

**RULES OF ORDER AND PROCEDURE
SERVICE AUTHORITY BOARD
AMHERST COUNTY, VIRGINIA**

I. OPENING

A majority of the Board shall constitute a quorum for the transaction of business, but a small number may fix the time to which to adjourn, may adjourn to that time, may recess for a stated period of time, or take measures to secure a quorum by sending for absentees.

The Chairman shall take the chair at the hour which the Board shall have set for regular or special meetings, shall immediately call the Board to order, and a quorum being present, at the first meeting of each month shall cause the minutes of the proceeding month's meetings to be submitted and call for any corrections. Ordinarily, corrections shall be made by unanimous consent. If such consent cannot be secured, the correction shall be by a motion duly made and carried. The minutes as submitted, if correct, or as corrected shall be signed by the Chairman and the Secretary, and the signed minutes shall be the authentic records of the proceedings of the Service Authority Board. They shall be preserved in the form and place prescribed by the Commonwealth and be available for public inspection as state law requires.

II. CHAIRMAN

At the first meeting following its election, the Service Authority Board shall first decide the term of office for its chairman and vice-chairman (i.e. for one year or for the term of the Board) and then proceed to elect one of its members as chairman and one of its members as vice-chairman. The chairman presides at all subsequent meetings at which he is present, serves in all capacities to which he is named by the Board, and otherwise discharges the customary responsibilities of this office such as advising the clerk on the preparation of the docket and the scheduling of public hearings. The vice-chairman shall preside at all meeting at which the chairman is absent and may discharge any other duties of the chairman which become necessary and are permitted under the Code of Virginia during the chairman's absence or disability. Whenever both the chairman and vice-chairman are absent from a board meeting, the members present must elect one of their number to serve as a temporary chairman.

III. The SECRETARY

The Secretary of the Service Authority Board shall be the County Administrator who is appointed by the Board and serves at its pleasure in compliance with the constitutional form of county government as established by the Code of Virginia. The minutes of the Board shall be duly drawn by the secretary (viz., the County Administrator), circulated with the agenda at the first meeting of each month and call for any corrections.

IV. PREPARATION OF THE AGENDA

It shall be the duty of the Secretary to prepare the agenda of each regular and special meeting of the Service Authority Board and to see that all necessary papers, including but not limited to ordinances, resolutions, and petitions, shall be drafted, copied and circulated with the agenda to the members of the Board so that they may be reviewed at least 48 hours prior to the meeting for which these items are docketed. If any necessary information of papers shall not be ready when a particular item is reached on the agenda, that item shall be passed by and taken up at a later time, except that the Board may, at its discretion, engage in general (discussion of an item with a view to determining what additional materials are needed and how they may be secured. Normally, the Secretary shall prepare the agenda and all relevant information one week prior to the meeting and close the agenda at that time. Citizens are encouraged to make arrangements to be placed on the agenda to insure being heard, and the Board shall from time to time make this policy and schedule known to the public.

V. CONDUCT OF BUSINESS

The chairman shall preserve order and decorum at all meetings and public hearings, may speak to points of order in preference to other members, and shall decide questions of order without debate except that he may permit a member to explain his point or allow other members to be heard by way of explanation. If the chair is in doubt as to how to rule on an important point, he can put it to a vote of the Board. Rulings of the chair may be appealed by any two members.

When a member wishes to speak, he shall ask recognition by saying, "Mr. Chairman". In speaking he shall confine himself to the question before the Board. When two or more members seek recognition at the same time, the chairman shall decide which addressed him first, and the order of recognition for the other member or members shall be duly observed.

No member shall, in debate, engage in any form of personal attack or questioning of motives, nor shall he otherwise seek to offend or insult another member, nor shall he speak adversely of a prior action which is not pending. All remarks shall be addressed through the chair. Questions during debate may be raised through points of information. No member shall take any action intended to interrupt, hinder, or confuse the proceedings of the Board while it is in session.

Citizen speakers shall speak once to an issue and confine their remarks to the questions before the Board. They may, however, respond to questions of members of the Board for as long as the chair permits. The Board may determine a time limit on citizen speakers, individually or collectively, for any item of business. Citizen speakers should avoid repetition insofar as possible.

VI. TAKING THE VOTE

The chairman shall put the pending question, being sure the motion or other action has been recorded by the secretary in the proper form and that it is clear to all members. All substantive motions and actions shall be taken by roll call vote in order to meet the legal requirements of the Commonwealth and to inform the public. Procedural questions may be settled by a voice vote, provided that any member may call for a roll call at the time of the vote.

If a member abstains, he shall state the reason for doing so. An abstention does not constitute a negative vote so a motion may be adopted by less than a majority of those present. The vote of a member of the Service Authority Board becomes final once it is cast; it cannot be changed except after adoption of a motion to reconsider the action. If one or more members are disqualified from voting on an item under the provisions of the Virginia Conflict of Interest Act, leaving less than the number or supervisors required for action, the remaining member or members may act by majority vote. (Virginia County Supervisors' Manual, 6th ed., P.4-28)

VII. ORDINANCE, RESOLUTIONS, ETC.

Every resolution, ordinance and proposal shall be processed as prescribed by the General Laws of the Commonwealth of Virginia.

VIII. WITHDRAWAL OF EXHIBITS

Original papers, filed with exhibits with any ordinances or resolutions, may be withdrawn by the patron or upon his order on his leaving attested copies for which he shall pay the Secretary at the rate provided by law for other copies made by him.

IX. MANUAL AND RULES

The rules of parliamentary practice comprised by Robert's Rules of Order Newly Revised shall govern the Service Authority Board in all cases to which they are applicable and in which they are not

inconsistent with these Rules of Order and Procedure and such other rules as may from time to time be established by the Board.

The rules of the Board may be suspended by a vote of the majority of the elected members. The maker of a motion to suspend a rule of the Board shall be allowed three minutes to state the reasons for his motion, and one member opposed to the motion shall be allowed a like time to state his objections.

The Board hereby adopts the following policies relative to procedures:

1. The Chairman can make motions, vote on all questions, engage in debate on motions and speak in discussion of general matters;
2. Motions do not require a second, except for a motion to adjourn and a motion to go into or out of closed session;
3. Informal discussion of a subject is permitted while no motion is pending;
4. The formal tie breaker procedure is not used and a tie vote defeats the motion.