

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
11 Amended November 21, 2017
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13 **SECTION A: MEETINGS**

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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.
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1 (b) *Changing or Adding Meetings* - The Board may change the date, time, or place
2 of any regular meeting to another date, time, or place, when such meeting conflicts with
3 any holiday or any such change is otherwise deemed necessary by the Board, or it may
4 establish additional regular meetings in any month. Such change to, or addition of a regular
5 meeting may be accomplished by adoption of a resolution changing, or adding a regular
6 meeting date, done at a regular or special meeting, which is provided for in this section. The
7 Clerk shall cause a copy of such resolution to be posted on the door of the courthouse, in
8 the James J. McCoart Administration Building, on the County's internet website at least one
9 week prior to the changed or added meeting. If possible, notice of the change to, or addition
10 of, a regular meeting shall also be inserted in a newspaper of general circulation in the
11 County prior to the day on which the meeting was to have occurred.

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13 (c) *Eliminating Meetings.* The Board may eliminate any regular meeting shown
14 on its annual schedule of meeting dates in the event that it determines that it can
15 successfully complete its work in fewer meetings. This may be accomplished by resolution
16 of the Board, adopted at a regular or special meeting. In the event that it becomes apparent
17 to the Chairman that a regular meeting should be eliminated for this reason, and there are
18 no regular or special meetings intervening before the meeting that should be eliminated,
19 the Chairman shall notify the Board members in writing of his determination that the
20 meeting should be eliminated. All members shall be provided a reasonable opportunity to
21 raise an objection to the cancellation of the meeting. If no member of the Board objects,
22 following reasonable efforts to contact all members and seek their input, then the
23 Chairman may declare the meeting cancelled. The Clerk shall send a notice of the
24 elimination of the meeting to all Board members. The Clerk shall post the notice at the
25 Courthouse, at the James J. McCoart Administration Building, and on the County's Internet
26 website at least one week in advance of the meeting to be cancelled. If possible, notice of
27 the elimination of the meeting shall also be inserted in a newspaper of general circulation
28 in the County prior to the day on which the meeting was to have occurred.

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

1 posting on the County's Internet website, contacting the media and posting a notice in the
2 James J. McCoart Administration Building.

3
4 2. *Special Meetings* -

5 (a) The Board may hold special meetings by establishing a special
6 meeting date, time, place and an agenda for said meeting at a regular meeting. The Clerk
7 shall post and publish notice of the special meeting in accordance with the Virginia
8 Freedom of Information Act, §2.2-3707 VA Code Ann., not less than three (3) days prior to
9 the day of the special meeting.

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

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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.

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28 4. *Place of Meeting* - Unless otherwise changed as provided in Subsection 1(b),
29 above, the Board's regular meetings shall be held in the Board Chambers at the James J.
30 McCoart Administration Building, One County Complex Court, Prince William, Virginia.
31 Special meetings shall be held at the McCoart Building, or in the place specified by the
32 notice required under Subsection 2(a) or (b), above.

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

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

9
10 (b) hold the hearing open for further public comment and Board action at a later
11 date. Any applicant for a rezoning or special use permit may withdraw his
12 application at any time prior to Board action thereon, subject to the
13 provisions of Section 32-700.70 of the Code of Prince William County.

14
15 No public hearing shall be held on any rezoning or special use permit application which has
16 been withdrawn in writing by the applicant under the provisions of that section. Any
17 applicant for a rezoning or special use permit may request Board approval of a deferral of
18 action on his application prior to the holding of a public hearing. If the Board agrees to such
19 deferral, the Board need not conduct the originally advertised public hearing if it believes
20 that a public announcement of the deferral request and postponement of the hearing would
21 not substantially inconvenience the public.

22
23 6. *Consideration and Adoption of Annual Budget* – The Board shall conduct the
24 following major steps in the procedure for adopting the annual budget during evening
25 sessions of its meetings: 1) the provision of budget guidance to the County Executive; 2)
26 the presentation of the County Executive’s proposed budget; 3) at least one public hearing
27 on the proposed budget; 4) budget markup by the Board; 5) budget recap; and 6) the
28 adoption of the annual budget, and it shall prescribe whether such discussions shall be held
29 during an evening session. The Board may elect to hold other discussions of a proposed
30 annual budget, and it shall prescribe whether such discussions shall be held during an
31 evening session.

