A. Election of Officers – The Board will elect a chairman and vice chairman to serve as officers for 2017.

B. Election of Clerk and Deputy Clerk – The Board will elect a clerk and a deputy clerk to serve for 2017.

C. Meeting Schedule – The Board will establish by Resolution R-01-17 the regular meeting schedule for 2017.

D. Review and/or adoption of the Bylaws

A. <u>Election of Officers</u> – The Board will elect a chairman and vice chairman to serve as officers for 2017.

<u>Election of Chairman</u>

1. Mr. Hathaway opens and takes nominations for chairman. ***Suggested motion: "I nominate_____for Chairman of the Board of Supervisors for the term of one year."***

2. Mr. Hathaway asks for a motion to close nominations for chairman. ***Suggested motion: "I move to close nominations for Chairman of the Board of Supervisors."***

3. Discussion on nominations.

4. Mr. Hathaway calls for a vote on the motion to close.

5. Mr. Hathaway asks for motion to elect chairman. ***Suggested motion: "I move to elect _____as Chairman of the Board of Supervisors for the term of one year."***

6. Mr. Hathaway calls for vote on motion to elect chairman.

7. Mr. Hathaway turns meeting over to newly-elected chairman.

<u>Election of Vice Chairman</u>

1. Chairman opens and takes nominations for vice chairman. ***Suggested motion: "I nominate_____for Vice Chairman of the Board of Supervisors for the term of one year."***

2. Chairman asks for a motion to close nominations for vice chairman. ***Suggested motion: "I move to close nominations for Vice Chairman of the Board of Supervisors."***

3. Discussion on nominations.

4. Chairman calls for a vote on the motion to close nominations.

5. Chairman asks for motion to elect vice chairman. ***Suggested motion: "I move to elect _____as Vice Chairman of the Board of Supervisors for the term of one year."***

6. Chairman calls for vote on motion to elect vice chairman.

B. <u>Election of Clerk and Deputy Clerk</u> – The Board will elect a Clerk and a Deputy Clerk to serve for 2017.

Chairman asks for motion to elect clerk and deputy clerk.
Suggested motion: "I move to elect Rodney A. Hathaway as Clerk of the Board and Wanda F. Watkins as Deputy Clerk of the Board, each to serve a term of one year."

C. <u>Regular Meeting Schedule</u> - The Board will establish by Resolution R-01-17 the regular meeting schedule for 2017.

1. Chairman asks Board members for discussion.

2. Chairman calls for motion. ***Suggested motion: I move to adopt Resolution R-01-17, as presented.***

or

I move to adopt Resolution R-01-17 with the following changes:

3. Chairman calls for a vote on motion.

New Kent County Board of Supervisors
P O Box 150, 12007 Courthouse Circle
New Kent, VA 23124

AGENDA ITEM REQUEST

(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO THE MEETING)

Meeting Date	January 9, 2017 ☒ Regular Agenda ☐ Consent Agenda
MOTION: "Mr. Chairman, I move to *(not required for Consent Agenda items)*	adopt Resolution R-01-17, as presented
SUBJECT	2017 Meeting Schedule
ISSUE	As part of its reorganization, the Board needs to formally adopt its 2017 Meeting Schedule
RECOMMENDATION	adoption, as proposed
FISCAL IMPLICATIONS	
POLICY IMPLICATIONS	
LEGISLATIVE HISTORY	
DISCUSSION	The proposal maintains the same meeting schedule as in the previous year, with variances in June, September and November to accommodate the Board member vacations and the annual VACo Conference. As in previous years, the proposal does not include scheduled work sessions for either August or December.
Attachments	Resolution R-01-17 and Draft 2017 Meeting Schedule
Time Needed	Person Appearing
Request prepared by:	Wanda F. Watkins, Deputy Clerk of the Board Telephone: 804 966 9687
Copy provided to:	

For Clerk's Use:
Proper notice? _____
Disposition: _____

Print Form

REVIEWS/APPROVALS
Admin _____ Attorney WHW/wfw

BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA

R-01-17

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 9th day of January, 2017:

Present:	Vote:
Thomas W. Evelyn	
C. Thomas Tiller, Jr.	
Patricia A. Paige	
W. R. Davis, Jr.	
Ron Stiers	

Motion was made by _____, which carried _____:_____, to adopt the following resolution:

RESOLUTION ESTABLISHING
2017 MEETING SCHEDULE

BE IT RESOLVED that the New Kent County Board of Supervisors hereby establishes its regular business meeting date, time and place for 2017, pursuant to Code Section 15.2-1416 of the Code of Virginia, to be the second Monday of each month (except for the June meeting which will be held on Monday, June 5, the September meeting which will be held on Tuesday, September 5, and the November meeting which will be held on Wednesday, November 15, at 6:00 p.m. in the Boardroom of the County Administration Building.

BE IT FURTHER RESOLVED that regular work sessions for 2017 will be held at 9:00 a.m. on the last Wednesday of each month (except for August and December when there will be no scheduled work sessions) in the Boardroom of the County Administration Building.

BE IT FURTHER RESOLVED THAT if a meeting cannot be held because of the closing of State and/or County offices, the meeting will be held on the next business day that the County offices are open.

_____ _____

Rodney A. Hathaway
County Administrator

Chairman

New Kent County Board of Supervisors
Proposed 2017 Meeting Schedule

Business Meeting **6:00 pm start time** *2nd Monday of the month unless otherwise noted*		**Work Session** **9:00 am start time** *Last Wednesday of the month unless otherwise noted*
Jan 9		Jan 25
Feb 13		Feb 22
Mar 13		Mar 29
Apr 10		Apr 26
May 8		May 31
Jun 5 - Mon *(Board Member on vacation 2nd Monday)*		Jun 28
Jul 10		Jul 26
Aug 14		None
Sep 5 - *Tue* *(Board Member on vacation 2nd Monday)*		Sep 27
Oct 9		Oct 25
Nov 15 – *Wed* *(2nd Monday conflicts with VACo Annual Conference Nov 12-14)*		Nov 29
Dec 11		None

DRAFT

D. Review and/or adoption of the Bylaws

Scenario #1, if no changes, *suggested motion*: ***I move that the Bylaws be adopted, as presented.***

Scenario #2, if there are changes:

1. Review proposed changes to bylaws.
2. Ask for any additional changes.
3. Ask for motion to amend bylaws.

   Suggested motion: ***I move that the Bylaws be amended as presented and that a vote on adoption be taken at a future meeting that is no less than 30 days from today's date.***

4. Call for vote on the motion to amend bylaws.

New Kent County Board of Supervisors
P O Box 150, 12007 Courthouse Circle
New Kent, VA 23124

AGENDA ITEM REQUEST

(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO THE MEETING)

Meeting Date	January 9, 2017 ☒ Regular Agenda ☐ Consent Agenda
MOTION: "Mr. Chairman, I move to *(not required for Consent Agenda items)*	that the Bylaws be amended as presented and that a vote on adoption be taken at a future meeting that is no less than 30 days from today's date.
SUBJECT	Amendment of 2017 Bylaws
ISSUE	As part of its reorganization, the Board should readopt and/or amend and readopt its bylaws
RECOMMENDATION	Amendments are being proposed - The recommendation is that the bylaws be amended as proposed with adoption scheduled for a future date no less than 30 days from today's date.
FISCAL IMPLICATIONS	
POLICY IMPLICATIONS	
LEGISLATIVE HISTORY	
DISCUSSION	A vote on adoption of the amended bylaws will be taken at a future meeting that is no less than 30 days from today's date.
Attachments	DRAFT Amended Bylaws
Time Needed	Person Appearing
Request prepared by:	Wanda F. Watkins, Deputy Clerk of the Board Telephone: 804 966 9687
Copy provided to:	

