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

Table of Contents

SECTION A: MEETINGS ..................................................................................................................... 1

1. Regular Meetings ......................................................................................................................... 1
2. Special Meetings .......................................................................................................................... 3
3. Adjourned Meetings .................................................................................................................... 3
4. Place of Meeting .......................................................................................................................... 3
5. Public Hearings ........................................................................................................................... 4
6. Consideration and Adoption of Annual Budget ........................................................................ 4
7. Open Meetings ............................................................................................................................ 5

SECTION B: PRESIDING OFFICER .................................................................................................. 5

1. Chairman ..................................................................................................................................... 5
2. Vice-Chairman ............................................................................................................................. 5
3. Chairman Pro-Tem ....................................................................................................................... 5

SECTION C: QUORUM AND ACTIONS .......................................................................................... 6

1. Quorum ....................................................................................................................................... 6
2. Required Absence ......................................................................................................................... 6
3. Actions ........................................................................................................................................ 6
   (a) Ordinances ............................................................................................................................... 6
   (b) Resolutions .............................................................................................................................. 6
   (c) Motion ..................................................................................................................................... 7
   (d) Unanimous Consent/Board Directives to Staff .................................................................... 7
4. Proclamations and Commendations ............................................................................................. 7
   (b)(i) Board Commendations ........................................................................................................ 7
   (b)(ii) Supervisors’ Commendations ......................................................................................... 8
5. Proposal of Policy and Appointment Resolution by an Individual Supervisor ......................... 8
   (a) Policy Resolution Proposed by an Individual Supervisor ..................................................... 8
   (b) Appointment Resolution Proposed by an Individual Supervisor ....................................... 9
6. Process for Appointment of Supervisors to Various Entities ..................................................... 9
7. Non-editorial Changes to Amend the Comprehensive Plan or the Zoning or Subdivision Ordinances ...................................................................................................................... 10
SECTION D: VOTING

1. Votes
2. Method of Voting
3. Restating the Question
4. Tie Votes

SECTION E: RECONSIDERATION

SECTION F: ORDER OF BUSINESS

1. Commencement of Meetings
2. Agenda
3. Consent Agenda
4. Citizens’ Time
5. Supervisors’ Time
6. County Executive, County Attorney, and Board Matters
7. Administrative and Informational Matters
8. Agency Matters
9. Consolidated Land Use Public Hearing Agenda
10. Agenda Order
11. Minutes
12. Closed Sessions

SECTION G: ORDER IN CONDUCT OF BUSINESS

1. Persons Addressing the Board
2. Recognition
3. Zoning and Other Public Hearings
4. Repetitive Testimony
5. Questions
6. Plans, Renderings, Exhibits
7. Board Discussion

SECTION H: DECORUM

1. Board Members
2. Others

SECTION I: MISCELLANEOUS

1. Robert’s Rules of Order
2. Amendment of Rules
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Seating at the Dais and Reserved Area</td>
<td>20</td>
</tr>
<tr>
<td>4. Press</td>
<td>20</td>
</tr>
<tr>
<td>5. Supervisor’s Office Expense Accounts</td>
<td>20</td>
</tr>
<tr>
<td>6. Employees of Supervisor’s Offices</td>
<td>21</td>
</tr>
<tr>
<td>7. Freedom of Information Act – Costs</td>
<td>22</td>
</tr>
</tbody>
</table>
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SECTION A: MEETINGS

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

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

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

The Chairman, after consultation with the County Executive and County Attorney,
may cancel a meeting in the event that holding the meeting would present a threat to public
safety. The Clerk shall promptly provide notice to all Board members and the media, and to
the extent possible, post such notice on the County’s Internet website, and in the James J. McCoart Administration Building (in the Office of Executive Management and where public notices are regularly posted).

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

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

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

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

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

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

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

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

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

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

**SECTION B: PRESIDING OFFICER**

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

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

3. **Chairman Pro-Tem** - A chairman pro-tem shall be elected annually; shall
preside over meetings in the absence of the Chairman and the Vice-Chairman and shall
retain the right to vote while doing so. In the absence of the elected Chairman Pro-Tem, a
chairman pro-tem shall be appointed by the presiding officer before the presiding officer
leaves the room.
SECTION C: QUORUM AND ACTIONS

1. **Quorum** - A majority of all the members of the Board shall constitute a quorum. The Chairman shall be included and counted in determining whether a quorum exists.

2. **Required Absence** - No action shall be taken by the Board unless a quorum is present, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Board. The Chairman, Clerk, or the County Executive shall suggest the absence of a quorum prior to the taking of any action by the Board, but a failure to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.

