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BOARD OF COUNTY SUPERVISORS

# RULES OF PROCEDURE

*Amended February 19, 2019*

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**RULES OF PROCEDURE**  
**BOARD OF COUNTY SUPERVISORS**  
**PRINCE WILLIAM COUNTY, VIRGINIA**

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1 **RULES OF PROCEDURE**  
2 **BOARD OF COUNTY SUPERVISORS**  
3 **PRINCE WILLIAM COUNTY, VIRGINIA**

4  
5 Adopted January 3, 1984  
6 Amended January 21, 1986, January 7, 1992, January 2, 1996, January 4, 2000,  
7 February 8, 2000, March 14, 2000, effective March 14, 2000, September 19, 2000, effective September 19, 2000, Amended  
8 February 20, 2001, Amended January 6, 2004, Amended January 9, 2007, Amended January 8, 2008, Amended January 6,  
9 2009, Amended February 8, 2011, Amended January 17, 2012, Amended June 5, 2012, Amended January 14, 2014,  
10 February 9, 2016, Amended June 21, 2016, Amended November 21, 2017  
11 Amended February 19, 2019  
12

13 **SECTION A: MEETINGS**  
14

15 1. (a) *Regular Meetings* - The Board of Supervisors shall adopt a schedule of  
16 the times, dates, and places of its regular meetings, for each calendar year, at its annual  
17 meeting, or as soon thereafter as practicable. The “annual meeting” is hereby specified to  
18 be the first meeting after the election of new members, and the corresponding first meeting  
19 of each subsequent year. Regular meetings shall be held on Tuesdays and will generally  
20 occur on the first, second, and third Tuesday of each month. Meetings shall begin at 2:00  
21 P.M., and may reconvene at 7:30 P.M. or other convenient time for public hearings. There  
22 must be at least one scheduled meeting per month that occurs in the evening. In setting its  
23 regular meeting schedule, the Board may consider avoiding scheduling meetings when they  
24 would conflict with such occurrences as legal holidays and other meetings for the purpose  
25 of furthering public business which the majority of the Board has traditionally attended.  
26 The Board may schedule regular meetings each year as it deems appropriate, and may  
27 likewise cancel regular meetings, as provided in Subsection 1(c), below, after the annual  
28 meeting schedule is adopted, so long as the Board meets in regular session not less than  
29 once each month.

30  
31 (b) *Changing or Adding Regular Meetings* - The Board may change the date, time,  
32 or place of any regular meeting to another date, time, or place, when such meeting conflicts  
33 with any holiday or any such change is otherwise deemed necessary by the Board, or it may  
34 establish additional regular meetings in any month. Such change to, or addition of a regular  
35 meeting may be accomplished by adoption of a resolution changing, or adding a regular  
36 meeting date, done at a regular or special meeting, which is provided for in this section. The

1 Clerk shall cause a copy of such resolution to be posted on the door of the courthouse, in  
2 the James J. McCoart Administration Building, on the County's internet website at least one  
3 week prior to the changed or added meeting. If possible, notice of the change to, or addition  
4 of, a regular meeting shall also be inserted in a newspaper of general circulation in the  
5 County prior to the day on which the meeting was to have occurred.

6

7 (c) *Eliminating Regular Meetings.* The Board may eliminate any regular meeting  
8 shown on its annual schedule of meeting dates in the event that it determines that it can  
9 successfully complete its work in fewer meetings. This may be accomplished by resolution  
10 of the Board, adopted at a regular or special meeting. In the event that it becomes apparent  
11 to the Chairman that a regular meeting should be eliminated for this reason, and there are  
12 no regular or special meetings intervening before the meeting that should be eliminated,  
13 the Chairman or his staff shall individually, and consistent with the Virginia Freedom of  
14 Information Act, notify each of the Board members of his determination that the meeting  
15 should be eliminated. Members should avoid responding to multiple Board members at the  
16 same time in order to comply with the Virginia Freedom of Information Act. All members  
17 shall be provided a reasonable opportunity to raise an objection to the cancellation of the  
18 meeting directly to the Chairman. If no member of the Board objects, following reasonable  
19 efforts to contact all members and seek their input, consistent with the Virginia Freedom of  
20 Information Act, then the Chairman may declare the meeting cancelled. The Clerk shall  
21 send a notice of the elimination of the meeting to all Board members. The Clerk shall  
22 promptly notify the media and post the notice at the Judicial Center (where public notices  
23 are regularly posted), or at the James J. McCoart Administration Building (in the Office of  
24 Executive Management where public notices are regularly posted), and on the County's  
25 Internet website as far in advance of the meeting to be cancelled as possible under the  
26 circumstances. If possible, notice of the elimination of the meeting shall also be inserted in  
27 a newspaper of general circulation in the County prior to the day on which the meeting was  
28 to have occurred.