For Clerk's Use:
Proper notice? _____
Disposition: _____
_____

Print Form

REVIEWS/APPROVALS
Admin _____ Attorney _____

BYLAWS

BOARD OF SUPERVISORS

NEW KENT COUNTY

DRAFT

Adopted February 8, 1993
Readopted May 9, 1994
Amended and Readopted February 13, 1995
Amended and Readopted April 9, 1996
Amended and Readopted March 10, 1997
Amended and Readopted March 8, 1999
Amended and Readopted March 13, 2000
Readopted January 8, 2001
Amended and Readopted January 14, 2002
Amended and Readopted April 14, 2003
Amended and Readopted February 9, 2004
Amended and Readopted February 14, 2005
Readopted January 9, 2006
Amended and Readopted February 12, 2007
Amended and Readopted February 26, 2008
Readopted January 12, 2009
Amended and Readopted February 19, 2010
Amended and Readopted on February 14, 2011
Amended and Readopted February 13, 2012
Readopted January 14, 2013
Readopted February 26, 2014
Readopted January 12, 2015
Amended and Readopted February 24, 2016
Proposed Amendments for 2017

BYLAWS

BOARD OF SUPERVISORS

NEW KENT COUNTY

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DRAFT

ARTICLE I

OFFICERS AND THEIR SELECTION

A. The Officers of the Board shall consist of a Chairman and Vice Chairman, each of whom shall serve for a term of one (1) year. The Board shall also annually elect a Clerk of the Board (County Administrator) and a Deputy Clerk.

B. Nomination of Officers shall be made from the Board at the first meeting of each calendar year. Election of Officers shall follow immediately.

ARTICLE II

DUTIES OF OFFICERS

A. The Chairman shall:

(1) Preside at all meetings;
(2) Make Board committee appointments;
(3) Work closely with the County Administrator on day-to-day matters and approve the agendas for all meetings;
(4) Serve on all standing committees of the Board;
(5) Carry out such other duties as assigned by the Board.

B. The Vice-Chairman shall assume the duties of Chairman in the Chairman's absence or inability to act.

ARTICLE III

AGENDA PREPARATION POLICY

A. The County Administrator (Clerk of the Board) shall prepare an agenda for each regular meeting of the Board. Supervisors, staff, and others may submit to the County Administrator items for the agenda along with a completed Agenda Request Form at any time prior to Noon twelve (12) calendar days preceding the regular meeting to which such item relates. All agenda items shall be approved by the Chairman. Items for the agenda may be added within the twelve day period before the meeting with the approval of the Chairman.

B. A consent agenda may be established. The consent agenda may include items that are routine and non-controversial such as: approval of minutes, resolutions or certificates of commendation or recognition (which must be sponsored by one or more Board members), any other item that the Clerk determines is non-controversial and routine, subject to approval by the Chairman. At the request of any member, an item shall be removed from the consent agenda and considered separately. All items remaining on the consent agenda may be considered by one vote.

C. Copies of the proposed agenda shall be made available at the office of the County Administrator for each Supervisor and for members of the news media serving the County not later than seven (7) calendar days preceding the meeting to which it relates.

ARTICLE IV

MEETINGS

A. The time and place of Board meetings shall be set from time to time by resolution of the Board in conformance with state law.

B. Minutes from the previous month's meeting or meetings shall be delivered to the Board members with the agenda prior to the first meeting of the month. Unless requested by a Board member, the minutes will not be read and will be approved upon motion and vote of the Board.

C. ORDER OF BUSINESS

(1) Call to order
(2) Invocation
(3) Roll Call
(4) Approval of minutes and consent agenda
(5) Small Business Close Up
(6) Residency Administrator's Report
(~~5~~7) Citizens comment period
(~~6~~8) Unfinished business
(~~7~~9) New business
(~~8~~10) Elected Official reports
(~~9~~11) Staff reports
(12) Other Business
(13) Appointments
(~~10~~14) Closed Session (if needed)
(~~11~~15) Adjourn

The Chairman has the authority to alter this order of business.

D. QUORUM AND METHOD OF VOTING

(1) A majority of the members of the Board shall constitute a quorum of the Board.

(2) Every member who is in the meeting room when the question is put, shall vote or state his or her reason for abstaining. The member shall announce such intention to abstain at the time the issue comes before the Board and shall not participate in the discussion on such issue or question.