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:

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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.

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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. *Introduction of Policy and Appointment Resolution by an Individual Supervisor.*

8 (a) A Supervisor shall announce his or her intent to seek Board action at a
9 future Board meeting during Supervisors' Time; such proposals would appear on the
10 agenda in Supervisors' Time at the next meeting for Board consideration, or at such
11 meeting as may be specified by the Board or other code provisions; or

12
13 (b) A Supervisor, in coordination with the Chairman shall provide to the
14 Clerk the written resolution, along with appropriate written materials, in a timely fashion
15 for inclusion on the published agenda for the meeting where the action is scheduled for
16 Board consideration during Supervisors' Time. No Board Action can be taken on any
17 matter where the written resolution is not published in the agenda for the meeting; and

18
19 (c) In the event that the Board has agreed to waive the provisions of
20 subsection 5 (a), above, and/or subsection F(2)(a), thus permitting a Supervisor to present
21 a resolution for Board action which has not previously appeared on the Board's agenda or
22 has not been included in the meeting materials for prior review by the public, a copy of
23 that proposed resolution placed before the Board for action shall be shown on the
24 overhead projector or otherwise displayed in the Board chambers prior to any vote.

25
26 (d) When appointments to policy or administrative boards are
27 recommended, they shall be accompanied by a résumé of experience and/or qualifications
28 for the prospective appointee. These boards are the Community Services Board, Human
29 Rights Commission, Library Board, Planning Commission, and Service Authority.

1 (e) Appointments to other boards, committees and commissions shall be
2 initiated as above and shall be accompanied by an abbreviated résumé that includes name,
3 address, phone number and an abbreviated statement of qualifications and/or interest in
4 the appointment.

5
6 6. *Process for Appointment of Supervisors to Various Entities.*

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

12
13 (b) Supervisors who are interested in being appointed, should announce
14 their interest to the Board as soon as possible.

15
16 (c) The Chairman shall notify the Board of the meeting at which such
17 appointment will appear on the agenda to be considered by the Board and when discussion
18 of the appointment will occur in closed session. The Chairman shall request the Clerk to the
19 Board to prepare for the agenda a draft resolution for appointment with a blank for the
20 name of the Supervisor to be considered if the Board has not discussed the appointment in
21 closed session. If the Board has already discussed the appointment in a closed session, then
22 the Chairman may request the Clerk to include a Supervisor's name in the draft resolution.

23
24 (d) The Board shall vote on all such appointments of Supervisors at a
25 regular Board meeting.

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

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

20
21 The Board recognizes that some citizens may not be able to attend Board meetings
22 in person. These individuals may have an interest in specific Agenda items and, in order to
23 facilitate the timely review of their comments, the Board will accept comments on a virtual
24 agenda comment section on the official County website as follows:

- 25 • The official County website shall allow for citizens to provide comments on agenda
26 matters that shall open at the time of the publication of the agenda for a meeting,
27 and close not sooner than two hours prior to the start of the meeting for which the
28 agenda was published.
- 29 • Citizens can click on the Agenda item they wish to comment on, and it will be sent by
30 email directly to the members of the Board of County Supervisors
- 31 • All submitted comments shall be subject to the Virginia Freedom of Information Act
32 (FOIA).

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

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

1 7. *Administrative and Informational Matters* - Administrative and
2 informational matters shall not be placed on the agenda or considered by the Board until
3 the interested member shall have ascertained from the administrative staff, through the
4 County Executive, that all appropriate administrative actions have been taken, or until an
5 unreasonable amount of time following a request for administrative action has elapsed and
6 insufficient action has been taken. Matters having to do with actions or failures to act by the
7 administrative staff shall not be placed on the agenda or considered by the Board until the
8 County Executive shall have been given a reasonable opportunity to furnish the interested
9 member or members with an explanatory statement.

