth Monday of each month and at such other dates, times, and places as may be set by the Board at its organizational meeting. Should the Board subsequently prescribe any meeting day, time, or place for the regular meetings other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Chair, or the Vice Chair if the Chair 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 next occurring Thursday at 6:30 p.m. in the Board Room of the County Administration Building. Such finding shall be communicated to the members of the Board and the press and posted on the County's website 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 Special Meetings

The Board may hold such special meetings 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. A special meeting of the Board shall be called pursuant to Section 15.2-1418 of the Code of Virginia, as amended. Board members can request notice of special meetings by electronic mail either at the organizational meeting, or by email to the Clerk at any time.

Section 1-3 Organizational Meetings

The first meeting of the Board in each new calendar year shall be known as the organizational meeting.

Section 1-4 Policy and Procedure for Electronic Board Meetings and Remote Participation in Board Meetings

Except as provided hereafter, the Board does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means. This policy is applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

For the purposes of this policy, “electronic communication” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

For the purposes of this policy, “remote participation” means participation by an individual member of the Board by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

- I. Quorum Physically Assembled: When a quorum of the Board is physically assembled, individual members of the Board may attend a meeting by remote participation if all of the following are satisfied:
 - A. Requests for remote participation shall be conveyed either to the deputy clerk of the Board who shall then relay such requests to the Chair, or to the Chair on or before the day of a meeting, of one of the following four reasons for remote participation:
 - i. The member has a temporary or permanent disability or other medical condition that prevents the member’s physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of the Board who is a person with a disability as defined in [Section] 51.5-40.1 and uses remote participation counts as if the individual were physically present;
 - ii. A medical condition of a member of the member’s family member requires the member to provide care for a person with a disability at the time the public meeting is being held thereby preventing the member’s physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of the Board who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual were physically present;
 - iii. The member’s principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, or
 - iv. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
 - B. The Board approves the member’s participation by a majority vote of the members present at the primary or central meeting location based solely on the criteria in this policy. If a Board member’s request for remote participation is disapproved, then such disapproval is recorded in the minutes with specificity.
 - C. Remote participation by Board members is subject to the following generally applicable requirements:

- i. A quorum of the Board must be physically assembled at one primary or central meeting location;
- ii. The Board shall arrange for an audio-visual connection so the remote participant may be seen and heard by all persons at the primary or central meeting location. If means for an f audio-visual connection is unavailable, the Board must arrange for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- iii. If the Board goes into closed session, the remote participant shall ensure that no third party is able to hear or otherwise observe the closed meeting.

- iv. The minutes of the meeting must reflect the following:
 - a. The remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.
 - b. The fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance, (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance; (iii) the distance between the member's principal residence and the meeting location; or (iv) the specific nature of the personal matter cited by the member.

D. Virtual Etiquette: When Board members participate in meetings by electronic communication means, members and guests shall conduct themselves in a professional manner as they would if in an in-person meeting to include but not limited to the following:

- i. Mute device unless speaking;
- ii. Members should keep video on for the duration of the meeting;
- iii. Participants should speak one at a time; and
- iv. Participants' behaviors during meetings must be courteous and respectful.

II. Quorum Not Physically Assembled: The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17, or the Board has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided: (1) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (2) the purpose of the meeting is to provide for the continuity of operations of the Board or the discharge of its lawful purposes, duties, and responsibilities.

If the Board holds a meeting pursuant to this section, it shall:

- 1. Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided to members of the Board; and
- 2. Make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the Board; and
- 3. Provide the public with the opportunity to comment at those meetings when public comment is customarily received; and
- 4. State in the minutes of the meeting 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; and

5. Otherwise comply with the provisions of the Virginia Freedom of Information Act.

The Board of Supervisors applies this policy to all County committees, subcommittees, commissions, or other entities in accordance with Section 2.2-3708.3(D) of the Code of Virginia, as amended.

LEGAL REFERENCE: §§ 2.2-3701, 2.2-3707, 2.2-3708.2, 2.2-3708.3, 2.2-3710

Section 1-5 Workshop Format Meetings

The Chair may declare that all or any portions of a meeting will be held in a “workshop format” to allow for informal discussion by Board members; presentations by Board committees, other committees, or staff; and for similar occasions where formal rules of procedure are not required, excluding public hearings.

