

A regular meeting of the Board of Supervisors of Albemarle County, Virginia, was held on January 07, 2026, at 1:00 p.m. in Lane Auditorium, Second Floor, Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia, 22902.

PRESENT: Ms. Sally A. Duncan, Mr. Ned Gallaway, Ms. Beatrice "Bea" J.S. LaPisto-Kirtley, Ms. Ann H. Mallek, Mr. Frederick "Fred" A. Missel, and Mr. Mike O. D. Pruitt.

ABSENT: none.

OFFICERS PRESENT: County Executive, Jeffrey B. Richardson; County Attorney, Andy Herrick; Clerk, Claudette K. Borgersen; and Senior Deputy Clerk, Travis O. Morris.

Agenda Item No. 1. Call to Order. The meeting was called to order at 1:00 p.m., by the County Executive, Mr. Jeff Richardson.

Mr. Richardson introduced the Albemarle County Police Department Officers present to provide their services at the meeting, Officer Dylan Shifflett and Lieutenant Angela Jamerson.

Agenda Item No. 2. Pledge of Allegiance.
Agenda Item No. 3. Moment of Silence.

Agenda Item No. 4. Election of Chair.

Mr. Richardson said that he would conduct the election of the Chair and open the floor for nominations for the Chair of the Albemarle County Board of Supervisors for 2026.

Ms. Mallek said that she would like to nominate Mr. Gallaway as Chair. Ms. LaPisto-Kirtley seconded the nomination.

Mr. Richardson said that hearing no further nominations, the nominations were now closed.

Mr. Richardson asked for a motion to elect Mr. Gallaway as Chair.

Ms. Mallek moved that the Board of Supervisors elect Supervisor Gallaway as Chair. Ms. LaPisto-Kirtley seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Agenda Item No. 5. Election of Vice-Chair.

Mr. Gallaway opened the floor for nominations for Vice-Chair of the Albemarle County Board of Supervisors for 2026.

Ms. LaPisto-Kirtley said that she would like to nominate Mr. Missel for Vice-Chair. Ms. Mallek seconded the nomination.

Mr. Gallaway said that hearing no additional nominations, nominations were closed.

Ms. LaPisto-Kirtley moved that the Board of Supervisors elect Supervisor Missel as Vice-Chair. Ms. Mallek seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Agenda Item No. 6. Appointment of Clerk and Senior Deputy Clerk.

Mr. Gallaway asked for a motion to appoint Ms. Claudette Borgersen as Clerk for 2026.

Ms. LaPisto-Kirtley moved that the Board of Supervisors appoint Claudette Borgersen as Clerk for 2026. Ms. Mallek seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Ms. Mallek moved that the Board of Supervisors appoint Travis Morris as Senior Deputy Clerk for 2026. Ms. LaPisto-Kirtley seconded the motion.

Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
 NAYS: None.

Agenda Item No. 7. Board 2026 Calendar - Set the Days, Time, and Place for Regular Meetings for Calendar Year 2026 and January 2027.

Mr. Gallaway stated that the Supervisors should all have their calendar sheet in front of them. He noted two changes to the official calendar. First, the time for the February 4 meeting, which was previously recommended to be 10:00 a.m., would be moved to 1:00 p.m. on February 4, which was the Board's normal meeting time. Second, the time for the February 18 meeting would be changed to 3:00 p.m. as the start time. He said that if there were no questions, comments, or concerns about the calendar, he would ask for a motion to adopt the Resolution establishing the days, time, and places for regular meetings for Calendar Year 2026 and January 2027 as amended.

Mr. Missel moved that the Board of Supervisors adopt the Resolution to set the days, time, and places for regular meetings for Calendar Year 2026 and January 2026, as amended. Ms. Mallek seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
 NAYS: None.

**RESOLUTION
 ESTABLISHING THE DAYS, TIME, AND PLACE FOR REGULAR MEETINGS
 FOR CALENDAR YEAR 2026 AND JANUARY 2027**

WHEREAS, *Virginia Code* § 15.2-1416 requires boards of county supervisors to establish the days, times, and places of their regular meetings at their January annual meetings.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Albemarle, Virginia ("Board") that:

1. **Days and Times:** Regular meetings will be held on the days and at the times set forth in the attached schedule, which is adopted by the Board as its official meeting schedule for 2026 and January 2027; and
2. **Place:** Such regular meetings will be held either in the room identified on the attached schedule in the County Office Building at 401 McIntire Road, Charlottesville, Virginia, or using electronic communication means when authorized by law.

