



## **2018 BYLAWS AND RULES OF PROCEDURES BEDFORD COUNTY BOARD OF SUPERVISORS**

### **SECTION A: MEETINGS**

#### **Regular Meetings**

(a) All regular meetings of the Board shall be open to the public, except certain specific exempt topics identified in Section 2.2- 3711 of the Virginia Code.

(b) The Board shall hold regular meetings on such days as may be prescribed by resolution at the annual organizational meeting in January of each year, but which shall not be less frequent than once a month. The Board shall give notice of the date, time, and location of its meetings by placing a notice in a public location at which notices are regularly posted or in the office of the Clerk to the Board. The Clerk may publish meeting notices by electronic means. The notice shall be posted at least three working days prior to the meeting. All regular meetings of the Board shall begin at 7:00 p.m.

(c) If the Chairman (or the Vice-Chairman if the Chairman is unable to act) finds and declares that the weather or other conditions are such that it is hazardous for the Board members to attend a regular meeting, the regular meeting shall be continued until the next regularly scheduled meeting. Such conditions shall be communicated to the members of the Board and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

(d) All regular meetings of the Board shall be held in the Board Meeting Room of the County Administration Building, unless otherwise noted.

(e) The Board may by resolution, when necessary, change the time and place of the regular meeting. The resolution shall set forth the circumstances necessitating such change. Notice of such change shall be posted in a public location at which notices are

regularly posted or in the office of the Clerk to the Board at least three working days prior to the meeting to be held pursuant to the change. Three working days prior to the meeting to be held pursuant to such change, the County Clerk shall give each Board member written notice, personally or by registered mail, of any change from the regular meeting days established by this section.

(f) Except for properly called Closed Meetings as permitted by Virginia law, all regular meetings of the County Board and official committees of the Board shall be open to the media, freely subject to recording by radio, television and photography at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings under such rules as the Board may prescribe.

### Special Meetings

(a) The Chair or two members of the Board may call special meetings of the Board whenever in their opinion the public business may require it.

(b) Whenever a special meeting shall be called, notice in writing signed by the Chair of the Board or two members of the Board shall be filed with the Clerk and delivered upon each member of the Board either in person or by electronic mail or facsimile, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted at the meeting except such as is stated in the notice.

(c) The notice may be waived if all members of the governing body attend the special meeting or sign a waiver.

(d) Notice to the public of a special meeting shall be given contemporaneously with the notice provided members of the Board.

### Work Sessions

The Board may meet informally in work sessions which shall be open to the general public, at the call of the County Administrator or of any member of the Board, to review forthcoming programs of the County, receive progress reports on current programs or projects, or receive other similar information from the County Administrator, provided that all discussions and conclusions thereon shall be informal.

### Closed Meetings

Closed meetings may be held in accordance with the provisions of the Virginia Freedom of Information Act. Closed meetings may be placed in the Order of Business of a regular or special Meeting Agenda as deemed appropriate by the Clerk of the Board, or as the Meeting Agenda may be amended by the Board. A consensus of a majority of the Board present at a work session meeting preceding a regular meeting at which a Closed Meeting has been placed on the Meeting Agenda may convene the Closed Meeting as part of the work session.

### Remote Participation

Members may attend and participate in meetings from a remote location by telephone or other audio or video means, provided such attendance complies with the provisions of the Virginia Freedom of Information Act section 2.2-3708.1, as amended from time to time, and subject to the following requirements:

(i) On or before the day of a meeting, (A) the requesting member shall notify the Chairman that the member is unable to attend the meeting due to an emergency or a personal matter and the member identifies with specificity the nature of the emergency or personal matter, or (B) the member shall notify the Chairman that the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

(ii) The Board shall record in its minutes (A) the disability or other medical condition, or the specific nature of the emergency or personal matter that prevents the member's attendance; and (B) the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes.

(iii) Such participation by the absent member shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer.

(iv) A quorum of the Board must be physically assembled at the primary or central meeting location.

(v) The Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the primary or central meeting location, and the absent member must be present for all of the meeting until adjourned.