29

30 The Chairman, after consultation with the County Executive and County Attorney,  
31 may cancel a meeting in the event that holding the meeting would present a threat to public  
32 safety. The Clerk shall promptly provide notice to all Board members and the media, and to

1 the extent possible, post such notice on the County's Internet website, and in the James J.  
2 McCoart Administration Building (in the Office of Executive Management and where public  
3 notices are regularly posted).

4

5 2. *Special Meetings* –

6 (a) The Board may hold special meetings by establishing a special  
7 meeting date, time, place, and an agenda for said meeting at a regular meeting. The Clerk  
8 shall post and publish notice of the special meeting in accordance with the Virginia  
9 Freedom of Information Act, including §2.2-3707 VA Code Ann.

10

11 (b) Special meetings shall be held when called by the Chairman or  
12 requested by two or more members of the Board. Such request shall be in writing,  
13 addressed to the Clerk of the Board, and shall specify the date, time and place of meeting  
14 and the matters to be considered at the meeting. Upon receipt of such request, the Clerk  
15 shall immediately notify each member of the Board, the County Executive, and the County  
16 Attorney, in writing, to attend the special meeting at the date, time and place mentioned in  
17 the request. Such notice shall specify the matters to be considered at the meetings, and  
18 shall be delivered to each member of the Board of County Supervisors, the County  
19 Executive and the County Attorney, in person, or to his residence or place of business, and  
20 by e-mail. No matter not specified in the notice shall be considered at such meeting, unless  
21 all the members of the Board are present or sign a written waiver. The Clerk shall post and  
22 publish notice of the special meeting in accordance with the Virginia Freedom of  
23 Information Act, §2.2-3707 VA Code Ann.

24

25 3. *Adjourned Meetings* - Any regular or special meeting may be adjourned to a  
26 date and time certain prior to the next regular meeting of the Board.

27

28 4. *Place of Meeting* - Unless otherwise changed as provided in Subsection 1(b),  
29 above, or unless otherwise provided by resolution adopted by the Board, the Board's  
30 regular meetings shall be held in the Board Chambers at the James J. McCoart  
31 Administration Building, One County Complex Court, Prince William, Virginia. Special



1 meetings shall be held at the McCoart Building, or in the place specified by the notice  
2 required under Subsection 2(a) or (b), above.

3

4 5. *Public Hearings* - Public hearings shall be held after notice has been given in  
5 accordance with the Code of Virginia. Except as provided herein, once a public hearing has  
6 been advertised on any matter including a rezoning or special use permit application the  
7 public hearing shall then be held to avoid inconvenience to the public. The Chairman may  
8 then

9 (a) close the public hearing at its conclusion, and the Board may take or defer  
10 action on the matter including referral back to the Planning Commission of  
11 any land use issue within its jurisdiction; or

12

13 (b) hold the hearing open for further public comment and Board action at a later  
14 date. Any applicant for a rezoning or special use permit may withdraw his  
15 application at any time prior to Board action thereon, subject to the  
16 provisions of Section 32-700.70 of the Code of Prince William County.

17

18 No public hearing shall be held on any rezoning or special use permit application which has  
19 been withdrawn in writing by the applicant under the provisions of that section. Any  
20 applicant for a rezoning or special use permit may request Board approval of a deferral of  
21 action on his application prior to the holding of a public hearing. If the Board agrees to such  
22 deferral, the Board need not conduct the originally advertised public hearing if it believes  
23 that a public announcement of the deferral request and postponement of the hearing would  
24 not substantially inconvenience the public.

25

26 6. *Consideration and Adoption of Annual Budget* - The Board shall conduct the  
27 following major steps in the procedure for adopting the annual budget during evening  
28 sessions of its meetings: 1) the provision of budget guidance to the County Executive; 2)  
29 the presentation of the County Executive's proposed budget; 3) at least one public hearing  
30 on the proposed budget; 4) budget markup by the Board; 5) budget recap; and 6) the  
31 adoption of the annual budget, and it shall prescribe whether such discussions shall be held  
32 during an evening session. The Board may elect to hold other discussions of a proposed

1 annual budget, and it shall prescribe whether such discussions shall be held during an  
2 evening session.