3. **Actions** - The Board shall act in one of the following ways:
   
   (a) **Ordinances** - If required by law, action shall be taken by the adoption of ordinances. Ordinances shall be proposed for adoption, notice given, and adoption accomplished as is provided for by the Code of Virginia.

   (b) **Resolutions** - If action by ordinance is not required by law, the Board may act upon adoption of a resolution, in the following manner:

   (i) A resolution shall be presented in writing, along with any supporting materials the Supervisor or Chairman intends to be considered by the Board, to the Clerk with sufficient time to be included in the published agenda packet for the meeting in which the action is sought;

   (ii) The Clerk shall deliver a copy of any proposed resolution to all members of the Board, the County Executive, and the County Attorney before the resolution is proposed for adoption.
(iii) Notwithstanding any other provision of the Board’s Rules of Procedure, the Board may act, without prior notice, upon adoption of a resolution as a result of matters discussed in closed session, pursuant to the Virginia Freedom of Information Act.

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

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

4. Proclamations and Commendations.

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

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

(i) Board Commendations. The Board itself may issue Commendations to any persons or groups for meritorious service to the community or other act meriting public notice, by Resolution adopted as other Resolutions are adopted. Such Commendations shall be signed by the Chairman of the Board, and may be signed by all members of the Board.
Supervisors' Commendations. The Board hereby expressly authorizes any Supervisor to prepare Commendations for any persons or groups for actions that such Supervisor shall deem worthy of note, and which may be signed by such Supervisor on behalf of the Board, without the necessity of further formal Board action or vote thereon.

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

(a) Policy Resolution Proposed by an Individual Supervisor.

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

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

(iii) In the event that the Board has agreed by motion to waive the provisions of Subsection 5 (a)(i)-(ii) above, and/or Subsection F(2)(a), thus permitting a Supervisor to present a resolution for Board action which has not previously appeared on the Board’s agenda or has not been included in the meeting materials for prior review by the public, a copy of that proposed resolution placed before the Board for action shall be shown on the overhead projector or otherwise displayed in the Board chambers prior to any vote.
(b) **Appointment Resolution Proposed by an Individual Supervisor.**

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

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

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

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

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

(c) The Chairman shall notify the Board of the meeting at which such appointment will appear on the agenda to be considered by the Board and when discussion of the appointment will occur in closed session. The Chairman shall request the Clerk to the Board to prepare for the agenda a draft resolution for appointment with a blank for the name of the Supervisor to be considered if the Board has not discussed the appointment in closed session. If the Board has already discussed the appointment in a closed session, then the Chairman may request the Clerk to include a Supervisor’s name in the draft resolution.
(d) The Board shall vote on all such appointments of Supervisors at a regular Board meeting.

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

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

SECTION D: VOTING

1. Votes - Votes shall be taken only upon motions made and seconded. Votes shall be taken in accordance with the Virginia Freedom of Information Act, §2.2-3707 VA Code Ann.
2. **Method of Voting** - All voting shall be taken by electrical equipment permitting push-button voting from each Board member’s seat. At the discretion of the presiding officer, a roll call vote may be taken for the vote on any ordinance or resolution.

3. **Restating the Question** - The Chairman may restate the question or ask the Clerk to restate the question prior to the taking of a vote, provided, however, that at the request of the Chairman, a Board member may restate the question if it is the opinion of the Chairman that such procedures will expedite the decision of the question.

4. **Tie Votes** - In the event of a tie vote, the motion under consideration shall be deemed defeated.

**SECTION E: RECONSIDERATION**

Action on an ordinance, resolution or motion may be reconsidered one time and only upon motion of a Board member voting with the prevailing side on the original vote, which motion must be made at the same or immediately subsequent regular meeting as defined by Section A.1.(a) of these Rules of Procedure. A motion to reconsider may be seconded by any member. Any such matter defeated by a tie vote may be reconsidered upon motion by any Board member having voted to defeat the matter at the same or the next regularly scheduled meeting.

Action upon reconsideration of a question shall be taken only following notice as required by law and at least as much notice as was given prior to the original action, unless such action upon reconsideration is taken at the same meeting as the original action.

In instances involving the reconsideration of the adoption, or rejection of an ordinance, whether by tie vote or otherwise, the ordinance shall be re-advertised in accordance with the advertising requirements for ordinances specified by the Code of Virginia prior to action on the reconsidered question. A motion to reconsider an ordinance made at any other meeting than that at which a lawful vote thereon shall have first been
taken, shall constitute instruction to the Clerk to re-advertise the said ordinance for further proceedings according to law.

