

**VIRGINIA:**

An Organizational Meeting of the Lancaster County Board of Supervisors was held in the Board/Commission Meeting Room of said County on Monday, December 16, 2013.

- Members Present: F. W. Jenkins, Jr., Chair  
Jason D. Bellows, Vice Chair  
Ernest W. Palin, Jr., Board Member  
William R. Lee, Board Member  
B. Wally Beauchamp, Board Member
- Staff Present: Frank A. Pleva, County Administrator  
Crystal Whay, Building/Land Use Secretary

Mr. Jenkins called the 2014 Organizational Meeting to order at 7:20 p.m.

**ELECTION OF OFFICERS**

Mr. Jenkins opened the nominations for the election of the 2014 Chairman of the Board of Supervisors.

Mr. Palin nominated Mr. Beauchamp to serve as Chairman.

There were no other nominations.

Mr. Palin made a motion to close nominations and elect Mr. Beauchamp to serve as Chairman of the Board of Supervisors for 2014.

- VOTE: F. W. Jenkins, Jr. Aye  
Jason D. Bellows Aye  
Ernest W. Palin, Jr. Aye  
William R. Lee Aye  
B. Wally Beauchamp Aye

Mr. Beauchamp was elected Chairman for calendar year 2014.

Mr. Beauchamp thanked the Board for their confidence and he appreciated the nomination.

**Vice Chairman** – Mr. Jenkins nominated Mr. Bellows to serve as Vice Chairman of the Board of Supervisors for 2014.

There were no other nominations.

Mr. Jenkins made a motion to close nominations and elect Mr. Bellows to serve as Vice Chairman of the Board of Supervisors for 2014.

VOTE:	B. Wally Beauchamp	Aye
	Jason D. Bellows	Aye
	F. W. Jenkins, Jr.	Aye
	Ernest W. Palin, Jr.	Aye
	William R. Lee	Aye

Mr. Bellows was elected Vice Chairman for calendar year 2014.

**MEETING DATES**

Mr. Bellows made a motion to designate the following dates for the meetings of the Board of Supervisors in calendar year 2014, with the change of January's date from January 30 to January 23, because of a schedule conflict. Each meeting will be held at 7:00 p.m. in the Board/Commission Meeting Room, 8311 Mary Ball Road, Lancaster, Virginia.

January 23	April 24	July 31	October 30
February 27	May 29	August 28	November 20
March 27	June 26	September 25	December 15

Prior to the aforementioned regular meeting time, the Board of Supervisors shall meet at 6:15 p.m. in the County Administrator's Office at 8311 Mary Ball Road in the Administrative Building to review and, if necessary, modify the tentative agenda for the regular meeting. This meeting shall be open to the public, except for those portions that may be lawfully closed in conformance with the Virginia Freedom of Information Act.

VOTE:                    B. Wally Beauchamp   Aye  
                              Jason D. Bellows        Aye  
                              F. W. Jenkins, Jr.     Aye  
                              Ernest W. Palin, Jr.   Aye  
                              William R. Lee         Aye

**COMMITTEE APPOINTMENTS**

**Planning Commission** – Mr. Palin nominated Mr. Lee to serve as Board Representative to the Planning Commission.

Mr. Palin made the motion to close the nominations and elect Mr. Lee to serve as Board Representative to the Planning Commission.

VOTE:                    B. Wally Beauchamp   Aye  
                              Jason D. Bellows        Aye  
                              F. W. Jenkins, Jr.     Aye  
                              Ernest W. Palin, Jr.   Aye  
                              William R. Lee         Aye

Mr. Lee was elected to serve as Board Representative to the Planning Commission for the calendar year 2014.

**Planning District Commission** – Mr. Bellows nominated Mr. Beauchamp to serve on the Planning District Commission. Mr. Beauchamp nominated Mr. Bellows to serve on the Planning District Commission.

Mr. Beauchamp and Mr. Bellows made motions to close nominations and elect each other to serve on the Planning District Commission.

VOTE:                    B. Wally Beauchamp   Aye  
                              Jason D. Bellows        Aye

F. W. Jenkins, Jr. Aye  
Ernest W. Palin, Jr. Aye  
William R. Lee Aye

Mr. Beauchamp and Mr. Bellows were elected to serve on the Planning District Commission for calendar year 2014.

**Social Services Board**- Mr. Beauchamp nominated Mr. Palin to serve on the Social Services Board.

Mr. Beauchamp made a motion to close nominations and elect Mr. Palin to serve on the Social Services Board.

VOTE: B. Wally Beauchamp Aye  
Jason D. Bellows Aye  
F. W. Jenkins, Jr. Aye  
Ernest W. Palin, Jr. Aye  
William R. Lee Aye

Mr. Palin was elected to serve on the Social Services Board for the calendar year 2014.