BOARD OF SUPERVISORS REGULAR MEETING SCHEDULE FOR 2026

MEETING DATE	MEETING TIME	PLACE (IN COUNTY OFFICE BUILDING, 401 MCINTIRE ROAD, CHARLOTTESVILLE, VIRGINIA)
January 7 (Annual Organizational Meeting)	1:00 p.m.	Lane Auditorium
January 14	4:00 p.m.	Lane Auditorium
January 21	1:00 p.m.	Lane Auditorium
February 4	1:00 p.m.	Lane Auditorium
February 18	1:00 p.m.	Lane Auditorium
February 25	12:00 p.m.	Room 241
March 4	1:00 p.m.	Lane Auditorium
March 9 – Budget Work Session #1	5:00 p.m.	Room 241
March 11 – Budget Work Session #2	5:00 p.m.	Room 241
March 16 – Budget Work Session #3	5:00 p.m.	Room 241
March 18	1:00 p.m.	Lane Auditorium
April 1	1:00 p.m.	Lane Auditorium
April 15	1:00 p.m.	Lane Auditorium
April 22 – Board Sets Tax Rates and Approves FY 27 Budget	5:00 p.m.	Lane Auditorium
May 6	1:00 p.m.	Lane Auditorium
May 20	1:00 p.m.	Lane Auditorium
June 3	1:00 p.m.	Lane Auditorium
June 17	1:00 p.m.	Lane Auditorium
July 15	1:00 p.m.	Lane Auditorium
August 5	1:00 p.m.	Lane Auditorium
August 19	1:00 p.m.	Lane Auditorium
September 2	1:00 p.m.	Lane Auditorium
September 16	1:00 p.m.	Lane Auditorium
October 7	1:00 p.m.	Lane Auditorium

October 21	1:00 p.m.	Lane Auditorium
November 4	1:00 p.m.	Lane Auditorium
November 18	1:00 p.m.	Lane Auditorium
December 2	1:00 p.m.	Lane Auditorium
December 9	1:00 p.m.	Lane Auditorium
January 6, 2027 (Annual Organizational Meeting)	1:00 p.m.	Lane Auditorium
January 13, 2027	1:00 p.m.	Lane Auditorium
January 20, 2027	1:00 p.m.	Lane Auditorium

Agenda Item No. 8. Board Rules, Policies, and Operating Guidelines:
Item No. 8.a. Adoption of 2026 Board Rules of Procedures.

Mr. Gallaway asked if Mr. Herrick would like to address the Board Rules, Policies, and Operating Guidelines.

Andy Herrick, County Attorney, explained that each year at their organizational meeting, the Board adopted or re-adopted the Rules of Procedure and Policies. He said that he had provided the Board with the same rules and policies as adopted last year, but he would be open to amending any if the Board wished.

Mr. Gallaway asked if Board members had any questions or concerns regarding the rules, policies, and guidelines.

Ms. Mallek said that she had previously asked Mr. Herrick about the need to have the word "actual disturbing" included in this language. She said that his response had been that it was in State Code and therefore should be retained. She explained that her concern was that determining whether something was "actual" or not may lead to inconsistency, so it would be simpler to have "disturbing" as the only consideration. She said that she would appreciate any suggestions to match her intent, if possible.

Mr. Herrick said that he had previously indicated to the Board that there were First Amendment concerns with amending Rule 6.F.1.c, specifically on page nine of the proposed rules. He said that to amend this rule, it required that public speakers refrain from engaging in speech or behavior that actually disrupted the meeting. However, he said that there were First Amendment issues with altering this requirement.

Mr. Herrick said that he had provided suggested language that could potentially be used to amend the rule to refer to speech or behavior that "actually disrupts" or "significantly threatens to disrupt" the meeting. He said that he was willing to make this change if the Board wished to do so.

Ms. Mallek said that her understanding was that this referred to an audience member who was disrupting the meeting. She said that since that person had not been recognized to speak, there was not a First Amendment issue in that case. She asked if that was correct.