(3) A recorded roll call vote shall be taken on matters as required by law and on other matters as deemed appropriate by the Chairman or at the request of any member.

E. PROCEDURE FOR ROLL CALL OF BOARD MEMBERS

(1) The Chairman shall cast the last vote.

(2) The members of the Board shall cast votes in district order on a rotating basis.

All motions shall be restated by the Chairman, Clerk, or Deputy Clerk before a vote is taken and the result of the vote shall be announced following each vote.

F. GENERAL AND SPECIAL RULES OF PROCEDURE

(1) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

(2) Members need not rise when speaking.

(3) Motions need not be seconded.

(4) There is no limit to the number of times a member can speak to a question.

(5) Informal discussion of a subject is permitted while no motion is pending.

(6) The Chair need not rise while putting questions to vote.

(7) The Chair may speak in discussion without rising or relinquishing the Chair.

(8) The Chair may make motions and vote on all questions.

G. MEMBERS ABSENTING THEMSELVES FROM MEETING PRIOR TO ADJOURNMENT

After the names of members of the Board have been recorded as present at any meeting of the Board, the members shall not absent themselves previous to adjournment unless by consent of the Board.

H. BOARD TO SIT WITH OPEN DOORS

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 sessions as permitted by law.

I. CITIZENS COMMENT PERIOD

(1) Any person who wishes to speak at the public comment period shall indicate their name, address, and topic on the public comment register.

(2) The Chair after opening the public comment period will call on each speaker in the order their names appear on the register.

(3) Each speaker shall state his or her name and address for the record.

(4) Each speaker shall be allowed three (3) minutes for comments unless additional time is granted by the Chair. If a speaker represents a group, there shall be a time limit of seven (7) minutes.

(5) All comments will be addressed to the Chair.

(6) All items presented during citizens comment period will be taken under advisement by the Board. The ~~Boar~~ Board will take no action on items brought to the attention of the Board during public comment period, unless such action is taken in accordance with

Article V of these bylaws.

J. PROCEDURE TO ADDRESS THE BOARD

(1) When any person, including Board members, speaks to the Board, they shall address the Chair and shall confine themselves strictly 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 members are considering any motion, resolution or ordinance preliminary to a vote on the same, except at the discretion of the Chair.

ARTICLE V

PROCEDURES FOR DEALING WITH ITEMS NOT ON THE AGENDA

A. Any matter not on the agenda shall not be considered except at the discretion of the Chair. Any matter not listed on the agenda shall not be acted upon over the objection of any three members present.

B. For any special meeting, the business to be discussed shall be stated in the call for such meeting. The Chairman or Administrator shall prepare a written agenda listing all items to be considered for every special meeting. No other business shall be discussed or acted upon over the objection of any member present.

ARTICLE VI

PUBLIC HEARINGS

A. All public hearings will be advertised to begin at 7:00 p.m. unless otherwise directed by the Chair. Public hearings may be postponed, continued or canceled at the discretion of the Board.

B. In addition to those required by law, the Board at its discretion may hold public hearings when it decides that a hearing will be in the public interest.

C. The following rules shall apply to public hearings:

(1) Any person who wishes to speak at the public hearing shall indicate their name and address on the register for that hearing.

(2) The Chair after opening the public hearing will call on each speaker in the order their names appear on the register.

(3) Each speaker shall state his or her name and address for the record.

(4) Each speaker shall be allowed three (3) minutes for comments unless additional time is granted by the Chair. If the speaker represents a group there shall be a time limit of seven (7) minutes.

(5) Speakers shall restrict their comments to the item for which the public hearing is being held. All comments will be addressed to the Chair.

D. The following format shall apply to the conduct of public hearings which may be changed at the discretion of the Chair:

(1) Staff report on the Item.

(2) Presentation or comments by the applicant or their representative.

(3) Questions or comments by the Board members.

(4) Formal opening of the public hearing by the Chair.

(5) Comments by the public.

(6) Further comment by the applicant or their representative.