3

4 7. *Open Meetings* - All Board meetings shall be open to the public, provided that  
5 the Board may meet in closed session for those purposes authorized by the Virginia  
6 Freedom of Information Act. No meeting shall become a closed meeting unless there shall  
7 have been recorded in open session an affirmative vote to that effect, which motion shall 1)  
8 identify the subject matter and purpose of each item of closed session discussion and 2)  
9 make specific reference to the applicable exemption from open meeting requirements  
10 provided by the Virginia Freedom of Information Act. No resolution, ordinance, rule,  
11 contract, regulation or motion adopted, passed or agreed to in a closed meeting shall  
12 become effective unless the Board, following such meeting, reconvenes in open meeting  
13 and takes a vote on such resolution, ordinance, rule, contract, regulation or motion.

14

15

#### **SECTION B: PRESIDING OFFICER**

16

17 1. *Chairman* - The Chairman shall preside over all meetings, represent the  
18 Board at official functions and ceremonial events, and make such appointments as are not  
19 required by law to be made by the Board. The Chairman shall retain the right to vote while  
20 presiding.

21

22 2. *Vice-Chairman* - The Vice Chairman shall be elected annually; shall preside  
23 over meetings in the absence of the Chairman; and shall perform such other duties as may  
24 be assigned by the Board. The Vice-Chairman shall retain the right to vote while presiding  
25 over a meeting.

26

27 3. *Chairman Pro-Tem* - A chairman pro-tem shall be elected annually; shall  
28 preside over meetings in the absence of the Chairman and the Vice-Chairman and shall  
29 retain the right to vote while doing so. In the absence of the elected Chairman Pro-Tem, a  
30 chairman pro-tem shall be appointed by the presiding officer before the presiding officer  
31 leaves the room.

32



1 (iii) Notwithstanding any other provision of the Board's Rules of  
2 Procedure, the Board may act, without prior notice, upon adoption of a resolution as a  
3 result of matters discussed in closed session, pursuant to the Virginia Freedom of  
4 Information Act.

5  
6 (c) *Motion* - If action is required on matters simply stated, the Board may  
7 act on oral motion only. Any oral motion made and seconded, including any procedural  
8 motions pursuant to these Rules, shall be voted on by the Board and fully recorded in the  
9 minutes of the meeting.

10  
11 (d) *Unanimous Consent/Board Directives to Staff* - If action by ordinance  
12 or resolution is not required by law or these Rules, and no objection is heard, a request of a  
13 member shall be deemed a request of the Board without further action, provided that such  
14 request is made at a meeting with a quorum present, and further provided that the  
15 Chairman states that such request shall be deemed to be a request of the Board. Such  
16 request may be a Board directive to staff directing that certain actions be taken by staff.

17  
18 4. *Proclamations and Commendations.*

19 (a) The Board may issue proclamations on such issues and at such times  
20 as it shall deem appropriate. Proclamations shall only be issued upon Resolution of the  
21 Board adopted as other Resolutions are adopted. Such proclamations shall be signed by the  
22 Chairman of the Board, and may be signed by all members of the Board.

23  
24 (b) The Board shall have two forms of Commendation:

25  
26 (i) *Board Commendations.* The Board itself may issue  
27 Commendations to any persons or groups for meritorious service to the community or  
28 other act meriting public notice, by Resolution adopted as other Resolutions are adopted.  
29 Such Commendations shall be signed by the Chairman of the Board, and may be signed by  
30 all members of the Board.

31

1                   (ii) *Supervisors' Commendations.* The Board hereby expressly  
2 authorizes any Supervisor to prepare Commendations for any persons or groups for  
3 actions that such Supervisor shall deem worthy of note, and which may be signed by such  
4 Supervisor on behalf of the Board, without the necessity of further formal Board action or  
5 vote thereon.