Mr. Herrick said that this rule specifically pertained to citizen comments during public hearings.

Ms. Mallek asked if the rule addressed the person at the podium, rather than a person in the audience.

Mr. Herrick confirmed that was correct. He said that again, there were First Amendment protections for speakers at public meetings.

Ms. Mallek said that if the rule pertained to the person at the podium, then she would withdraw her question.

Mr. Gallaway said that if there were no further questions or comments, he would ask for a motion to adopt the draft amended Rules of Procedure.

Ms. Mallek moved that the Board of Supervisors adopt the amended Rules of Procedure as drafted in Attachment A. Ms. LaPisto-Kirtley seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Albemarle County Board of Supervisors

Rules of Procedure

Effective January 7, 2026

Rules of Procedure of the Albemarle County Board of Supervisors

1. Introduction

- A. **Purpose.** The purpose of these Rules of Procedure (the “Rules”) is to facilitate the timely, efficient, and orderly conduct of public meetings and decision-making, and they are designed and adopted for the benefit and convenience of the Albemarle County Board of Supervisors (the “Board”).
- B. **Rules Do Not Create Substantive Rights in Others.** The Rules do not create substantive rights in third parties or participants in matters before the Board.
- C. **Compliance with These Rules.** The Rules that are parliamentary in nature are procedural, and not jurisdictional, and the failure of the Board to strictly comply with them does not invalidate any action of the Board. The Rules that implement the requirements of state law are jurisdictional only to the extent that Virginia law makes them so.
- D. **Applicability.** These Rules apply to all meetings of the Board, as those meetings are defined in these Rules.
- E. **Definitions.** The following definitions apply to the administration of these Rules:
 - 1. **Present.** A person is “present” at a meeting when physically attending on the date, and at the time and place, identified for the meeting, or is connected to the meeting by electronic communication means.
 - 2. **Remote Participation.** “Remote participation” means participation by an individual member of the Board by electronic communication means in a public meeting where a quorum of the Board is otherwise physically assembled.

2. Supervisors

- A. **Equal Status.** Except for the additional responsibilities of the Chair provided in Rule 3(A), all Supervisors have equal rights, responsibilities, and authority.
- B. **Decorum.** Each Supervisor will act in a collegial manner and will cooperate and assist in preserving the decorum and order of the meetings.

3. Officers and Their Terms of Office

- A. **Chair.** When present, the Chair presides at all Board meetings during the year for which elected. The Chair has a vote but no veto. The Chair also is the head official for all of the Board’s official functions and for ceremonial purposes. (Virginia Code §§ 15.2-1422 and 15.2-1423)
- B. **Vice-Chair.** If the Chair is absent from a Board meeting, the Vice-Chair, if present, presides at the meeting. The Vice-Chair also discharges the duties of the Chair during the Chair’s absence or disability. (Virginia Code § 15.2-1422)

- C. **Acting Chair in Absence of Chair and Vice-Chair.** If the Chair and Vice Chair are absent from any meeting, a present Supervisor must be chosen to act as Chair.
- D. **Term of Office.** The Chair and Vice-Chair shall each be elected to serve for a term of one calendar year, but either or both may be re-elected for one or more additional terms. Such officers shall serve until their successors have been elected and qualify. (Virginia Code § 15.2-1422)
- E. **References to the Chair.** All references in these Rules to the *Chair* include the Vice-Chair or any other Supervisor when the Vice-Chair or any other Supervisor is acting as the Chair.