**Emergency Services Director**- Mr. Lee nominated Mr. Beauchamp to serve as the Emergency Services Director.

Mr. Lee made a motion to close nominations and elect Mr. Beauchamp to serve as Lancaster County's Emergency Services Director for 2014.

VOTE: B. Wally Beauchamp Aye  
Jason D. Bellows Aye  
F. W. Jenkins, Jr. Aye  
Ernest W. Palin, Jr. Aye  
William R. Lee Aye

Mr. Beauchamp was elected to serve as Emergency Services Director for the calendar year 2014.

**Historic Resources Commission-** Mr. Palin nominated Mr. Jenkins to serve on the Historic Resources Commission.

Mr. Jenkins stated that he would decline because he served on the Mary Ball Museum Board.

Mr. Bellows nominated Mr. Lee to serve on the Historic Resources Commission.

Mr. Bellows made a motion to close the nominations and elect Mr. Lee to serve on the Historic Resources Commission.

VOTE:	B. Wally Beauchamp	Aye
	Jason D. Bellows	Aye
	F. W. Jenkins, Jr.	Aye
	Ernest W. Palin, Jr.	Aye
	William R. Lee	Aye

Mr. Lee was elected to serve on the Historic Resources Commission for the calendar year 2014.

**VACo Representative/Legislative Contact-** Mr. Bellows nominated Mr. Palin to serve as VACo Representative/Legislative Contact.

Mr. Palin nominated Mr. Bellows to serve as VACo Representative/Legislative Contact.

Mr. Bellows withdrew his nomination of Mr. Palin.

Mr. Palin made a motion to close the nominations and elect Mr. Bellows as the VACo Representative/Legislative Contact.

VOTE:	B. Wally Beauchamp	Aye
	Jason D. Bellows	Aye
	F. W. Jenkins, Jr.	Aye
	Ernest W. Palin, Jr.	Aye
	William R. Lee	Aye

Mr. Bellows was elected to serve as VACo Representative/Legislative Contact for the calendar year 2014.

**Finance Steering Committee** – The chairman is designated as one member of this committee. Mr. Beauchamp nominated Mr. Jenkins to serve as the other board member on the Finance Steering Committee.

Mr. Beauchamp made a motion to close nominations and elect Mr. Jenkins to serve on the Finance Steering Committee.

VOTE:	B. Wally Beauchamp	Aye
	Jason D. Bellows	Aye
	F. W. Jenkins, Jr.	Aye
	Ernest W. Palin, Jr.	Aye
	William R. Lee	Aye

Mr. Jenkins was elected to serve on the Finance Steering Committee, along with Chairman Beauchamp for calendar year 2014.

**Rappahannock River Basin Commission** – Mr. Lee nominated Mr. Bellows to serve on the Rappahannock River Basin Commission.

Mr. Lee made a motion to close the nominations and elect Mr. Bellows to serve on the Rappahannock River Basin Commission.

VOTE:	B. Wally Beauchamp	Aye
	Jason D. Bellows	Aye
	F. W. Jenkins, Jr.	Aye
	Ernest W. Palin, Jr.	Aye
	William R. Lee	Aye

Mr. Bellows was elected to serve on the Rappahannock River Basin Commission for the calendar year 2014.

**Northern Neck-Chesapeake Bay Regional Partnership** – Mr. Bellows nominated Mr. Lee and Mr. Beauchamp to serve as Board Representatives to the Northern Neck-Chesapeake Bay Regional Partnership.

Mr. Bellows made a motion to close the nominations and elect Mr. Lee and Mr. Beauchamp to the Northern Neck-Chesapeake Bay Regional Partnership.

VOTE:	B. Wally Beauchamp	Aye
	Jason D. Bellows	Aye
	F. W. Jenkins, Jr.	Aye
	Ernest W. Palin, Jr.	Aye
	William R. Lee	Aye

Mr. Lee and Mr. Beauchamp were elected to serve as Board Representatives to the Northern Neck-Chesapeake Bay Regional Partnership for the calendar year 2014.

**BY-LAWS AND RULES OF ORDER**

Mr. Beauchamp made a motion to adopt the by-laws and rules of order, as follows:

**BY-LAWS AND RULES OF ORDER  
OF THE  
BOARD OF SUPERVISORS OF LANCASTER COUNTY, VIRGINIA**

1. By Laws and Rules of Order. In order to provide for the ease and manner in which the meetings of the Board of Supervisors of Lancaster County, Virginia, are conducted, the following by-laws and rules for internal organization and procedure are adopted. Reference is made to the Constitution of Virginia (1971), the Code of Virginia, 1950, as amended, and the Opinions of the Attorney General as they may apply. In matters of procedure not covered, the latest edition of Robert's Rules of Order shall apply.