### Minutes

(a) Minutes of all regular and special meetings and work sessions shall be recorded. Such minutes shall be maintained in the office of the Clerk of the Board of Supervisors. The minutes shall reflect:

- (1) The date, time and place of the meeting or session;
- (2) The members recorded as either present or absent;
- (3) A general description of all matters proposed, discussed or decided; and
- (4) Record of any votes taken.

(b) Approval of Minutes of all but Closed Meetings shall be considered at a regular Board meeting. It shall not be necessary to read the Minutes prior to approval. Prior to approval, any member may, through the Chair, request the privilege of amending or correcting the Minutes to accurately reflect the substance of the prior meeting. If objection is made by any Board member to such amendment or correction, a majority vote of the Board shall be necessary for adoption of the correction or amendment. The Chair shall sign the adopted Minutes.

### **SECTION B: OFFICERS**

Election and Term of Chairman and Vice-Chairman

At the annual or organizational meeting of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, each of whom shall serve a term for one year expiring on December 31 of the year elected, or until their respective successors are elected. In the case of the absence of the Chairman, the Vice-Chairman shall preside at the meeting. In the absence of both the Chairman and the Vice-Chairman, the members present shall choose one of its members as Chairman pro tem.

The position of Chairman and Vice Chairman of the Board shall be rotated annually among Board members. In keeping with this policy, the selected Vice Chairman will be elevated the next year to serve as Chairman. The guiding principal is that the most senior member on the Board who has not served as Chairman during the rotation would become Vice Chairman and then Chairman the subsequent year. Should a member die, resign, not seek a subsequent term or not be reelected, his/her successor would move to the end of the list of seniority. Should a member of the Board decline to seek the nomination as Chairman or Vice Chairman, the rotation would proceed to the next most senior member.

Commencing with the organizational meeting to be held in January of 2018, the following would be an example of rotation based upon the members in office as of January 2017.

<u>Chairman District Number</u>	<u>Vice Chairman District Number</u>
1	5
5	6
6	7
7	4
4	3
3	2
2	1

Clerk

The Clerk of the Board of Supervisors shall be the County Administrator, whose duties and responsibilities shall be those set forth in State law and as delegated and directed by the Board of Supervisors. The Clerk may assign or delegate certain administrative duties and responsibilities in this regard to one (1) or more County employees in the capacity of Recording Clerk(s) to the Board.

Parliamentarian

The County Attorney shall serve as the Parliamentarian to the Board.

**SECTION C: QUORUM AND MANNER OF VOTING**

A majority of the Board shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance shall adjourn to a later time when a quorum is present to transact business.

All questions submitted to the Board for decision shall be determined by a roll call vote. Procedural matters may be acted upon by a voice vote.

Neither ordinance, nor resolution, appropriating money exceeding \$500.00, imposing taxes or authorizing borrowing money shall be passed except by a recorded affirmative vote of a majority of all of the members of the Board.

Each member of the Board who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act. A member who wishes to be excused from voting shall state his or her reasons for abstaining and shall not participate in the discussion on such issue or question.

#### **SECTION D: RULES OF ORDER**

The proceedings of the Board, except as otherwise provided within these Rules of Procedure and applicable State law, shall be governed by Robert's Rules Of Order, Newly Revised and more specifically, the provisions which pertain to conducting business for small boards, except that the section indicating that the minutes are accessible only to Board members is hereby deleted.

#### **SECTION E: MEETING AGENDA & ORDER OF BUSINESS**

##### Meeting Agenda

The Clerk shall prepare the Meeting Agenda for each regular meeting of the Board conforming with the Order of Business format set out herein. The County Administrator as Clerk of the Board is authorized to establish deadlines for the submission of Items of Business and supporting materials to his/her Office so as to accommodate compilation of such materials into a Meeting Agenda Packet for distribution to the Board no later than 5:00 PM on the Wednesday before each regular Board meeting. In the event such a Wednesday is a legal holiday, distribution may occur on Tuesday of that week but no later than 5:00 PM on Thursday.