4. **Meetings**

- A. **Annual Meeting.** The *Annual Meeting* is the first meeting in January held after the newly elected Supervisors qualify for the office by taking the oath and meeting any other requirements of State law, and the first meeting held in January of each succeeding year. At the Annual Meeting, the Board:
 - 1. **Elect Officers.** Elects a Chair and a Vice-Chair.
 - 2. **Designate Clerks.** Designates a Clerk of the Board ("Clerk") and one or more Deputy Clerks who serve at the pleasure of the Board, and who have the duties stated in Virginia Code § 15.2-1539 and any additional duties set forth in resolutions of the Board as adopted from time to time. (Virginia Code § 15.2-1416)
 - 3. **Establish Schedule for Regular Meetings.** Establishes the days, time, and place of regular meetings. (Virginia Code § 15.2-1416)
 - 4. **Adopt Rules and Policies.** Adopts Rules of Procedure and Policies that will apply in the calendar year, subject to amendment under Rule 12.
- B. **Regular Meetings.** *Regular Meetings* are those meetings established at the *Annual Meeting* to occur on specified days and at specified times and places, with instructions for how the public may connect to the meeting by electronic communication means.
 - 1. **Regular Meeting Falling on a Holiday.** If any day established as a Regular Meeting day falls on a legal holiday, the meeting scheduled for that day will be held on the next regular business day without action of any kind by the Board. (Virginia Code § 15.2-1416)
 - 2. **Adjourning a Regular Meeting.** Without further public notice, the Board may adjourn a Regular Meeting from day to day, from time to time, or from place to place, but not beyond the time fixed for the next Regular Meeting, until the business of the Board is complete. (Virginia Code § 15.2-1416) If a quorum was not established or was lost during the meeting, the Supervisors present may only adjourn the meeting (See also Rules 7(B), (C), and (D)).
 - 3. **Continuing a Regular Meeting When Weather or Other Conditions Create a Hazard.** If the Chair finds and declares that weather or other conditions are hazardous for Supervisors to physically attend a Regular Meeting, prevent one or more Supervisors from being present at a meeting, or prevent a reasonably significant portion of the public from being present at a meeting considering, among other things, the items on the agenda, the meeting must be continued to the next Wednesday (one week after the date of the

continued Regular Meeting). The Chair's finding, and the continuation of the meeting, must be communicated by the Chair or the Clerk to the other Supervisors and to the general news media as promptly as possible. All hearings and other matters previously advertised will be conducted at the continued meeting and no further advertisement is required. (Virginia Code § 15.2-1416)

4. **Establishing a Different Day, Time, Place, and Instructions.** After the Annual Meeting, the Board may establish for Regular Meetings different days, times, places, and instructions for how the public may connect to the meeting by electronic communication means by adopting a resolution to that effect. (Virginia Code § 15.2-1416)
- C. **Special Meetings.** A *Special Meeting* is a meeting that is not a Regular Meeting. The Board may hold Special Meetings as it deems necessary at times and places that it deems convenient. (Virginia Code § 15.2-1417)
 1. **Calling and Requesting a Special Meeting.** A Special Meeting may be called by the Chair or requested by two or more Supervisors. The call or request must be made to the Clerk and shall specify the matters to be considered at the meeting. (Virginia Code § 15.2-1418)
 2. **Duty of Clerk to Provide Notice; When Notice May Be Waived.** Upon receipt of a call or request, the Clerk, after consultation with the Chair, must immediately notify each Supervisor, the County Executive, and the County Attorney about the Special Meeting. The notice must be in writing and be delivered to each Supervisor, the County Executive, and the County Attorney at their place of residence or business. Notice will be provided by email to each Supervisor's County email address. The notice may be waived if all Supervisors are present at the Special Meeting or if all Supervisors sign a waiver of the notice. (Virginia Code § 15.2-1418) An email from the Supervisor to the Clerk waiving notice satisfies this requirement. The Clerk must also notify the general news media about the Special Meeting.
 3. **Contents of the Notice Provided by the Clerk.** The notice provided by the Clerk must state the date, time, and place (if applicable) of the meeting, provide instructions for how the public may connect to the meeting by electronic communication means, and specify the matters to be considered.
 4. **Matters That May Be Considered.** Only those matters specified in the notice may be considered at a Special Meeting unless all Supervisors are present. (Virginia Code § 15.2-1418)
 5. **Adjourning a Special Meeting.** A Special Meeting may be adjourned from time to time as the Board finds necessary and convenient to complete the business of those matters identified in the notice of the Special Meeting. (Virginia Code § 15.2-1417) If a quorum was not established or was lost during the meeting, the Supervisors present may only adjourn the meeting (See also Rules 7(B), (C), and (D)).

5. Order of Business for Regular Meetings

- A. **Establishing the Agenda.** The Clerk must establish the agenda for all Regular Meetings in consultation with the County Executive and the Chair. The County Executive and the Clerk will then review the agenda with the Chair and the Vice Chair before the meeting. The Clerk sets the order of business as provided in Rule 5(B), provided that the Clerk may modify the order of

business to facilitate the business of the Board. The draft agenda must be provided to the Board at least six days before the Regular Meeting date.