(7) Formal closing of the public hearing by the Chair.

(8) Discussion and action by the Board.

ARTICLE VII

APPOINTMENT OF COMMITTEES

A. The Chairman shall appoint committee members to any permanent or temporary committee of the Board.

B. Appointments to other commissions and boards shall be approved by vote of the Board. Whenever possible, membership on such bodies shall be proportional by election districts. Appointees shall serve at the pleasure of the Board unless otherwise directed by state law. If any board or commission contains an odd number of members, the district under-represented shall be on a rotating basis.

C. The Board shall charter all committees, whether permanent or temporary. The charter shall, at a minimum, prescribe the committee's mission, membership, and duration, authorize or prohibit the expenditure of public funds, and set forth any reports, results or other item the committee shall deliver to the Board.

D. In accordance with Virginia Code section 44-146.19 (B) (2), as well as New Kent County Code Chapters 30-161 and 30-162, the Board will annually appoint a member of the Board of Supervisors as the Director of Emergency Management and as Director of Emergency Services, who in turn will appoint a Coordinator of Emergency Management/Coordinator of Emergency Services, with the consent of the Board.

ARTICLE VIII

PROCEDURES FOR FINANCIAL CONTROL

A. Annual appropriations shall be subject to the following method of internal control:

(1) The Board may make annual appropriations for the purpose of limiting the normal operating expenditures of the County.

(2) The County Administrator shall have the authority to transfer appropriations by line item within departments, except for payroll and employee benefits line items (1000-2999). All transfers are to be reported to the Board on a monthly basis.

(3) The County Administrator will not have the authority to transfer appropriations between departments.

(4) The County Administrator will report to the Board in summary form all revenues and expenditures on a monthly basis.

(5) Financial Services will report to all Department Heads and Constitutional Officers, expenditures/expenses by line item every two months.

B. All normal operating expenditures of the County shall be processed in the following manner:

(1) All bills or invoices will be approved by the appropriate department head or constitutional officer, and received by Financial Services.

(2) Disbursement of funds and documentation of each disbursement will be prepared by the Financial Services office.

(3) All bills, invoices, and disbursement documentation will be reviewed by Finance and the County Administrator for approval.

(4) Finance and ~~T~~the County Administrator will review all invoices and submitted expenditures and initial disbursement documentation printouts.

(5) All disbursement documentation will be presented to the Treasurer for review and approval.

(6) Upon approval, the Treasurer will sign all checks and keep one copy of the check register for the record in addition to all other disbursement documentation.

(7) All funds will be distributed, as appropriate, by the Financial Services office.

C. The Treasurer will submit a monthly report of financial condition on forms provided by the Board of Supervisors. The Board will consider approval of the report monthly.

D. The Board shall approve all County contracts ~~exceeding $50,000.00.~~ and amendments as outlined in the New Kent County Purchasing Manual.

ARTICLE IX

DUTIES OF THE COUNTY ADMINISTRATOR

The County Administrator shall:

A. Prepare the agenda for each meeting and submit it to the Chairman for approval in conformance with the agenda preparation procedure outlined in these bylaws.

B. Keep a written record of all business transacted by the Board.

C. Administer the financial control procedures of the County as set forth in these bylaws.

D. Advise and inform the Board on all matters affecting County government.

E. Execute all formal documents authorized by the Board.

F. Provide and supervise all staff services directly under the control of the Board.

G. Be responsible for all personnel management of the County. The County Administrator shall advise the Board prior to the hiring or dismissal of Department Directors.

H. Prepare an annual operating budget for the County government in accordance with guidelines established by the State auditor's office for approval by the Board. The County Administrator shall be responsible for maintaining adequate financial and accounting records on all County business under the County Administrator's control.

I. Serve as the Board's representative in all circumstances where the Chairman, Vice Chairman, or a majority of the Board members are not available.

J. Perform all other duties delegated by the Board or as required by law.

ARTICLE X

AMENDMENTS

These Bylaws may be amended by a recorded majority vote of the entire membership of the Board after thirty (30) days prior written notice.