Board members may choose from two (2) formats for receiving Meeting Agenda Packet materials: (1) electronically via email or computer download as a document in Printable Document Format (PDF), or (2) photocopied on paper and bound.

It is recognized that from time to time matters shall arise after the deadline established for Items of Business to be placed on the Meeting Agenda. In such cases, Items may be added to the Meeting Agenda if the matter is identified on an Amended Meeting Agenda and any supporting materials pertaining thereto delivered electronically via email or by paper hardcopy (including fax) by the Clerk to each Board member not later than 5:00 PM on the last working day prior to the day of the meeting. No matters may be added to

the Meeting Agenda after such time by any Board member or staff, unless the Board approves such addition(s) to the Meeting Agenda by unanimous vote of the Board present at such meeting at the time of Approval of the Meeting Agenda.

The Clerk or Recording Clerk shall release publicly and distribute electronically by email to all Board members a copy of a preliminary Meeting Agenda listing all anticipated Items of Business for each regular monthly meeting no later than noon on Monday one (1) week prior to a regular Board meeting. This preliminary Meeting Agenda is for the Board's general information, and may change with additions or deletions of Items of Business prior to the distribution of the complete, final Meeting Agenda Packet later that same week as provided for herein. Ordinances, resolutions, contract documents or other matters requiring action by the Board shall be submitted to the County Attorney for preparation or review, in adequate time prior to the Board meeting.

### Order of Business

The normal order of Items of Business for the Meeting Agenda of a regular Board of Supervisors monthly meeting shall be as follows:

- Call to Order & Welcome
- Moment of Silence
- Pledge of Allegiance
- Approval of Agenda
- Citizen Comments
- Approval of Consent Agenda
- Approval of Minutes
- Public Hearings & Presentations
- Action & Discussion Items
- Board Committee Reports
- Board Member Comments
- Board Appointments
- County Attorney Report
- County Administrator Report
- Board Information
- Board Calendar & Reminders
- Adjourn

Deviation from this normal order is permitted at the discretion of the County Administrator as Clerk of the Board or as directed by the Board Chair to facilitate a more logical or orderly handling of the business matters before the Board at any given regular meeting.

### Consent Agenda

The Consent Agenda shall consist of a listing of various items to be considered by the Board as a block or one single item and to be approved by one vote rather than specific votes on each item.

Characteristics of items placed on the Consent Agenda are:

- Routine items that appear monthly such as departmental reports, requests for refunds, resolutions and motions authorizing the submission of applications for grants that require no local match, or grants for which the Board has previously approved the local match, requests for supplemental appropriations that meet the Board's policy
- Requests to advertise public hearings, advertising for bids and proposals, resolutions of appreciation, proclamations and resolutions of respect and accommodation
- Items of a non-controversial nature that could be classified as housekeeping items of a technical, non-policy nature, end of year department transfers, resolutions dealing with the acceptance of grants from the State of Federal governments requiring no local match or grants for which the Board has previously approved the local match, and items that have received prior unanimous approval of the Board.

There shall be no debate or discussion by any member of the Board or the public regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

Any item on the Consent Agenda shall be removed from the Consent Agenda at the request of any Board member prior to the vote on the Consent Agenda. Items removed from the Consent Agenda shall be considered by the Board individually in the order in which they were removed from the Consent Agenda immediately following consideration of the Consent Agenda.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

#### Citizen Comments

At each regular meeting of the month of the Board, there is hereby established a citizen comment period of no less than fifteen (15) minutes, or such longer period as the Board by consensus may allow. During the citizen comment period, speakers wishing to address the Board shall clearly state their name and address and shall be subject to such time limitations as the Chairman at his/her discretion may impose in view of the number of speakers present, not to exceed three (3) minutes per speaker. The Chairman shall allocate the time among the speakers in an equitable manner. Speakers are prohibited from addressing issues subject to public hearing scheduled for later during the Board meeting or to address issues subject to a public hearing that has been previously heard and closed. Individuals who have previously spoken on a subject at a public hearing shall not be allowed to readdress the Board on that same subject during the citizens comment period. Specific questions should be resolved prior to the meeting by contacting a Board member or the appropriate staff member. Questions shall be directed to the Chairman, who will, at his/her discretion, solicit the response from the appropriate person.