1. **Resolutions, Proclamations, or Recognitions Proposed by Supervisors.** Resolutions, proclamations, or recognitions may be proposed by a Supervisor requesting the Board to take a position on an issue of importance to the Board, to make a proclamation, or to recognize a person.
 - a. **Initial Notice by Supervisor.** A Supervisor requesting the Board to adopt a resolution, proclamation, or recognition should give notice of the intent to request action on the resolution, proclamation, or recognition on a specified meeting date and submit a draft of the proposed resolution, proclamation, or recognition.
 - b. **When Request Must be Made.** The request must be made at least seven days before the meeting at which the resolution, proclamation, or recognition may be considered.
 - c. **Distributing the Draft Resolution, Proclamation, or Recognition to Supervisors for Comments.** The Clerk will distribute the draft resolution, proclamation, or recognition with background information, if available, to all Supervisors. Any Supervisor may submit proposed changes to the proposed resolution, proclamation, or recognition to the Clerk in a redline format. The Clerk must forward all comments received from any Supervisor to the Board.
 - d. **Preparing the Resolution, Proclamation, or Recognition.** The Supervisor requesting the resolution, proclamation, or recognition will then coordinate with the Clerk to prepare a resolution, proclamation, or recognition for consideration by the Board.
 - e. **Adding the Resolution, Proclamation, or Recognition to the Agenda.** The Clerk will then poll the Supervisors to determine if a majority of the Supervisors supports adding the resolution, proclamation, or recognition to the agenda for consideration. Subject to the following, if a majority of the Supervisors indicates support for considering the resolution, proclamation, or recognition, it will be added to the proposed final agenda:
 - i. **Unanimous Support for Resolution, Proclamation, or Recognition.** If all Supervisors indicate support for the resolution, proclamation, or recognition, it may be placed on the proposed consent agenda unless any Supervisor requests otherwise.
 - ii. **No Recipient of Resolution, Proclamation, or Recognition.** If no person has been identified to receive the resolution, proclamation, or recognition at the meeting of the Board during which the resolution, proclamation, or recognition will be considered, it will be placed on the consent agenda unless any Supervisor requests otherwise.
 - f. **Proclamations and Recognitions Proposed by Residents.** Proclamations and recognitions proposed by residents are subject to Rule 5(A)(3).
2. **Items Other Than Resolutions, Proclamations, and Recognitions Proposed To Be Added to the Clerk's Draft Agenda.**
 - a. **By Supervisors.** Any Supervisor may propose to add items, other than items subject

- a. **Public Hearing May Not Be Advertised Until Final Documents Are Received.** A public hearing for a zoning map amendment may not be advertised until all final documents for a zoning application have been received by the County and are available for public review. To satisfy this requirement, applicants should provide final plans, final codes of development, final proffers, and any other documents deemed necessary by the Director of Community Development to the County so that they are received no later than two business days before the County's deadline for submitting the public hearing advertisement to the newspaper. Staff will advise applicants of this date by including it in annual schedules for applications and by providing each applicant a minimum of two weeks' advance notice of the deadline.
 - b. **Effect of Failure to Timely Receive Final Documents.** If the County does not timely receive the required final documents, the public hearing will not be advertised or placed on the agenda. If the matter is not advertised, a new public hearing date must be scheduled.
 - c. **Receipt of Final Signed Proffers.** Final signed proffers must be received by the County no later than nine calendar days before the date of the advertised public hearing. This Rule is not intended to prevent changes from being made to proffers resulting from comments received from the public or from Supervisors at the public hearing.
5. **Public Hearings; Zoning Map Amendments; Deferral at Applicant's Request.** Zoning map amendments advertised for public hearing must be on the agenda for public hearing on the advertised date, provided that an applicant may request a deferral as provided in County Code § 18-33.11.
- B. Order of Business at Regular Meetings.** At Regular Meetings of the Board, the order of business will be generally as follows:
1. Call to Order.
 2. Pledge of Allegiance.
 3. Moment of Silence.
 4. Adoption of the Final Agenda.
 5. Brief Announcements by Supervisors.
 6. Resolutions, Proclamations, and Recognitions.
 7. Public Comment on: Matters Previously Considered or Currently Pending Before the Board (other than Scheduled Public Hearings).
 8. Consent Agenda.
 9. General Business.
 10. Closed Meeting.
 11. Certify Closed Meeting.
 12. Actions Resulting from Closed Meeting.
 13. From the County Executive: Report on Matters Not Listed on the Agenda.
 14. Public Comment on: Matters Previously Considered or Currently Pending Before the Board (Other than Scheduled Public Hearings).
 15. General Business, Including Public Hearings.
 16. From the Board: Committee Reports and Matters Not Listed on the Agenda.
 17. Adjourn.
- C. Closed Meetings.** A *Closed Meeting* is a meeting of the Supervisors that is not open to the public when authorized by the Virginia Freedom of Information Act (Virginia Code § 2.2-3700