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

16
17 9. *Consolidated Land Use Public Hearing Agenda.*

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

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

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

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

10. *Agenda Order*

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

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

- 3 (i) they are emergency in nature;
4 (ii) they involve persons who are present but would not be present
5 at a subsequent meeting; or
6 (iii) action is required by Robert's Rules of Order or these Rules of
7 Procedure.
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9 11. *Minutes* – The Clerk shall keep minutes of the open meetings of the Board and
10 shall also maintain one recording, by means of electronic device, of the proceedings at any
11 Board meeting, except closed sessions. One copy of the minutes of the recorded
12 proceedings shall be made available by the Clerk to any person requesting same, with a fee
13 to be paid to the County for the cost of producing such copy. All copies shall be made by the
14 County to fulfill requests by citizens.
15

16 12. *Closed Sessions* – Each agenda shall specify a time at each regular Board
17 meeting of the month, generally after all public business shall have been concluded during
18 the afternoon session, for closed sessions properly called. When so requested by the
19 County Attorney, County Executive, or any Board member, however, the Chairman may
20 permit a closed session at any other time prior to consideration of any agenda item.
21 Minutes shall not be kept of closed sessions.
22

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

24

25 1. *Persons Addressing the Board* – Persons addressing the Board shall limit their
26 presentations to the time allotted by the Chairman, unless the Board extends such time by
27 unanimous consent. The Chairman, in allotting such time, shall take into account the
28 complexity of the matter, its importance in relation to other business of the Board, and the
29 time available during the Board meeting. At the discretion of the Chairman, the conduct of
30 business by the Board may be reordered to allow earlier consideration of matters about
31 which a substantial number of persons desire to address the Board. Insofar as is

1 practicable, persons addressing the Board shall furnish the Clerk and members of the
2 Board with a written copy of their remarks, at or before the meeting.

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

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9 3. *Zoning and other Public Hearings* – Hearings on zoning applications and
10 special use permits shall be conducted as public hearings, provided that to the maximum
11 extent possible, the applicant’s presentation shall be limited to twenty (20) minutes, which
12 time may be divided as the applicant sees fit. An applicant’s time is typically divided into
13 fifteen (15) minutes for presentation and five (5) minutes for rebuttal. Speakers, other than
14 the applicant, shall have three (3) minutes each for their presentation. Persons
15 representing and speaking on behalf of a recognizable organization shall have five (5)
16 minutes for their presentation. In the event that there is a question as to whether an
17 organization is recognizable for purposes of the extended time limitation, the Chairman
18 shall so determine. A speaker may not yield time to another speaker.

19

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

23

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

27

28 6. *Plans, Renderings, Exhibits* – Plans, renderings, and exhibits shall be
29 permitted to be used in the course of hearings on applications for rezoning and special use
30 permits only when the applicant shall first have provided the Board with instruments
31 executed in such form as to assure development and construction in conformity with any
32 such plan, rendering, or other such graphic exhibit in the event the requested zoning action

1 is taken. Such instruments shall be held in escrow by the County Attorney pending Board
2 action, and shall be returned to the applicant in the event such action is other than that
3 requested, unless the applicant shall have consented on the record to some other
4 disposition of them.

5

6 7. *Board Discussion* – Discussion and debate by the Board shall be conducted
7 following the presentation of testimony on the item of business pending. Supervisors shall
8 not speak to the item until recognized by the Chairman. A Supervisor who has spoken to
9 the item shall not again be recognized until each other member desiring to speak shall have
10 had an opportunity to speak.

11

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SECTION H: DECORUM

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14 1. *Board Members* – Decorum of Board Members shall be maintained in order to
15 expedite disposition of the business before the Board. Questions and remarks shall be
16 limited to those relevant to the pending business. Supervisors shall address all remarks to
17 the presiding officer.

18

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

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28 Persons whose allotted time to speak has expired shall be warned by the Chairman
29 to conclude in one minute, after which such person shall leave the lectern, unless he or she
30 is asked to remain to answer questions from the Board. No persons in attendance shall be
31 allowed to voice remarks except as recognized by the Chairman after audibly stating their
32 name, address, and who they represent, if applicable. Groups or individuals in the audience
creating an atmosphere detrimental or disturbing to the conduct of the meeting will be

1 asked to leave by the Chairman. The Chairman may call a recess when groups or
2 individuals in the audience violate the rules on decorum, and/or threaten the safety of any
3 Board member or other person in attendance.

