

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT, VIRGINIA**

R-17-11

At the regular meeting of the New Kent County Board of Supervisors in the Boardroom of the Administration Building in New Kent, Virginia, on the 13th day of June, 2011:

| Present: | Vote: |
|------------------|-------|
| David M. Sparks | Aye |
| James H. Burrell | Aye |
| Stran L. Trout | Aye |
| W. R. Davis, Jr. | Aye |
| Thomas W. Evelyn | Aye |

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

**A RESOLUTION CHARTERING
THE SOCIAL SERVICES ADVISORY BOARD OF
NEW KENT COUNTY, VIRGINIA**

WHEREAS, Chapter 3, Article I of title 63.2 of the *Code of Virginia* requires each county and city to establish a local social services board; and

WHEREAS, the Board of Supervisors has appointed the County Administrator to act as the local board and thus shall have an advisory board pursuant to the authority granted to it under § 63.2-305 of the *Code of Virginia*; and

WHEREAS, the New Kent County Board of Supervisors has identified a need to define the duties and functions of the New Kent Social Services Advisory Board.

NOW THEREFORE, the New Kent County Board of Supervisors hereby charters the New Kent Social Services Advisory Board.

CHARTER

The Board shall be known as the “The New Kent County Social Services Advisory Board.”

Purpose. The Advisory Board’s purpose is to fulfill its obligations under §63.2-305 of the Code of Virginia.

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

Duration. The Advisory Board shall exist until which time the Board of Supervisors shall determine there is no longer a need for the Advisory Board.

Membership. The Advisory Board shall consist of five (5) members who must be residents of the County. Each District Supervisor shall nominate one member to the Advisory Board for confirmation by the Board of Supervisors. The Board of Supervisors shall appoint one of its members to serve on the Advisory Board *ex-officio* and without the power to vote on matters before the Advisory Board.

Advisory Board member terms shall be four years and terms of the membership shall be staggered. Serving more than half of a term constitutes a full term. No person shall serve more than two (2) consecutive terms. Notwithstanding, a member shall remain as a member, unless otherwise removed, until a successor is named. Any member who misses more than three consecutive regularly scheduled meetings without the permission of the Chair shall forfeit the appointment and a vacancy shall be created. 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 in the performance of Advisory Board business.

Duties of the Advisory Board. The Advisory Board has a duty to the citizens of New Kent County to faithfully represent the social welfare needs of the County, particularly the needs of its most vulnerable citizens. The Advisory Board also has the duty to monitor the formulation and implementation of social services programs in the County. Finally, members have the duty to hold in confidence any information that involves individual cases, personnel matters, or other information covered by the annual confidentiality statement.

Powers of the Advisory Board. The Advisory Board may engage in the following activities in order to fulfill their duties:

- (1) Meet with the County Administrator and Director of the Department of Social Services at least four (4) times a year for the purpose of making recommendations on policy matters concerning the department.
- (2) Assist the County Administrator in the selection and interview process in the hiring of a new Local Director of Social Services
- (3) Make presentations and/or participate in other public relations activities to inform the County's citizens about available benefits programs or social services.
- (4) To submit to the County Administrator and/or the Board of Supervisors reports the Advisory Board deems appropriate to include but not be limited to concerns or opportunities that may impact current or future social services needs or costs.

Officers. The Advisory Board shall have two (2) officers: a Chairman and a Vice Chairman. Officers will be nominated by the Advisory Board at the first meeting of each calendar year, and each officer shall serve a one (1) year term.

Duties and Powers of Officers. The Chairman shall preside at all meetings, represent the Advisory Board or appoint other members to represent the Board, and support Department leadership, as needed. The Chairman shall also carry out other duties as may be assigned by the Advisory Board. The Vice Chairman shall perform any of these duties in the Chairman's absence or incapacitation.

Meetings. The Advisory Board shall meet at least bi-monthly. The Advisory Board Chairman may cancel a meeting up to seven days prior to the scheduled meeting. The Chairman shall notify the Board members via US mail of the cancellation and will post the cancellation notice in the appropriate places at least five days prior to the scheduled meeting. In addition to regularly scheduled meetings, the Board may meet at the call of the Chairman or on the petition of at least one-half (1/2) of the members upon proper notice to the public in compliance with the Virginia Freedom of Information Act...

Quorum. A majority of the members of the Advisory Board 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.

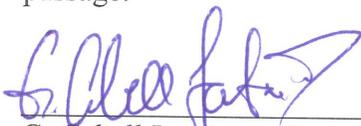
Procedure. Except as otherwise specified, proceedings of the Advisory Board shall be governed by the most recent edition of Robert's Rules of Order. An appeal from a ruling of the Chair may be taken by any member and shall be determined by a majority of those members present. The Chairman shall be permitted to make motions and vote on all questions. The Board can make a motion to go into Closed Session pursuant to the Code of Virginia.

Fiscal Year. The Fiscal Year of the Advisory Board shall run from July 1 - June 30.

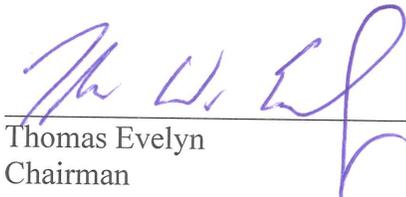
Reports. The Advisory Board will make an annual report to the Board of Supervisors, concurrent with the budget presentation of the Department of Social Services, concerning the administration of the social services and public assistance programs in the County. The Advisory Board may also submit to the Board of Supervisors other reports or recommendations, from time to time, that it deems appropriate.

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

Effective Date. This Charter of the New Kent Social Services Advisory Board is effective upon passage.



G. Cabell Lawton, IV
County Administrator



Thomas Evelyn
Chairman