6  
7           5. *Proposal of Policy and Appointment Resolution by an Individual Supervisor.*

8           (a) *Policy Resolution Proposed by an Individual Supervisor.*

9                   (i) A Supervisor shall announce his or her intent to seek Board  
10 action regarding a policy proposal/resolution at a future Board meeting during  
11 Supervisors' Time; if at least one other Supervisor present at the meeting verbally concurs  
12 with the announcement, such proposals would appear on the agenda in Supervisors' Time  
13 at the next meeting for Board consideration pursuant to the provisions of this Subsection  
14 5(a), or at such meeting as may be specified by the Board or other code provisions; or

15  
16                   (ii) Pursuant to Subsection F(2)(a), an individual Supervisor, in  
17 coordination with the Chairman shall provide to the Clerk the written resolution, along  
18 with appropriate written materials, in a timely fashion for inclusion on the published  
19 agenda for the meeting where the action is scheduled for Board consideration during  
20 Supervisors' Time. No Board Action can be taken on any matter where the written  
21 resolution is not published in the agenda for the meeting.

22  
23                   (iii) In the event that the Board has agreed by motion to waive the  
24 provisions of Subsection 5 (a)(i)-(ii) above, and/or Subsection F(2)(a), thus permitting a  
25 Supervisor to present a resolution for Board action which has not previously appeared on  
26 the Board's agenda or has not been included in the meeting materials for prior review by  
27 the public, a copy of that proposed resolution placed before the Board for action shall be  
28 shown on the overhead projector or otherwise displayed in the Board chambers prior to  
29 any vote.

30

1  
2 (b) *Appointment Resolution Proposed by an Individual Supervisor.*

3 (i) When appointments to policy or administrative boards are  
4 recommended by an individual Supervisor, they shall be accompanied by a résumé of  
5 experience and/or qualifications for the prospective appointee. These boards are the  
6 Community Services Board, Human Rights Commission, Library Board, Planning  
7 Commission, and Service Authority.

8  
9 (ii) Appointments to other boards, committees and commissions  
10 shall be initiated as above and shall be accompanied by an abbreviated résumé that  
11 includes name, address, phone number and an abbreviated statement of qualifications  
12 and/or interest in the appointment.

13  
14 6. *Process for Appointment of Supervisors to Various Entities.*

15 (a) A vacancy on any entity to which a Supervisor is to be appointed shall  
16 be announced to the Board as soon as possible by the Chairman. This announcement can be  
17 made at a Board meeting, by voice or electronic mail message, or in writing. A copy of any  
18 written announcement from the entity for which the appointment is to be made should be  
19 provided to the Board.

20  
21 (b) Supervisors who are interested in being appointed, should announce  
22 their interest to the Board as soon as possible.

23  
24 (c) The Chairman shall notify the Board of the meeting at which such  
25 appointment will appear on the agenda to be considered by the Board and when discussion  
26 of the appointment will occur in closed session. The Chairman shall request the Clerk to the  
27 Board to prepare for the agenda a draft resolution for appointment with a blank for the  
28 name of the Supervisor to be considered if the Board has not discussed the appointment in  
29 closed session. If the Board has already discussed the appointment in a closed session, then  
30 the Chairman may request the Clerk to include a Supervisor's name in the draft resolution.

31

1 (d) The Board shall vote on all such appointments of Supervisors at a  
2 regular Board meeting.

3  
4 7. Process for adopting non-editorial changes made to previously advertised  
5 language amending the Comprehensive Plan or the Zoning or Subdivision Ordinances,  
6 including the Design and Construction Standards Manual following a special citizen input  
7 process.

8 Where the Board establishes a citizen involvement process when it initiates any  
9 five-year update to the Comprehensive Plan, or a significant amendment to the text of the  
10 Zoning Ordinance or the Subdivision Ordinance, including the Design and Construction  
11 Standards Manual, the Board may provide in the initiating resolution or elsewhere that any  
12 non-editorial change to the language published to the public as recommended for adoption  
13 by the Board will be made available to the public for review prior to adoption of such non-  
14 editorial change. The purpose of providing notice of the proposed non-editorial change  
15 prior to its adoption is to allow a sufficient time prior to Board action on the non-editorial  
16 change to give the public a meaningful opportunity to comment on the proposed non-  
17 editorial change. At all times, the Board will adhere to legal requirements for advertising  
18 proposed language or proposed changes to advertised proposed language. Where re-  
19 advertising non-editorial changes is not legally required, the Board may exercise its  
20 discretion in determining how to provide the public with notice of a proposed non-editorial  
21 change and the time that will elapse between the public notice and action on the proposed  
22 non-editorial change. The Board may, but is not required to, provide detail concerning the  
23 process for consideration of non-editorial changes to advertised proposed language, such  
24 as the time period for public notice prior to action, the method for providing public notice,  
25 etc., in the initiating resolution.