Section 1-6 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 they voted must be recorded. The Board has elected not to have a tie breaker as provided for by Section 15.2-1421 of the Code of Virginia, and a tie vote on any motion shall defeat the motion.

Any question submitted to the Board shall be determined by the majority of the members voting on the questions, except where the rules of parliamentary procedure or the requirements of state law specify a greater than majority vote. The Chair shall put the questions to the Board for a voice vote, unless otherwise provided by law. Any member of the Board present at the time of a vote who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the Board’s consideration of the matter or at the time the vote is taken. If it appears to the Chair, upon voice vote being taken, that members of the Board are divided on any question, the Chair shall request that the Clerk determine the vote of the individual members of the Board by a roll call vote. A tie vote on any matter defeats the motion, resolution, or issue upon which the vote was taken. Successive tie votes on a motion to approve and a motion to deny any proposed ordinance, resolution, amendment, or rezoning serves as denial of such proposed ordinance, resolution, amendment, or rezoning. No member may change a cast vote on any matter, except through a reconsideration of the vote by the Board. At the conclusion of the vote on each motion, the Chair shall announce whether the motion has been adopted or defeated.

Section 1-6.1 Procedure for Roll Call for Board Members

Roll call votes will only be taken on matters that deal with finances, ordinances, and/or other matters as dictated by the Code of Virginia.

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

Section 1-7 Board to Sit with Open Doors

Except for meetings held by electronic communication means in accordance with the Virginia Code and these by-laws, the Board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as provided by VFOIA.

Section 1-8 Minutes and Recordation of Meetings

At all meetings of the Board at which a quorum is present, minutes of the meeting shall be taken in accordance with VFOIA and shall be approved by the Board. The electronic online record of the minutes are the official minutes of the Board for legal purposes.

Minutes shall be prepared based on both written notes and video or audio recordings. The specific language of the minutes of any given meeting shall be at the discretion of the Clerk, who shall endeavor to render the minutes in the most accurate and neutral way possible. The Board may at its discretion generally prescribe the form and content of the minutes of its meetings in keeping with professionally accepted standards.

Minutes shall not be considered official until approved by the Board and recorded by the Clerk. After approval of the Board, but prior to recordation, the Clerk may make clerical additions or corrections to the minutes that do not materially affect the substance or content of the minutes. These include, but are not limited to correction of misspellings, typographical errors and incorrect grammar; page renumbering; clarification of content and errors of omission.

Should an error or evidence of an error in the minutes of any meeting of the Board be discovered after recordation, the Clerk shall bring the error before the Board at the next official meeting as is practical. The Board, by vote of a majority of those members present at the meeting at which the error was made, shall correct the minutes by amendment. Members of the Board not present at said meeting shall abstain from voting on the correction. Should no majority of Board members present at the meeting in which an error was made in the Minutes be or remain seated as members of the Board, a majority vote of the presently seated Board members shall then correct the minutes by amendment.

When video or audio recordings of Board meetings are made, the Clerk shall cause their preservation for the period of time as prescribed by the Library of Virginia, General Schedule No. GS-19. The Board may at its discretion direct the preservation of specific recordings, and the County Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

Approved and draft minutes of the Board shall be preserved as prescribed by the Library of Virginia, General Schedule No. GS-19.

Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority vote of the Board. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official minutes of any meeting. A request by the County Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated.

SECTION 2 – OFFICERS

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

At the organizational meeting of the Board, the Board shall elect from its membership a Chair and Vice Chair, 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 Chair and Vice Chair, the members present shall choose one of their number as temporary Chair.

Section 2-2 Chair May Administer Oaths

The Chair shall have 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 Supervision of County Employees

County Administrator & County Attorney

The County Administrator and the County Attorney report directly to and are supervised by the Board. The Board is responsible for making all decisions pertaining to the hiring, supervision, evaluation, and termination of the County Administrator and the County Attorney. Performance evaluations, both in person and in writing, shall be performed at least annually within a reasonable time on or about July 1.

Clerk of the Board

The duties and responsibilities of the Clerk of the Board (“Clerk”) shall be those set forth in State law and others as delegated by the County Administrator. The Clerk reports directly to and is supervised by the County Administrator.