The provisions of the above subsection shall be stated on the Public Comment sign-up sheet to be made available prior to the beginning of each regular meeting. Speakers shall

acknowledge their understanding and agreement to abide by these provisions by registering to speak.

### Public Appearances

The purpose of Public Appearances section of the regular Meeting Agenda is to receive updates on matters from governmental agencies, non-governmental agencies or organizations or from citizens. Anyone desiring to appear before the Board at any regular meeting shall contact the County Administrator as Clerk of the Board at least ten (10) days before the Board meeting. When requesting time to appear on the Meeting Agenda, the requestor shall give the County Administrator a description of what the topic will be, the speaker's full legal name and address and home and business phone numbers. Speakers must speak on the subject identified when registering to appear before the Board and failure to stay on the topic will be deemed to render the speaker out of order and will result in forfeiture of the remaining time that had been allotted to the speaker. The Clerk is granted the discretion to determine if the subject matter is germane to the business of the Board. If it is not germane, the Clerk shall advise the requestor that he or she is entitled to speak under Citizen Comment. In the alternative, the requestor may contact a Board member and request time to speak under Public Appearances. The requestor will be allowed to speak under Public Appearances if the subject is sanctioned by a Board member. The sanctioning Board member shall be identified on the Meeting Agenda.

### Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views during the *Public Appearances* and *Citizen Comments* sections of regular Meeting Agendas and on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the applicant and staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations will be as brief as possible. In order to accomplish this objective, it is necessary that certain rules of order prevail at all hearings of the Board of Supervisors, as follows:

- The order of business for consideration of a matter on the Board's public hearing agenda shall be as follows:
  1. Staff presentation;
  2. Questions from Board members (and Planning Commissioners if present);
  3. Applicant's presentation (if applicable, for land use matters);
  4. Comments, statements or presentations from members of the public; and
  5. Board discussion, at which time the Chairman may entertain a motion to place the matter on future Meeting Agenda for action, to refer the matter to a committee, or bring the matter to a vote.
- Staff presentation will be brief, concise summaries for the public's information and understanding. When written information has been provided prior to the hearing only summary and/or new information should be presented.



- On land use matters a reasonable and sufficient time will be afforded the applicant to properly and fairly present the subject matter. Ten (10) minutes shall be allocated to the applicant's presentation. The applicant may allocate the time between presentation and rebuttal. If additional time is believed to be necessary, the applicant should contact the County Administrator prior to the Public Hearing. Any member of the Board may ask the applicant to respond to specific questions.
- Each speaker will have up to five (5) minutes available whether speaking as an individual or a representative of any group or organization. However, should the number of speakers registered to speak on any item exceed ten (10), the time will be adjusted to three (3) minutes for each speaker. Unless instructed by a majority of the Board present and voting to do otherwise, the Chairman shall enforce the time limits, as appropriate.
- Order of speakers will be determined on first to register, first to speak basis.
- Registration will be taken by County staff and will be submitted on the registration form provided, which will include the name, address and election district of the speaker.
- Speakers will be limited to a presentation of their points of view except that the Chairman may entertain questions of clarification.
- Debate is prohibited.
- All comments will be directed to the Board of Supervisors as a body.
- Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the Board and the staff. Statements, which are demeaning or inappropriate, shall be ruled out of order.
- In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial Public Hearing will be the first to speak at the continued hearing.
- Speakers are requested to leave written statements and/or comments with the County Administrator.
- The Board shall have the discretion to act on a matter appearing on a public hearing; or the Board, by majority vote, may defer the matter to the next regular meeting of the Board. It shall be the policy of the Board to leave the record open to receive written comments following a public hearing up until the time that a vote is taken.