26  
27 **SECTION D: VOTING**

28  
29 1. *Votes* - Votes shall be taken only upon motions made and seconded. Votes  
30 shall be taken in accordance with the Virginia Freedom of Information Act, §2.2-3707 VA  
31 Code Ann.





1 taken, shall constitute instruction to the Clerk to re-advertise the said ordinance for further  
2 proceedings according to law.

3  
4

**SECTION F: ORDER OF BUSINESS**

5

6 1. *Commencement of Meetings.*

7 (a) At the time specified in Section A of these Rules for the  
8 commencement of regular meetings, and at the hour specified for adjourned or special  
9 meetings, the presiding officer shall call the meeting to order, and direct the Clerk to note  
10 the presence or absence of Board members. A quorum shall be required for the  
11 commencement of any meeting.

12

13 (b) The Board shall open each meeting, regular or special, with the Pledge  
14 of Allegiance and the reading or recitation of a prayer, or with an invocation by a cleric  
15 invited for the purpose.

16

17 2. *Agenda* - The Chairman, with the County Executive, shall prepare an agenda  
18 for each meeting.

19 (a) Any member having matters to be considered by the Board, as well as  
20 any presentations to make to the Board, which shall include any written or graphic  
21 materials, and/or audio or video recordings of any kind to be read, viewed, heard,  
22 observed, and/or considered by the Board at any point during any meeting, shall submit  
23 them to the Clerk to the Board for inclusion on an appropriate agenda, in consultation with  
24 the Chairman, and such materials shall be included with the other materials dispatched to  
25 Board members and the public for that meeting's agenda in preparation for the meeting.

26

27 (b) When County staff proposes that the Board take action in a meeting  
28 on a particular matter County staff shall provide to the Clerk the staff reports that provide  
29 detailed explanations and impact statements on the recommended action.

30

1 (c) No votes shall be permitted on matters placed on the Agenda at the  
2 request of County staff for which the County staff report was not provided to the Board in  
3 the published Agenda for the meeting for which a vote is sought.

4  
5 3. *Consent Agenda* – The Chairman is authorized and directed, in consultation  
6 with the County Executive, to prepare a consent agenda for regular Board meetings, for  
7 matters of a routine, non-controversial nature. Motions to approve the consent agenda  
8 shall not be debatable, and shall be adopted only by unanimous consent of all Board  
9 members present at the meeting. Matters may be removed from the consent agenda and  
10 placed on the regular agenda for presentation, questions, or debate at the request of any  
11 Board member, the County Executive, or the County Attorney.

12  
13 4. *Citizens' Time* –The Board shall set aside Citizens' Time at the beginning of  
14 each afternoon session of a regular meeting of the Board, and again at the beginning of each  
15 evening session of a regular meeting. During Citizens' Time the Board will receive comment  
16 from any citizen on any item not on the public hearing calendar for the day, provided that  
17 the use of obscenity or other speech tending to create a breach of the peace is prohibited;  
18 and provided further that no individual citizen shall be permitted to address the Board for  
19 more than three (3) minutes. The Chairman is vested with the Board's authority to enforce  
20 these limitations. Individuals wishing to speak at Citizens' Time shall sign up in person to  
21 speak by providing their own name and address on a list provided for this purpose by the  
22 Clerk to the Board. No one shall be allowed to sign another individual's name on the list  
23 provided by the Clerk to the Board. Citizens residing in Prince William County shall be  
24 called to speak prior to citizens residing outside of the County.

25  
26 The Board recognizes that some citizens may not be able to attend Board meetings  
27 in person. These individuals may have an interest in specific Agenda items and, in order to  
28 facilitate the timely review of their comments, the Board will accept comments on a virtual  
29 agenda comment section on the official County website as follows:

- 30 • The official County website shall allow for citizens to provide comments on agenda  
31 matters that shall open at the time of the publication of the agenda for a meeting,

1 and close not sooner than two hours prior to the start of the meeting for which the  
2 agenda was published.

- 3 • Citizens can click on the Agenda item they wish to comment on, and it will be sent by  
4 email directly to the members of the Board of County Supervisors
- 5 • All submitted comments shall be subject to the Virginia Freedom of Information Act  
6 (FOIA).