Section 2-4 Parliamentarian

The County Attorney shall serve as the Parliamentarian. In the case of the absence from any meeting of the County Attorney, the Chair shall choose a qualified alternate who shall not be a member of the Board as temporary 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 Agenda

For all regular meetings of the Board, the Clerk shall cause to be prepared and provided to each member of the Board and the Board’s attorney at least three calendar days in advance of such meeting, an agenda listing all matters to be considered by the Board at such meeting. Any requests for inclusion of an item on the Board agenda must be in the office of the Clerk by 12:00 p.m. (Noon) seven calendar days prior to the Board meeting. The Board may add items to the agenda which were not received by the deadline at its discretion, either by consensus or by a formal vote

of the majority. Not less than 24 hours in advance of the meeting, Board members should review the draft minutes and offer any comments, corrections, additions via email to the Clerk and Chair. Any matter not disposed of at a regular meeting shall be included on the agenda of the next regular meeting, except that the Board may continue consideration and disposition of the matter to a date, time, and/or place other than the next regular meeting upon a majority vote of those members present.

Any citizen (individual, firm, association, or corporation) desiring to appear before the Board to make a presentation shall make a request to the Clerk 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 except those wishing to speak via electronic means. Citizen comment and public hearing comment via electronic means will be considered if such person contacts the Clerk of the Board of Supervisors by 12:00 p.m. (Noon) on the day of the meeting.

The Clerk 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 provided to the Board. The Clerk shall also have copies of the agenda available at each meeting.

Section 3-2 Order of Business

At regular meetings of the Board, the order of business shall generally be as follows:

1. Call to Order
2. Approval of Participation of Member(s) by Electronic Means (if necessary)
3. Invocation/Moment of Silence (See Sec. 3-3) and Pledge of Allegiance
4. Roll Call of Members
5. Review and Adoption of Meeting Agenda
6. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Routine Business Matters and Recognitions
7. Presentations
8. Scheduled Public Hearings (See Section 4-1)
9. Citizens Comment Period (See Section 5-1a)
10. Unfinished Business
11. New Business
12. Administrative Matters
 - a. Monthly Department/Agency Reports (Last meeting of each month only.)
13. * Board Requests and Comments
14. Closed Meeting (if needed)
15. Appointments (if needed)
16. Adjourn or Recess

* This time is generally used for individual Board members to offer comment or to share information with other members of the Board and the public. Items presented under this heading requiring action or additional information from staff members will be placed on a future agenda as directed by the Board. 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.

Except as provided herein, no regular, special, or closed meeting or public hearing of the Board shall continue after 11:00 p.m., but such meeting or public hearing shall be continued to the next regular meeting or adjourned to another date, time, and place established by a majority vote of those members present. Any agenda item or public hearing matter under consideration by the Board at 11:00 p.m. may proceed and be acted upon prior to the adjournment of the meeting or public hearing. After 11:00 p.m., the Board may consider and act upon any or all of the matters remaining on the meeting or public hearing agenda but not yet considered by the Board upon a majority vote of those members present.

Section 3-3 Policy for Invocations (Resolution 24-14)

Invocations are given to solemnize the proceedings of the Board and bring focus and gravity to the Board preceding the conduct of public business. Invocations may include a prayer, a reflective moment of silence, or a short solemnizing message delivered to the Board. Leaders of churches and congregations of all denominations, non-profit faith-based organizations, other religious assemblies, or nonreligious/non-profit organizations that are devoted to the betterment of the County and its inhabitants, and which are located within King William County, are invited to offer invocation and may contact the Clerk to secure a date.

1. It is the intent of the Board to allow a private citizen leader to solemnize the proceedings of the Board. It is the policy of the Board to allow for an invocation, which may include a prayer, a reflective moment of silence, or a short solemnizing message, to be offered before its meetings for the benefit of the Board. Invocations should be directed towards the members of the Board and not the members of the general public attending the meeting.
2. No member of the public, employee of the County, employee of the Board, or any other person in attendance at the meeting shall be required to stand or participate in any invocation that is offered and such decision shall have no impact on the ability of the person to actively participate in the business of the Board. The Board shall not request any member of the public or employee to stand or participate in any invocation.
3. The invocation shall be voluntarily delivered by an individual and to ensure that such person (the "Invocation Speaker") is selected on an unbiased basis and from among a wide pool, the Invocation Speaker shall be selected according to the following procedure:
 - a. The Clerk to the Board (the "Clerk") shall compile and maintain a database (the "Invocations List") of leaders of religious congregations, leaders of any assembly that

periodically and regularly meets for the purpose of worship or discussing their religious perspectives, and leaders of benevolent organizations with an established presence in the County who request to be added to the Invocations List. The Invocations List shall be compiled from all available sources including the listing for churches, congregations, non-profit faith-based organizations, other religious assemblies, or non-religious/non-profit organizations that are devoted to the betterment of the County and its inhabitants in databases maintained by the County, suggestions from Board members, and research.