#### Board Comments

This time is generally used for individual Board members to share information with other members of the Board and public. Items presented under this heading requiring action will be for a future meeting agenda or to request additional information from staff members. No matter presented under this Meeting Agenda section shall be acted upon at the meeting at which the matter is presented unless it is the unanimous consensus of the Board that the matter be put on the floor for action. Prior to the Meeting Agenda being prepared, members of the Board are encouraged to contact the County Administrator and have their matter included (set out) under this section on the Meeting Agenda. The County Administrator shall prepare a memorandum and/or provide supporting information when possible that will inform other members of the Board of the particulars pertaining to the matter.

#### Board Information, Calendar & Reminders

These sections of the Meeting Agenda are intended for the distribution of various types of information, including but not limited to announcements, reports, correspondence, meeting minutes, documents and other printed material of general interest to the Board, and for presentation and review of the schedule of upcoming Board meetings and other events. Board members, County Administrator and County Attorney may draw attention to and/or address questions concerning such informational materials.

#### Adjournment of Meetings

Regular meetings of the Board shall adjourn no later than 10:30 p.m. If the Board desires to extend a regular meeting, a motion unanimously adopted by the members present shall be required. Any items not acted on prior to the 10:30 deadline shall be deferred to the next regular meeting of the Board. No time limit shall apply to special meetings of the Board.

#### **SECTION F: RECONSIDERATION OF MOTIONS**

The Board may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Board and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Board member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit.

#### **SECTION G: CONDUCT OF THE PUBLIC**

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the

Board will permit no behavior which is not in keeping with this policy. Prohibited conduct at meetings shall include:

1. Campaigning for public office
2. Soliciting of funds
3. Promoting private business ventures
4. Using profanity, vulgar language or gestures
5. Using language which insults or demeans any person or which, when directed at a public official or employee is not related to his official duties
6. Making non-germane or frivolous statements
7. Discussions of a sectarian or partisan nature
8. Smoking or eating in the Board Room
9. Addressing question or statements to anyone other than the Chairman (Questions shall be presented to the Chairman, who will, at their discretion, solicit a response from the appropriate board or staff member.)
10. Standing in the back or side isles of the Board Room as long as there are sufficient seats available (except for law enforcement personnel).
11. Persons in attendance at the meeting addressing the Board while members of the Board are considering any motion, resolution or ordinance preliminary to a vote on the same, except at the discretion of the Chairman.
12. Any persons addressing comments or questions to someone other than the Chairman.
13. Wearing hats, caps or other types of headgear.
14. Applause is permitted only during presentation, awards, proclamations and special recognition periods.

The Chairman shall preserve order and decorum at all meetings. The Chairman may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year either by the Chairman, subject to appeal to the Board or by motion passed by the Board.

## **SECTION H: BOARD COMMITTEES AND APPOINTMENTS**

The Board reserves the right to establish committees, advisory boards and commissions pursuant to Section 15.2-1411 of the Code of Virginia, and to make appointments to various community boards and committees. The standing committees of the Board shall be composed of two (2) Board members, as follows:

"Community Services Committee" - Responsible for review of and reporting to the Board on matters pertaining to the County's overall social, cultural and recreational needs and opportunities, including but not limited to parks, recreation, animal shelter, tourism affairs, and public library services.

"Economic Development Committee" - Responsible for review of and reporting to the Board on matters pertaining to the County's general economic development, public utility services provided by the Bedford Regional Water Authority (BRWA), and intergovernmental relations between the Town of Bedford, City of Lynchburg and surrounding jurisdictions.

"Finance Committee" - Responsible for review of and reporting to the Board on matters pertaining to the County's general financial condition, audit (CAFR) issues, capital budget, debt and fiscal policies, Bedford County Nursing Home financial operations and non-tax revenue needs and opportunities (i.e., County-established fees and charges). Serves as the Board's liaison to the Bedford County School Board.

"Personnel Committee" - Responsible for review of and reporting to the Board on matters pertaining to staffing, compensation, employment benefits and personnel policies pertaining to County central government departments and employees under the Office of County Administrator and (where appropriate) employees of County Constitutional Offices. May fulfill other personnel-related responsibilities as specifically set out in the Bedford County Personnel Manual or by Board resolution.