7  
8 5. *Supervisors' Time* – On each agenda there shall be a period designated  
9 “Supervisors’ Time,” during which each Board member shall be entitled to unrestricted use  
10 of five (5) minutes for such purposes as each member deems appropriate. A member may  
11 announce his or her intent to seek Board action but may not make a motion during  
12 Supervisors’ Time except as provided under Section C(5)(a). At the end of the five-minute  
13 period for each member, the presiding officer shall call the Board to order, and any  
14 continuation of the matter then under discussion shall go over to the end of the Agenda, or  
15 to a subsequent meeting, as the Board may determine. As provided elsewhere in the Rules,  
16 member presentations must be dispatched with other agenda materials, and where a  
17 Supervisor requests Board action that requires a resolution, all resolutions must be  
18 submitted to the Board in writing, in advance.

19  
20 6. *County Executive, County Attorney, and Board Matters* – To the maximum  
21 extent possible County Executive, County Attorney, and Board matters shall be scheduled  
22 in the period from 2:00 P.M. to 4:00 P.M. at the regular Board meetings. Under unusual  
23 circumstances, they may be scheduled at such other time during a regular meeting as the  
24 Chairman may deem expedient.

25  
26 7. *Administrative and Informational Matters* - Administrative and  
27 informational matters shall not be placed on the agenda or considered by the Board until  
28 the interested member shall have ascertained from the administrative staff, through the  
29 County Executive, that all appropriate administrative actions have been taken, or until an  
30 unreasonable amount of time following a request for administrative action has elapsed and  
31 insufficient action has been taken. Matters having to do with actions or failures to act by the  
32 administrative staff shall not be placed on the agenda or considered by the Board until the

1 County Executive shall have been given a reasonable opportunity to furnish the interested  
2 member or members with an explanatory statement.

3

4 8. *Agency Matters* – Matters having to do with agencies not under the  
5 administrative supervision of the County Executive shall not be placed on the agenda or  
6 considered by the Board until the affected agency or agencies shall have been given a  
7 reasonable opportunity to furnish the interested members of the Board with background  
8 information or data.

9

10 9. *Consolidated Land Use Public Hearing Agenda.*

11 (a) The Chairman is authorized and directed, in consultation with the  
12 County Executive, to prepare a consolidated land use public hearing agenda for regular  
13 Board meetings, for those Comprehensive Plan map amendment, rezoning, proffer  
14 amendment and special use permit applications that meet the criteria set forth in this  
15 Subsection. The Chairman shall consolidate all public hearings on the land use matters on  
16 the consolidated agenda into a single public hearing. Each individual item on the  
17 consolidated land use public hearing agenda will be subject to the same requirements for  
18 preparation of a written staff report, to be distributed to the Board and the public at the  
19 same time as the staff reports are distributed for land use matters on the standard public  
20 hearing agenda. Written staff reports for all land use matters, regardless of whether the  
21 public hearing occurs on the consolidated or the standard public hearing agenda, shall be  
22 subject to the same requirements for content and thoroughness.

23

24 (b) Matters may be removed from the consolidated land use public  
25 hearing agenda and placed on the standard public hearing agenda for presentation,  
26 questions, or debate at the request of any Board member, the County Executive, or the  
27 County Attorney. Therefore, relevant County staff will be present and prepared to make full  
28 presentations on any and all land use matters on the consolidated land use public hearing  
29 agenda to facilitate the ready removal of any matter from the consolidated land use public  
30 hearing agenda to the standard public hearing agenda.

31

1 (c) Only Comprehensive Map amendment, rezoning, proffer amendment  
2 or special use permit applications which have received recommendations of approval from  
3 County staff and the Planning Commission, and where there are no unresolved issues  
4 between the applicant and County staff or the Planning Commission may be placed on the  
5 consolidated land use public hearing agenda. Further, no application can be placed on the  
6 consolidated land use public hearing agenda without the consent of the Supervisor in  
7 whose district the land which is the subject of the application is situated.

8  
9 (d) The Chairman will individually announce each land use case which is  
10 on the consolidated land use public hearing agenda at the beginning of the consolidated  
11 public hearing. Applicants may choose to make a presentation during the public hearing,  
12 but are not required to do so.

13  
14 10. *Agenda Order*

15 (a) Order on the agenda shall be established by the Chairman, in  
16 consultation with the County Executive, taking into account probable public interest and  
17 the need for staff or other presentations. Insofar as is practicable, agenda order shall  
18 maximize convenience to the public and minimize any adverse impact on performance of  
19 normal staff functions. The Board may amend the agenda by majority vote.

