BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA

R-24-12

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the Administration Building in New Kent, Virginia, on the 14th day of May, 2012:

Present:	Vote:
Thomas W. Evelyn	Aye
C. Thomas Tiller	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye
James H. Burrell	Aye

Motion was made by Mr. Davis, which carried 5:0, to adopt the following resolution:

A RESOLUTION CHARTERING
THE NEW KENT COUNTY
TRANSPORTATION SAFETY COMMISSION

WHEREAS, the Board of Supervisors recognizes that New Kent County (hereafter "the County") has a need to promote the safe transportation of its citizens; and

WHEREAS, the Board of Supervisors wishes the citizens of the County to be aware of and involved in the issue of transportation safety; and

WHEREAS, the Board of Supervisors realizes the importance of the County's eligibility to receive grants for transportation safety;

NOW THEREFORE, the Board of Supervisors charters the New Kent County Transportation Safety Commission.

Charter

The Commission shall be known as the "New Kent County Transportation Safety Commission" (hereafter the "Commission").

Purpose. The Commission is formed to make the County eligible to receive certain grants and mini-grants from the state and federal governments available only to counties with established transportation safety commissions.

Public Body. The Commission is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. Either the Commission shall exist until January 31, 2016, by which time the Board of Supervisors shall renew the Commission's charter or the Commission shall cease operation in an orderly fashion by that date.

Membership. Each District Supervisor shall appoint two members to the Commission.

Each district member shall serve four years in staggered terms, with the terms of the members from the same district expiring in different years. Vacancies shall be filled by appointment by the Board of Supervisors for the unexpired term only. Members shall serve without compensation, but may be reimbursed for expenses necessarily incurred and approved in advance by the Fire Chief in the performance of Commission business.

Ex Officio Members. The following will be *ex officio* members of the Commission: representative(s) from the Virginia Department of Transportation, a representative of the Providence Forge Volunteer Rescue Squad, representative(s) from the New Kent County Sheriff's Office (to include the Sheriff), the Director of Transportation for the New Kent County School System, representative(s) of the Area III Office of the Virginia State Police, a representative of the Board of Supervisors, a representative of the Department of Motor Vehicles, and the New Kent County Fire Chief.

Duties of the Commission. The Commission has a duty to the citizens of the County to serve in an advisory capacity to the Board of Supervisors and as a clearinghouse for information and requests to state and local agencies from county citizens on matters relating to highway and transportation safety.

Officers. The Commission shall have three (3) officers: a Chairman, a Vice Chairman, and a Secretary. The Commission shall elect the Chairman and Vice Chairman and elect or appoint the Secretary at the first meeting of each calendar year. The Secretary need not be a member of the Committee. Each officer shall serve a one (1) year term.

Duties and Powers of Officers. The Chairman shall preside at all meetings, make committee appointments, and work closely with or serve as the local coordinator to the Board of Supervisors. The Chairman shall also carry out other duties as may be assigned by the Commission. The Vice Chairman shall perform any of these duties in the Chairman's absence or incapacitation. The Secretary shall keep all records for the Commission.

Meetings. Regular meetings of the Commission shall be held quarterly on the second (2nd) Wednesday of the month at 1:00 p.m. in the New Kent County Emergency Operations Center beginning with the Annual Meeting of the Commission which shall be the second (2nd) Wednesday of January. The Commission shall have the power to postpone or reschedule a regular meeting as needed. The Chairman shall have the power to call a special meeting. The Chairman shall give ten (10) days' notice before calling a

special meeting unless a two-thirds (2/3) majority of the members present at such a special meeting agree to bypass this notice requirement.

Quorum. A majority of the members of the Commission shall constitute a quorum.

Voting. All decisions shall be made by a majority of members present and voting. All votes shall be made by voice vote with the Chairman casting the last vote.

Procedure. Except as otherwise specified, proceedings of the Commission shall be governed by the most recent edition of Robert's Rules of Order. An appeal from a ruling of the Chairman may be taken by any member and shall be determined by a majority of those members present. The Chairman shall be permitted to make motions and vote on all questions.

Subcommittees and Working Groups. The Chairman shall appoint a chairman of all committees established by the Commission within thirty (30) days of that committee's creation. The chairman of each committee shall then appoint the members of that committee. Before becoming members, the committee chairman's appointees will need a majority vote of the Commission.

Funding: The Commission is authorized to use public funds as approved by the Board of Supervisors.

Fiscal Year. The Fiscal Year of the Commission shall run from July 1 through June 30.

Budget. The Commission shall prepare and submit a budget to the Board of Supervisors at the request of the County Administrator.

Required Reports. The Commission shall present an annual report of the Commission's activities to the Board of Supervisors at a regular work session of the Board.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. This Charter is effective upon passage.

Adopted this 14th day of May, 2012.

G. Cabell Lawton, IV
County Administrator

James H. Burrell
Chairman