"Public Safety Committee" - Responsible for review of and reporting to the Board on matters pertaining to career and volunteer firefighting, emergency medical services, emergency communications, and law enforcement organizations and operations serving Bedford County.

"Public Works Committee" - Responsible for review of and reporting to the Board on matters concerning the construction, condition, needs and utilization of County-owned or -maintained buildings and real property assets and solid waste disposal operations of the Bedford County Department of Public Works.

Standing committees continue until dissolved by amendment of the Board Bylaws. The Board Chair shall annually appoint Board members to all standing committees no later than the regular Board meeting immediately following re-adoption of the Board Bylaws. Previous appointments to standing committees shall end at the time a new appointment is made. The Board Chair, at his/her discretion, may replace any Board member from a standing committee with an alternate appointment if conflicts arise with attendance.

The Board Chair at his/her discretion may form and appoint ad-hoc committees consisting of not less than two (2) nor more than three (3) Board members to review and report on matters clearly outside of the purview of the standing committees as set forth herein. The Chair shall publicly announce the formation of ad-hoc committees and appointments thereto at the next regular Board meeting. Ad-hoc committees shall dissolve at such time as their final report to the Board is made, or otherwise be dissolved at the discretion of the Board Chair. In lieu of an ad-hoc committee, the Board by resolution may expand the scope of a standing committee to review and report on matters outside of its purview on a temporary basis, or may amend these Bylaws.

All standing and ad-ho committees of the Board shall be solely advisory in nature, having no authority to unilaterally act or decide upon any matter within its purview unless

specifically authorized by the Board by resolution. Standing committees shall make regular reports concerning their meetings and activities for the preceding month at each first regular monthly Board meeting under the Board Committee Reports Meeting Agenda Item. A Board Committee Report Item may be presented either by a member of the committee or the County Administrator. In the event Board action is required on any matter in which a standing committee has been involved but has not yet reported on, that standing committee shall report to the Board as part of the Action Item on the Board's Meeting Agenda at any regular or special Board meeting.

All meetings of standing and ad-hoc committees shall be open to the public and public notices as to their meetings posted in accordance with Virginia law. Committees may convene in closed meeting to review certain matters in accordance with Virginia law under the advice of the County Attorney. The County Administrator, as Clerk of the Board or his/her designee, may call and shall be responsible for coordination and scheduling of all standing and ad-hoc committee meetings. Any standing or ad-hoc committee member may also call for a committee meeting by notifying the County Administrator, however both committee members must agree to the date and time. In the event only one (1) standing or ad-hoc committee member attends a committee meeting, matters before the committee may be reviewed and discussed but such shall not constitute a formal committee meeting.

The Board shall appoint one Board member annually to the following boards and committees:

Virginia Cooperative Extension

Region 2000 Local Government Council

New River Valley and Roanoke Local Government Councils

Tri-Lakes Administrative Committee

Bedford County Social Services Board

The Board shall appoint one Board member annually as Director of Emergency Services, who shall in turn designate a Coordinator of Emergency Services.

## **SECTION I: MISCELLANEOUS**

### Reserved Area

Only members of the Board, the County Administrator, County Attorney, administrative staff and other persons expressly invited shall be entitled to enter the area behind the Board Dais and adjacent conference room used by the Board for committee meeting, Closed Meetings and the like.

### Press

Cameras from the press shall be limited to the west side of the boardroom adjacent to the record keeper. Members from the press shall not interview the public or staff in the Boardroom while meetings are in session.

Adoption and Amendment

These Bylaws and Rules of Procedure shall be submitted by the Clerk to the Board for review and re-adoption at its annual or organizational meeting and may be amended by majority vote of the entire Board membership. No notice shall be required for the adoption of any amendments. \_

Adopted June 22, 1998  
Amended March 26, 2001  
Amended July 8, 2002  
Amended March 15, 2005  
Amended January 23, 2012  
Amended September 23, 2013  
Amended October 28, 2013  
Amended January 26, 2015  
Amended December 13, 2016  
Amended March 28, 2018