20  
21 (b) Matters neither included on the agenda nor disposed of during each  
22 member's unrestricted time shall be taken up only if the presiding officer determines that:

- 23 (i) they are emergency in nature;  
24 (ii) they involve persons who are present but would not be present  
25 at a subsequent meeting; or  
26 (iii) action is required by Robert's Rules of Order or these Rules of  
27 Procedure.

28  
29 11. *Minutes* – The Clerk shall keep minutes of the open meetings of the Board and  
30 shall also maintain one recording, by means of electronic device, of the proceedings at any  
31 Board meeting, except closed sessions. One copy of the minutes of the recorded  
32 proceedings shall be made available by the Clerk to any person requesting same, with a fee

1 to be paid to the County for the cost of producing such copy. All copies shall be made by the  
2 County to fulfill requests by citizens.

3

4 12. *Closed Sessions* – Each agenda shall specify a time at each regular Board  
5 meeting of the month, generally after all public business shall have been concluded during  
6 the afternoon session, for closed sessions properly called. When so requested by the  
7 County Attorney, County Executive, or any Board member, however, the Chairman may  
8 permit a closed session at any other time prior to consideration of any agenda item.  
9 Minutes shall not be kept of closed sessions.

10

11

### **SECTION G: ORDER IN CONDUCT OF BUSINESS**

12

13 1. *Persons Addressing the Board* – Persons addressing the Board shall limit their  
14 presentations to the time allotted by the Chairman, unless the Board extends such time by  
15 unanimous consent. The Chairman, in allotting such time, shall take into account the  
16 complexity of the matter, its importance in relation to other business of the Board, and the  
17 time available during the Board meeting. At the discretion of the Chairman, the conduct of  
18 business by the Board may be reordered to allow earlier consideration of matters about  
19 which a substantial number of persons desire to address the Board. Insofar as is  
20 practicable, persons addressing the Board shall furnish the Clerk and members of the  
21 Board with a written copy of their remarks, at or before the meeting.

22

23 2. *Recognition* – Recognition shall be given only by the presiding officer. No  
24 person shall address the Board without first having been recognized. When all public  
25 testimony has concluded, and the Board is considering and discussing the matter, no  
26 person shall thereafter be recognized to address the Board.

27

28 3. *Zoning and other Public Hearings* – Hearings on zoning applications and  
29 special use permits shall be conducted as public hearings, provided that to the maximum  
30 extent possible, the applicant's presentation shall be limited to twenty (20) minutes, which  
31 time may be divided as the applicant sees fit. An applicant's time is typically divided into  
32 fifteen (15) minutes for presentation and five (5) minutes for rebuttal. Speakers, other than

1 the applicant, shall have three (3) minutes each for their presentation. Persons  
2 representing and speaking on behalf of a civic association, a home owners association, or  
3 any organizations formally recognized and current with Internal Revenue Service and/or  
4 the Commonwealth of Virginia State Corporation Commission shall have five (5) minutes  
5 for their presentation. In the event that there is a question as to whether an organization is  
6 recognizable for purposes of the extended time limitation, the Chairman shall so determine.  
7 A speaker may not yield time to another speaker. Individuals wishing to speak at the Public  
8 Hearing shall sign up in person to speak by providing their own name and address on a list  
9 provided for this purpose by the Clerk to the Board. No one shall be allowed to sign another  
10 individual's name on the list provided by the Clerk to the Board. Citizens residing in Prince  
11 William County shall be called to speak prior to citizens residing outside of the County.

12

13 4. *Repetitive Testimony* – Testimony that is repetitive shall not be permitted on  
14 any matter. Persons of the same position as a previous speaker shall simply state their  
15 names and the positions with which they agree.

16

17 5. *Questions* – Questions by members of the Board shall be reserved for the end  
18 of a presentation to avoid interrupting the speaker, disrupting the time-keeping process,  
19 and duplicating ground the speaker may cover.

20

21 6. *Plans, Renderings, Exhibits* – Plans, renderings, and exhibits shall be  
22 permitted to be used in the course of hearings on applications for rezoning and special use  
23 permits only when the applicant shall first have provided the Board with instruments  
24 executed in such form as to assure development and construction in conformity with any  
25 such plan, rendering, or other such graphic exhibit in the event the requested zoning action  
26 is taken. Such instruments shall be held in escrow by the County Attorney pending Board  
27 action, and shall be returned to the applicant in the event such action is other than that  
28 requested, unless the applicant shall have consented on the record to some other  
29 disposition of them.