The by-laws and rules of order of this Board may be amended by a majority vote of the Board and shall be adopted and re-adopted at the organizational meeting of the Board annually.

2. Resolutions and Ordinances. The business and powers of the Board shall be exercised through resolutions and ordinances duly adopted by the Board in compliance with the provisions of the statutes of the Commonwealth of Virginia and paragraph 7 of these By-Laws and Rules of Order.

Resolutions, or orders, shall be used for all county business that is essentially administrative, including internal or housekeeping matters and temporary concerns of the Board. Resolutions shall not be required to meet any strict standards as to their form and content, but they shall be clear enough to establish the intent of the Board. In most cases a public hearing shall not be required prior to the adoption of a resolution. Ordinances, which are more formal enactments than resolutions, shall be used for most governmental or legislative matters that control the lives, liberties or property of citizens, that have a permanent effect, or that deal with subjects of county-wide concern.

The procedure for enacting an ordinance shall require compliance with strict statutory rules. Descriptive notice of the Board's intention to propose an ordinance shall be published once a week for two successive weeks prior to passage. Emergency ordinances may be adopted without notice, but they may not be enforced for more than 60 days unless re-adopted in the manner required by law. Land use controls and certain tax ordinances shall be subject to more stringent procedural requirements than other ordinances.

3. Chairman and Duties. A chairman and vice-chairman of the Board shall be elected by the affirmative majority vote of the Board at the annual organizational meeting of the Board. Their term shall be for one year or until a successor is elected. It shall be the duty of the chairman to preside over all meetings of the Board and to discharge any other duties as become necessary and are permitted. The vice-chairman shall act in the absence or disability of the chairman. The chairman shall be authorized to administer oaths to persons concerning any matters submitted to the Board or connected with its powers and duties. The chairman and/or the vice-chairman are permitted to make motions at their discretion. The chairman may sign all orders issued by the Board, but

the Board assigns this duty to the County Administrator. The chairman, or the county administrator as designated, shall sign the records of proceedings of the Board's meetings and the monthly list of salaries/invoices.

4. Meetings. The Board shall hold a regular meeting at least monthly on a day and at a time to be set at the annual organizational meeting. The regular meeting of the Board may be adjourned from day to day, from time to time and from place to place, but not beyond the date set for the next regular meeting, until all business is completed. The regular meetings of the Board shall be held at the Courthouse in Lancaster. If the Board finds it necessary to hold a regular meeting at a time or public place different from the Courthouse, such new time and place may be designated by duly passed resolution posted on the door of the Courthouse and advertised in a newspaper having general circulation in the County once a week for two successive weeks before such meeting.

Special meetings of the Board may be called by the Chairman or requested by two or more of the members of the board of supervisors. The call or request shall be made to the county administrator (clerk of the board) and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the county administrator, after consultation with the chairman of the board, shall immediately notify each member of the board of supervisors and the county attorney in writing delivered in person or to his place of residence or business to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. The notice may be waived if all members of the board of supervisors attend the special meeting or sign a waiver (§15.2-1418).

5. Open Meetings. All meetings of the Board shall be held pursuant to the provisions of the Virginia Freedom of Information Act that provides explicit directions for holding open meetings. An "open meeting" or "public meeting" means a meeting at which the public may be present to observe the operations of government.

6. Closed Meetings. A "closed meeting" means a meeting from which the public is excluded.

A closed meeting of the Board may be held only for those purposes specifically provided by law, as follows or as specifically provided for in the Code of Virginia (1950), as amended: (1) Discussion or consideration of specific personnel cases, that is, of the employment, appointment, disciplining, performance, salary, dismissal or other related matters of particular governmental officials or employees of the public body;

(2) Discussion or consideration of the condition, acquisition, or use of real property for public purpose, or the disposition of publicly held property;

(3) The protection of the privacy of individuals and personnel matters not related to public business;

(4) Discussion concerning the prospective location of a business or industry prior to any announcement of its interest in locating in the community;

(5) Consideration of the investment of public funds when publicity might adversely affect the financial interest of the governmental unit involved;

(6) Consultation, with or without legal counsel and staff, with respect to actual or potential litigation or other legal matters in the public body's jurisdiction;

(7) Discussion or consideration of tests or examinations used by a public body to evaluate employee qualifications or aptitude for employment, retention, or promotion and evaluate qualifications for any license or certificate issued by the public body.

The substantive and procedural requirements established for closed meetings shall be strictly observed. Prior to each closed meeting, the Board of Supervisors shall vote in open meeting to hold a closed meeting. That vote, as well as a statement specifying

precisely the statutory basis for the closed meeting, shall be recorded in the minutes of the open meeting. When in a closed meeting, the Board may consider only those specified matters. For any action agreed to in an executive session to become effective, the Board of Supervisors shall reconvene in an open meeting and take a vote of its membership on the particular action, the substance of which must be reasonably identified in the open meeting.