- b. The Invocations List shall be updated, by reasonable efforts of the Clerk, in December of each calendar year.
 - c. Following adoption of the Board's meeting calendar at the Organizational Meeting, the Clerk will distribute the adopted calendar to the Invocations List and post notice on the County's website of the opportunity to sign up to deliver an invocation at the Board's meeting. Individuals desiring to serve as the Invocation Speaker may contact the Clerk with the dates that they are available to deliver an invocation.
 - d. The Clerk will maintain a calendar of Invocation Speakers with a list of individuals available for each meeting on a first-received basis and in accordance with this policy.
 - e. The Invocations List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all who may themselves choose whether to respond to the Board 's invitation and participate.
 - f. No Invocation Speaker shall be scheduled to offer an invocation at consecutive meetings of the Board, or at more than three (3) Board meetings in any calendar year. Priority of scheduling for an invocation shall be given to any individual who has not served as an Invocation Speaker in the preceding twelve months.
4. Invocations shall be delivered by one person and shall not exceed two minutes in length.
 5. If the scheduled Invocation Speaker provides sufficient advance notice, the Clerk may offer another individual the opportunity to serve as Invocation Speaker according to the calendar and this policy. If there is no scheduled Invocation Speaker or the scheduled Invocation Speaker is unable or fails to appear on the day of the meeting, the Board will observe a moment of silence.
 6. The policy is intended to be and shall be applied in a way that is all inclusive of every diverse religious or benevolent organization of the County. A person's faith or an individual having no religious affiliation shall not preclude their ability to give an invocation.
 7. No Invocation Speaker shall receive compensation or reimbursement of any kind for their service.
 8. Neither the Board nor the Clerk shall engage in any prior inquiry, review of, or involvement in, the content of any invocation to be offered by an Invocation Speaker.

9. No guidelines or limitations shall be issued regarding an invocation's content, except that no invocation should proselytize or advance any faith, or disparage the religious faith or nonreligious views of others. Violations of this policy by an Invocation Speaker may lead to suspension or termination of the privilege to serve as an Invocation Speaker.
10. The Chair or, if recognized by the Chair, a member of the Board shall introduce the Invocation Speaker to the Board.
11. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Board's preference for, any faith or religious denomination.

Section 3-4 Manner of Addressing Board Generally:

Speaking Only on Question Before Board

- (1) Any person, including a Board member, who speaks to the Board shall address the Chair and shall confine comments to the question before the Board.
- (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) During those times when the public is addressing the Board, the Chair will act as timekeeper and shall notify speakers and the Board that the allotted time for addressing the Board has expired. The Chair may also appoint another individual to serve as timekeeper. Speakers shall conclude their remarks at that time unless the consent of a majority of the Board is affirmatively given to extend the speaker's allotted time. The time allotted to members of the public is outlined in Section 4-1 and Section 5-1a.
- (4) All presentations to the Board shall normally be limited to no more than ten (10) minutes, except as hereinafter provided.
- (5) Where persons desire to be heard, other than at citizens comment period, upon matters not on the agenda, the consent of a majority of the members of the Board present shall be required.

Section 3-5 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 board member or any other person. No discussion of a sectarian or partisan character shall be engaged in by any member of the Board.

Section 3-6 Priority in Speaking to Board

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

Section 3-7 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, nor more than twice on the same question, unless by consent of the Chair.

Section 3-8 Form of Petitions, etc.

Every petition, communication, or address to the Board shall be submitted to the Clerk in writing in respectful language and shall be submitted by the deadline defined in Section 3-1 for inclusion in the agenda packet.

Section 3-9 Motions

No proposition for action by the Board shall be entertained by the Chair until a motion for the same has been duly made and seconded. The Chair may make or second a motion without vacating the Chair.

Section 3-10 Decision on Points of Order

The Chair, 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 3-11 Same; Appeal to Board

Any member of the Board may appeal to the Board from the decision of the Chair on any question of order, a majority vote of those present being necessary to overrule the Chair.