et seq.). A Closed Meeting may be held at any point on the agenda, as necessary. Generally, a Closed Meeting will be scheduled either at the midpoint of the agenda or at the end of the agenda prior to adjournment. The Clerk must promptly post and make available for public inspection the motion to convene a Closed Meeting after it is distributed by the County Attorney; provided that: (i) the contents of the motion may be subject to change without further posting or availability; and (ii) the failure of the Clerk to comply with this subsection does not affect the legality of the Closed Meeting.

6. Rules Applicable to the Items of Business on the Agenda

- A. Adoption of the Final Agenda.** *Adoption of the Final Agenda* is the first order of business for a Regular Meeting of the Board. The Board may modify the order of business as part of its adoption of the Final Agenda. The Final Agenda must be adopted by a majority vote of the Supervisors present and voting. No item for action not included on the Final Agenda may be considered at that meeting. Notwithstanding the foregoing, any changes to the Consent Agenda, including removing an item from the Consent Agenda for discussion and separate action, should be made when the Consent Agenda is considered in accordance with Rule 6(E)(3).
- B. Brief Announcements by Supervisors.** *Brief Announcements by Supervisors* are announcements of special events or other items of interest that are not considered committee reports and are not otherwise on the meeting agenda.
- C. Resolutions, Proclamations, and Recognitions.** For purposes of this Rule 6(C), *resolutions* are documents adopted by the Board to take a position on an issue of importance to the Board. *Proclamations* are ceremonial documents adopted by the Board to draw public awareness to a day, week, or month to recognize events, arts and cultural celebrations, or special occasions. *Recognitions* are ceremonial acknowledgements by the Board of a person for service or achievement.
- D. Public Comment on: Matters Previously Considered or Currently Pending Before the Board (Other than Scheduled Public Hearings).** *Public Comment on: Matters Previously Considered or Currently Pending Before the Board (Other than Scheduled Public Hearings)* ("Matters from the Public") allows any member of the public to speak on any matter that was previously considered by the Board or any matter pending before the Board that is not scheduled for public hearing on that day's Board agenda. The following rules apply:
- 1. Number of Speakers.** Up to 10 persons, whether appearing in-person or by electronic communication means, may speak during each Matters from the Public session. The 10 speakers are determined on a first-come, first-served basis, with those persons signing up to speak before the meeting having priority. Only those persons signed up before the Chair or presiding officer opens the Matters from the Public item will be heard.
 - 2. Time.** Each speaker may speak for up to three minutes. Time may not be shared with another speaker.
 - 3. Place.** Each speaker may speak using electronic communication means or, if the speaker physically attends the meeting, must speak from the podium or other location provided for the meeting.