SECTION F: ORDER OF BUSINESS

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

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

2. Agenda - The Chairman, with the County Executive, shall prepare an agenda for each meeting.
   
   (a) Any member having matters to be considered by the Board, as well as any presentations to make to the Board, which shall include any written or graphic materials, and/or audio or video recordings of any kind to be read, viewed, heard, observed, and/or considered by the Board at any point during any meeting, shall submit them to the Clerk to the Board for inclusion on an appropriate agenda, in consultation with the Chairman, and such materials shall be included with the other materials dispatched to Board members and the public for that meeting’s agenda in preparation for the meeting.

   (b) When County staff proposes that the Board take action in a meeting on a particular matter County staff shall provide to the Clerk the staff reports that provide detailed explanations and impact statements on the recommended action.
(c) No votes shall be permitted on matters placed on the Agenda at the request of County staff for which the County staff report was not provided to the Board in the published Agenda for the meeting for which a vote is sought.

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

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

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

- The official County website shall allow for citizens to provide comments on agenda matters that shall open at the time of the publication of the agenda for a meeting,
and close not sooner than two hours prior to the start of the meeting for which the
agenda was published.

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

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 except as provided under Section C(5)(a). 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.

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

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

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

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

(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.

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

(i) they are emergency in nature;

(ii) they involve persons who are present but would not be present at a subsequent meeting; or

(iii) action is required by Robert’s Rules of Order or these Rules of Procedure.

11. Minutes – The Clerk shall keep minutes of the open meetings of the Board and shall also maintain one recording, by means of electronic device, of the proceedings at any Board meeting, except closed sessions. One copy of the minutes of the recorded proceedings shall be made available by the Clerk to any person requesting same, with a fee
to be paid to the County for the cost of producing such copy. All copies shall be made by the County to fulfill requests by citizens.

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

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

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

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

3. **Zoning and other Public Hearings** – Hearings on zoning applications and special use permits shall be conducted as public hearings, provided that to the maximum extent possible, the applicant’s presentation shall be limited to twenty (20) minutes, which time may be divided as the applicant sees fit. An applicant’s time is typically divided into fifteen (15) minutes for presentation and five (5) minutes for rebuttal. Speakers, other than
the applicant, shall have three (3) minutes each for their presentation. Persons representing and speaking on behalf of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have five (5) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the Chairman shall so determine. A speaker may not yield time to another speaker. Individuals wishing to speak at the Public Hearing shall sign up in person to speak by providing their own name and address on a list provided for this purpose by the Clerk to the Board. No one shall be allowed to sign another individual’s name on the list provided by the Clerk to the Board. Citizens residing in Prince William County shall be called to speak prior to citizens residing outside of the County.

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

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

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

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

SECTION H: DECORUM

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

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

Persons whose allotted time to speak has expired shall be warned by the Chairman
to conclude in one minute, after which such person shall leave the lectern, unless he or she
is asked to remain to answer questions from the Board. No persons in attendance shall be
allowed to voice remarks except as recognized by the Chairman after audibly stating their
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
asked to leave by the Chairman. The Chairman may call a recess when groups or
individuals in the audience violate the rules on decorum, and/or threaten the safety of any
Board member or other person in attendance.
SECTION I: MISCELLANEOUS

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

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

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

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

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

5. Supervisor’s Office Expense Accounts.
   (a) Expenditures from appropriated office expense accounts for each individual Supervisor or the Chairman cannot be used for any cash donations or in-kind donations to any non-governmental organization, or any governmental entity that is the recipient of appropriated funds in the Prince William County budget;

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

(c) Any fund balances remaining in District Office or Chairman’s expense accounts at the end of the fiscal year must be transferred to the County Capital Reserve or approved infrastructure projects identified in the adopted Comprehensive Plan, at the direction of the District Supervisor or Chairman, provided that approval is granted by the Board of County Supervisors using current procedures for reviewing and approving such expenditures. The Board will address all post-fiscal year requests for transfers of remaining office funds to infrastructure projects, and after the amount of funds available has been confirmed by audit with the audit results communicated to the Board.

Notwithstanding the above, a Supervisor or Chairman may dedicate and maintain from their existing Office expense account an Employee Reserve Fund, not to exceed ten percent (10%) of the salary and benefit expense costs for the current fiscal year, to pay any unanticipated staff salary or benefit obligations from year-to-year.

6. **Employees of Supervisor’s Offices:**
   - No Board Member will either pay or incur a legal obligation to pay overtime or allow incurred comp time to Board office employees;
   - No Board Member will employ or retain any full-time or part-time employee on the County payroll who owns, is employed by, or is a contractor to any company which has provided or provides services for hire to a political campaign of that Board Member;
   - No Board Member will engage or retain any vendor services using County funds where the vendor has been or is retained by the political campaign of that Board Member; and
   - Every Board Member will follow Section 6.10 of the County Personnel Manual – NEPOTISM, in hiring employees and managing Board Offices.
7. **Freedom of Information Act – Costs**

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