Section 3-12 Motion to Adjourn

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

Section 3-13 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 close debate, to make a substitute motion, to lay on the table, to recess, or to adjourn. Any motion to close debate shall require approval by a two-thirds vote of those members present.

Section 3-14 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, or at the very next meeting of the Board after notice in advance to the other Board members, County Administrator, Clerk, and County Attorney.

For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting. This section shall have no application to a motion to rescind a previous action taken.

Section 3-15 Suspending Rules

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

Section 3-16 Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in these rules and by applicable State law, shall be governed by the Robert's Rules of Order applicable to small bodies such as the Board, or by standard practices typically followed by the Board.

Section 3-17 Confidential and Privileged Information

Documents, information, and discussions from a closed session, attorney-client privileged communication, and other confidential information shall not be disclosed without the approval of the Board. In the event confidential or privileged information is released or otherwise disclosed without the consent of the Board, then the Board shall vote either to authorize the disclosure or reaffirm the confidentiality and/or claim of privilege. In addition, the Board may, in its discretion, sanction or censure a member for improper disclosure of confidential or privileged information. No recording device shall be used during any Closed Meeting of the Board.

Section 3-18 Appointments

The Board encourages citizens to apply for and to serve on boards, commissions, committees, and other like bodies. To this end, the Board shall cause notice to be placed on its website and such other notice as it may from time to time deem appropriate and necessary, identifying positions which it intends to fill.

The Board will maintain a standard application for all positions. Such applications will be kept on file for a period of two years and may be considered from time to time by the Board as it desires. Prior to making an appointment, the Board may choose to interview one or more candidates. Where statutes dictate a process other than this, the Board will follow the statutory procedure.

Unless otherwise addressed by state law, county ordinance, or governing organizational documents, the Board reserves the right to remove any appointee due to lack of attendance, misconduct, or when, in the Board's judgment, the best interest of the County would be served by such removal.

For the purposes of this policy, "lack of attendance" means absence from three consecutive meetings, or from any four meetings within any 12-month period.

SECTION 4 - PUBLIC HEARINGS

Section 4-1 Speakers

Speakers may address the Board only on matters pertaining to or germane to the issue for which the public hearing is being held. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held.

Violation of this rule shall enable the Chair by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Chair deems appropriate, including, after consultation with the Commonwealth's Attorney and a majority vote of the Board, bringing appropriate charges against the person in the name of the Board of Supervisors.

Those wishing to speak during Public Hearing comment periods must sign up on the form provided by the Board at the meeting site, and the Chair shall verify that all such registration has been completed before beginning the hearing. Speakers will be called in the order they sign up. All speakers, except as hereinafter provided, shall limit their remarks to five (5) minutes and all remarks shall pertain only to the Public Hearing matter under consideration. If more than twelve persons wish to speak, the time allotted to each speaker shall be three (3) minutes. Speakers may not yield any unused portion of their speaking time to others. 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. Speaking via electronic means will be evaluated on a case-by-case basis and must be communicated to the Clerk of the Board of Supervisors no later than 12:00 p.m. (Noon) on the day of the meeting at which the person desires to speak.

Staff presentations should be concise and normally limited to no more than ten (10) minutes except when necessary to properly inform the public of the issue before the Board. The applicant in a land use case or their representative(s) shall be allowed a maximum of ten (10) minutes to present their case.

The order of business for public hearings shall be:

- staff presentation
- applicant's presentation (if any, in land use matters)
- public comments

Board members may ask questions of speakers or staff for clarification.

Copies of written or printed materials submitted to the Board shall also be submitted to the Clerk for entry into the public record.

Section 4-2 Members' Participation

Board members shall limit their comments in public hearings to ensure participation by the public without Board interference.

Section 4-3 Close of Hearing

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

SECTION 5 - GENERAL CONDUCT AND DECORUM

Section 5-1 Conduct of the 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 from meeting attendees, the use of threatening or profane language, the failure to comply with time limits on speakers, violation of Board rules, or other forms of disruptive conduct will not be tolerated. The Chair will maintain proper order at all times during all meetings of the Board and shall affect the removal from any meeting of any person guilty of improper conduct if the offending party fails or refuses to cease such conduct.

Section 5-1a Citizens Comment Period

Citizens Comment periods provide a time for citizens to speak on community issues that are not scheduled for public hearing. The Chair will explain the time limits and requirements for introduction before opening the comment period.