4
5 **SECTION I: MISCELLANEOUS**
6

7 1. *Robert's Rules of Order* – Robert's Rules of Order Newly Revised shall govern
8 the conduct of all meetings of the Board to the extent that they are not inconsistent with
9 these Rules of Procedure.

10
11 2. *Amendment of Rules* – These Rules of Procedure may be amended by majority
12 vote of the entire membership at the annual meeting. Any proposed amendment shall be
13 subject to further amendment at the meeting at which the vote is taken.

14
15 3. *Seating at the Dais and Reserved Area* – The Board members shall be seated at
16 the Board dais, with the County Executive at one end and the County Attorney at the other.
17 The Chairman at Large shall sit at the center of the dais.

18
19 During a Board meeting, only members of the Board, the County Executive, County
20 Attorney, administrative staff, and other persons expressly invited shall be permitted to
21 enter the Area behind the Board dais, the adjacent hallway and the Potomac conference
22 room.

23
24 4. *Press* – In the interest of serving the public, the County shall, to the extent
25 possible within the space available, provide work areas for the working press. These Rules
26 of Procedure shall govern the use of such space, and decorum therein.

27
28 5. *Supervisor's Office Expense Accounts.*

29 (a) Expenditures from appropriated office expense accounts for each
30 individual Supervisor or the Chairman cannot be used for any cash donations or in-kind
31 donations to any non-governmental organization, or any governmental entity that is the
32 recipient of appropriated funds in the Prince William County budget;

1 (b) Expenditures from appropriated District or Chairman Office expense
2 accounts cannot be used to sponsor non-official activities or for advertising in any
3 publications associated with those non-official activities. This limitation shall not be
4 construed to limit Supervisor or Chairman sponsored events organized and funded by that
5 Supervisor's or Chairman's office. Funds can be used to purchase a single ticket for
6 admission to events for the individual District Supervisor or Chairman and/or a designated
7 staff member when that event attendance is in furtherance of the official duties of the
8 District Supervisor or Chairman;

9
10 (c) Any fund balances remaining in District Office or Chairman's expense
11 accounts at the end of the fiscal year must be transferred to the County Capital Reserve or
12 approved infrastructure projects identified in the adopted Comprehensive Plan, at the
13 direction of the District Supervisor or Chairman, provided that approval is granted by the
14 Board of County Supervisors using current procedures for reviewing and approving such
15 expenditures. The Board will address all post-fiscal year requests for transfers of
16 remaining office funds to infrastructure projects, and after the amount of funds available
17 has been confirmed by audit with the audit results communicated to the Board.
18 Notwithstanding the above, a Supervisor or Chairman may dedicate and maintain from
19 their existing Office expense account an Employee Reserve Fund, not to exceed ten percent
20 (10%) of the salary and benefit expense costs for the current fiscal year, to pay any
21 unanticipated staff salary or benefit obligations from year-to-year.

22
23 6. *Employees of Supervisor's Offices:*

- 24 • No Board Member will either pay or incur a legal obligation to pay
25 overtime or allow incurred comp time to Board office employees;
- 26 • No Board Member will employ or retain any full-time or part-time
27 employee on the County payroll who owns, is employed by, or is a
28 contractor to any company which has provided or provides services for
29 hire to a political campaign of that Board Member;
- 30 • No Board Member will engage or retain any vendor services using County
31 funds where the vendor has been or is retained by the political campaign
32 of that Board Member; and

- 1 • Every Board Member will follow Section 6.10 of the County Personnel
2 Manual – NEPOTISM, in hiring employees and managing Board Offices.

3

4 7. *Freedom of Information Act – Costs*

- 5 • As a policy matter, elected officials will not be treated any different from
6 any other citizen, when the County charges the reasonable and actual cost
7 incurred by the County for responses to request for public records
8 pursuant to the Virginia Freedom of Information Act (FOIA);

- 9 • “Elected officials” includes, but is not limited to, members of the Board of
10 County Supervisors; and

- 11 • Payment of the reasonable and actual costs for responses to these
12 requests made by members of the Board of County Supervisors may not
13 come from their County operational budget or from other County funds.

14