30

31 7. *Board Discussion* – Discussion and debate by the Board shall be conducted  
32 following the presentation of testimony on the item of business pending. Supervisors shall

1 not speak to the item until recognized by the Chairman. A Supervisor who has spoken to  
2 the item shall not again be recognized until each other member desiring to speak shall have  
3 had an opportunity to speak.

4

5

## SECTION H: DECORUM

6

7 1. *Board Members* – Decorum of Board Members shall be maintained in order to  
8 expedite disposition of the business before the Board. Questions and remarks shall be  
9 limited to those relevant to the pending business. Supervisors shall address all remarks to  
10 the presiding officer.

11

12 2. *Others* – Decorum of persons other than Board members shall be maintained  
13 by the Chairman, who may request such assistance as may appear necessary. Persons  
14 addressing the Board shall limit their remarks to those relevant to the pending items, and  
15 to answering questions. They shall address the Board as a whole and address questions  
16 and answers to the Chairman. The Chairman shall call the speaker to order; if out-of-order  
17 remarks, or other indecorous conduct persists, the Chairman may order the speaker from  
18 the lectern. The order with gavel, if not heeded, will then cause the Chief of Police or his  
19 designee to carry out the order.

20 Persons whose allotted time to speak has expired shall be warned by the Chairman  
21 to conclude in one minute, after which such person shall leave the lectern, unless he or she  
22 is asked to remain to answer questions from the Board. No persons in attendance shall be  
23 allowed to voice remarks except as recognized by the Chairman after audibly stating their  
24 name, address, and who they represent, if applicable. Groups or individuals in the audience  
25 creating an atmosphere detrimental or disturbing to the conduct of the meeting will be  
26 asked to leave by the Chairman. The Chairman may call a recess when groups or  
27 individuals in the audience violate the rules on decorum, and/or threaten the safety of any  
28 Board member or other person in attendance.

29





1 Supervisor's or Chairman's office. Funds can be used to purchase a single ticket for  
2 admission to events for the individual District Supervisor or Chairman and/or a designated  
3 staff member when that event attendance is in furtherance of the official duties of the  
4 District Supervisor or Chairman;

5  
6 (c) Any fund balances remaining in District Office or Chairman's expense  
7 accounts at the end of the fiscal year must be transferred to the County Capital Reserve or  
8 approved infrastructure projects identified in the adopted Comprehensive Plan, at the  
9 direction of the District Supervisor or Chairman, provided that approval is granted by the  
10 Board of County Supervisors using current procedures for reviewing and approving such  
11 expenditures. The Board will address all post-fiscal year requests for transfers of  
12 remaining office funds to infrastructure projects, and after the amount of funds available  
13 has been confirmed by audit with the audit results communicated to the Board.  
14 Notwithstanding the above, a Supervisor or Chairman may dedicate and maintain from  
15 their existing Office expense account an Employee Reserve Fund, not to exceed ten percent  
16 (10%) of the salary and benefit expense costs for the current fiscal year, to pay any  
17 unanticipated staff salary or benefit obligations from year-to-year.

18  
19 6. *Employees of Supervisor's Offices:*  
20 • No Board Member will either pay or incur a legal obligation to pay  
21 overtime or allow incurred comp time to Board office employees;  
22 • No Board Member will employ or retain any full-time or part-time  
23 employee on the County payroll who owns, is employed by, or is a  
24 contractor to any company which has provided or provides services for  
25 hire to a political campaign of that Board Member;  
26 • No Board Member will engage or retain any vendor services using County  
27 funds where the vendor has been or is retained by the political campaign  
28 of that Board Member; and  
29 • Every Board Member will follow Section 6.10 of the County Personnel  
30 Manual – NEPOTISM, in hiring employees and managing Board Offices.

31  
32

1           7.     *Freedom of Information Act – Costs*

- 2                     •   As a policy matter, elected officials will not be treated any different from  
3                     any other citizen, when the County charges the reasonable and actual cost  
4                     incurred by the County for responses to request for public records  
5                     pursuant to the Virginia Freedom of Information Act (FOIA);  
6                     •   “Elected officials” includes, but is not limited to, members of the Board of  
7                     County Supervisors; and  
8                     •   Payment of the reasonable and actual costs for responses to these  
9                     requests made by members of the Board of County Supervisors may not  
10                    come from their County operational budget or from other County funds.

11