No person shall address the Board from the audience unless recognized by the Chair and, if so recognized, will come forward to state their comments from the podium using a provided microphone.

Those wishing to speak during Citizens Comment periods must sign up on the form provided by the Board at the meeting site, and the Chair shall verify that all such registration has been completed before beginning the comment period. Speakers will be called in the order they sign up. All speakers, except as hereinafter provided, shall limit their remarks to five (5) minutes. If more than twelve persons wish to speak, the time allotted to each speaker shall be three (3) minutes.

Speakers may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each comment period. Speaking via electronic means will be evaluated on a case-by-case basis and must be communicated to the Clerk of the Board of Supervisors no later than 12:00 p.m. (Noon) on the day of the meeting at which the person desires to speak. Written comments submitted by 12:00 p.m. (Noon) on the day of the meeting will be provided to the Board at or before the time of the meeting. All written comments should be directed to the Clerk of the Board of Supervisors.

Speakers wishing to address the Board shall clearly state their name and district of residence. All comments are addressed to the Chair. Speakers may address only those matters within the scope of the Board's authority that are not on the agenda for a public hearing for that meeting. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the purview of the Board.

Violation of this rule shall enable the Chair by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary, and take such other steps the Chair deems appropriate, including, after consultation with the Commonwealth's Attorney and a majority vote of the Board, bringing appropriate charges against the person in the name of the Board of Supervisors.

Section 5-2 Conduct of the Board

Supervisors are expected to conduct themselves in a professional and proper manner at all times. Supervisors are representatives of the citizens of King William County and may not bring discredit upon themselves, other Board members, their constituents, or their County at any time. Any board member who by their actions, statements, or behavior brings discredit upon other supervisors, county board or commission members, the County, or the citizens, or who discloses privileged information to any individual, organization, corporation, or the like may be punished by one or more of the following:

- Reprimand either verbally or in written form (censure)
- Fine by loss of stipend(s)
- Removal from an assigned committee

All disciplinary actions must be reviewed and approved by a majority of the Board and will include legal guidance from the County Attorney and possibly the Commonwealth's Attorney as required.

Interactions w/Staff:

- (1) No one member of the Board shall direct the County Administrator or any staff member to take any action on behalf of the Board without a majority consensus of the Board.
- (2) No Board member shall unduly burden County employees with requests or contacts outside of normal working hours or meetings. Email requests made to staff should also be copied to the County Administrator and Chair (at a minimum).

Conferences and Conventions:

- (1) Each member shall make the sole determination as to which County related conference they will attend.
- (2) Any Board member who consent to attend a conference shall be responsible to take reasonable and timely action to cancel any required registration fees or hotel deposit. If the member does not take such action, they shall reimburse to the County a sum equal to the non-refundable fee/deposit.

Adherence to Confidentiality & Public Information Requirements:

- (1) No Board member shall disclose privileged information to any individual, organization, corporation, or the like.
- (2) Any Board member receiving a citizen request pursuant to VFOIA should forward the request to the County FOIA Officer who shall then handle the response. The FOIA Officer shall copy the County Administrator and all other Board members on the response.

SECTION 6 - ADOPTION AND AMENDMENT OF BY-LAWS

Section 6-1 Adoption

These by-laws shall be adopted annually immediately after election of Board officers at the organizational meeting. Upon adoption, the provisions of these by-laws shall take effect immediately and shall continue until amended or re-adopted. The full text of these by-laws shall be made part of the minutes of the meeting at which they were adopted. The Clerk shall provide a copy of these by-laws and any amendment thereto to all Board members within thirty (30) days of adoption.

Section 6-2 Amendment

Amendment of these by-laws may be made as an item of new business on the meeting agenda or amendment thereof at any meeting of the Board. Amendment to these by-laws shall be by vote of a majority of Board members. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment shall be made part of the minutes of the meeting at which they were adopted.

Section 6-3 Savings Clause

If any provision of these by-laws be found inconsistent with the provisions of the Virginia law, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these by-laws shall remain in effect.

Section 6-4 Interpretation and Nature of By-Laws and Rules of Procedure

These By-laws and 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. Only members of the Board or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Chair 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 as provided above. In no event may questions over compliance herewith be raised judicially. Non-compliance with these By-laws and 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 By-laws and 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. Failure to comply with these By-laws and Rules of Procedure or Robert's Rules of Order shall not invalidate Board action otherwise valid at law.