7. Quorum and Method of Voting. A majority of the members of the Board constitutes a quorum. Unless a greater requirement exists pursuant to the statutes of the Commonwealth, all questions submitted to the Board for decision shall be determined by a majority of the supervisors voting on a question by voice vote or by other method which sufficiently identifies the matter upon which a vote is being taken. Individual votes of the Board members shall be recorded. A motion by a member of the Board shall not require a second. Abstention from voting shall not constitute a negative vote. The vote of a member of the Board shall become final once the decision of the question has been finally and conclusively pronounced by the chairman and cannot be changed except after adoption of a motion to reconsider the action. If one or more members of the Board are disqualified from voting under the provisions of the Virginia Conflict of Interest Act, leaving less than the number of Supervisors required for action, the remaining member or members may act by majority vote. A tie vote shall defeat the motion, resolution or issue voted upon.

8. Records. Minutes shall be taken of all actions taken during meetings of the Board of Supervisors, except during closed meetings, and shall be recorded in bound volumes. These minutes shall include a description of the issue being considered by the Board of Supervisors, any motion made regarding the issue and a record of the vote of each member of the Board of Supervisors. Incomplete volumes shall remain in the County Administrator's office; completed volumes shall be filed in the record room of the Clerk of the Circuit Court. Copies of the minutes shall be available to the public, at the normal charge for copying, after the minutes have been approved by the Board and signed by the County Administrator. The books, records and accounts of the Board of

Supervisors, except those excluded by the Virginia Freedom of Information Act, shall be open to the examination of all persons and at all reasonable times.

9. Order of Business and Agenda. The order of business at all regular meetings shall be as follows unless changed by Board action:

1. Call to order
2. Public Input Session
3. Presentations
4. Public Hearings
5. Consensus Docket
6. Consideration Docket
7. Board Reports
8. County Administrator Report
9. Closed Meetings

10. Adjournment A detailed agenda shall be distributed in advance of each regular meeting to the members of the Board. This shall include the minutes, salaries/expenditures and correspondence/reports for reading and review in advance of the meeting in an effort to conserve time during the meeting. A copy of the agenda shall be made available in the County Administrator's office for examination by the public and a copy shall be delivered to the local newspaper for publication whenever possible.

10. The Right to Require Information. The Board of Supervisors shall have the right to require monthly financial reports from any officer or office of the County or district thereof, may investigate bills and receipts thereof and may, for these purposes, require the production of books, papers and other evidence. For the purpose of preparing and approving the County's annual budget, the Board of Supervisors may require the heads, or other responsible representatives, of all offices, departments, divisions, boards, commissions, agencies and all other recipients of County funds or appropriations to furnish financial reports and such other information as may be deemed necessary and in such form as may be required in relation to their affairs and activities.

The Board may subpoena witnesses and administer oaths for the purpose of acquiring information for making financial decisions in line with its function and duties as the governing body.

11. County Administrator. The Board of Supervisors shall appoint an executive secretary, who shall be designated County Administrator and such appointment shall be evidenced by a resolution. The County Administrator shall not be appointed for a definite tenure, but shall be removable at the pleasure of the Board.

The County Administrator shall be the clerk to the Board and his/her duties shall be those as prescribed by law.

12. Legal Counsel. The Board of Supervisors may create the office of County Attorney and appoint an attorney to handle its legal affairs. The County Attorney shall serve at the pleasure of the Board and his/her salary shall be set by the Board.

His/her responsibility shall be in matters including, but not limited to the following:

(1) Advising and representing the Board of Supervisors and its boards, departments, agencies, officials and employees.

(2) Drafting and preparing county ordinances, contracts and agreements.

(3) Defending or bringing actions in which the County or any of its boards, departments, agencies, officials, or employees is a party.

(4) Prosecuting violations of orders of the Board of Supervisors, resolutions or ordinances. In addition, the Board may employ separate counsel when it deems it necessary in any suit against the County, in matters concerning County property, in collection of delinquent taxes, as well as in other matters concerning the County's interests.

VOTE:                    B. Wally Beauchamp   Aye  
                              Jason D. Bellows        Aye  
                              F. W. Jenkins, Jr.     Aye  
                              Ernest W. Palin, Jr.   Aye  
                              William R. Lee         Aye

**ADJOURNMENT**

Mr. Lee made a motion to adjourn the meeting.

VOTE:                    B. Wally Beauchamp   Aye  
                              Jason D. Bellows        Aye  
                              F. W. Jenkins, Jr.     Aye  
                              Ernest W. Palin, Jr.   Aye  
                              William R. Lee         Aye