4. **Manner.** In order to allow the Board to efficiently and effectively conduct its business, each speaker may speak at only one Matters from the Public session at each meeting, must address only the Board, and must not engage in speech or other behavior that actually disrupts the meeting. The speaker may include a visual or audio presentation, provided that the presentation is received by the Clerk at least 48 hours before the Matters from the Public session at which the speaker plans to speak.
- E. Consent Agenda.** The *Consent Agenda* is for items for action that do not require discussion or comment and are anticipated to have the unanimous approval of the Board, and for items provided for the Board's information.
1. **Questions to Staff.** Supervisors should ask the County Executive or the staff member identified in the executive summary any questions regarding a Consent Agenda item before the Board meeting.
 2. **Discussion and Comment.** There should be either no discussion or comment or only a brief discussion or comment on Consent Agenda items at the meeting except as provided in Rule 6(E)(3).
 3. **Removing an Item from the Consent Agenda.** Any Supervisor may remove an item from the Consent Agenda at the time the Consent Agenda is being considered for adoption. Any item removed from the Consent Agenda should be moved to a specific time or to the end of the meeting agenda for further discussion or action. However, an item removed from the Consent Agenda requiring only brief comment or discussion may be considered immediately after the approval of the Consent Agenda, if necessary. A Supervisor who intends to remove an item from the Consent Agenda will endeavor to notify the Clerk of the Supervisor's intention at least two days prior to the Regular Meeting date.
 4. **Effect of Approval of the Consent Agenda.** A successful motion to approve the Consent Agenda approves those Consent Agenda items identified for action and accepts Consent Agenda items identified for information.
- F. General Business.** *General Business* includes public hearings, work sessions, appointments, and other actions, discussions, and presentations.
1. **Public Hearings.** The Board may not decide any item before the Board requiring a public hearing until the public hearing has been held. The Board may, however, at its discretion, defer or continue the public hearing or consideration of the item. The procedures for receiving a presentation from the applicant and comments from members of the public are at the discretion of the Board provided that they satisfy all minimum legal requirements. However, unless otherwise decided by a majority of the Supervisors present during a particular public hearing, the following rules apply:
 - a. **Time.** The applicant is permitted up to 10 minutes to present its application; provided, when as a matter of convenience the Board determines to combine related public hearings, the applicant is permitted an additional five minutes for each additional application, with the total time to be managed by the applicant, in the applicant's discretion, to present all applications. Following the applicant's presentation, any member of the public is permitted to speak once for up to three minutes on the item; provided, when the Board combines related public hearings, a member of the public is permitted an additional one and one-half minutes for each additional application. Time may not be shared with another member of the public. Following comments by members of the public, the applicant is permitted up to five minutes for a rebuttal

presentation; provided, when the Board combines related public hearings, the applicant is permitted an additional two and one-half minutes for each additional application.

b. **Place.** The applicant and each member of the public presenting and speaking may speak using electronic communication means or, if the speaker physically attends the meeting, must speak from the podium or other location provided for the meeting.

c. **Manner.** In order to allow the Board to efficiently and effectively conduct its business, each speaker must address only the Board, speak to issues that are relevant to the item for which the public hearing is being held, and not engage in speech or other behavior that actually disrupts the meeting. The applicant and its representatives may include a visual or audio presentation. Any other speaker may also include a visual or audio presentation, provided that the presentation is received by the Clerk at least 48 hours before the time scheduled for the public hearing.

2. **Public Hearings; Zoning Map Amendments; Applicant's Documents Not Available During Advertisement Period.** If the public hearing is held without the applicant's final documents being available for review throughout the advertisement period because substantial revisions or amendments are made to the submitted documents after the public hearing has been advertised, or for any other reason, it is the policy of the Board to either defer action and schedule a second public hearing that provides this opportunity to the public or to deny the application. In deciding whether to defer action or to deny the application, the Board must consider whether deferral or denial would be in the public interest or would forward the purposes of this policy.

3. **Action Items on Deferred Matters Not Listed on the Agenda for Public Hearing When Public Hearing Previously Held.** On any matter before the Board for action that is not listed on the agenda for public hearing and was previously deferred after the close of a public hearing, the following rules apply:

a. **Time.** The applicant is permitted up to seven minutes to present its application; provided, when as a matter of convenience the Board determines to combine related action items, the applicant is permitted an additional three minutes for each additional application, with the total time to be managed by the applicant, in the applicant's discretion, to present all applications. Following the applicant's presentation, any member of the public is permitted to speak once for up to two minutes on the item; provided, when the Board combines related action items, a member of the public is permitted an additional one and one-half minutes for each additional application. Time may not be shared with another member of the public. Following comments by members of the public, the applicant is permitted up to five minutes for a rebuttal presentation; provided, when the Board combines related action items, the applicant is permitted an additional two and one-half minutes for each additional application.

b. **Place and Manner.** The place and manner rules in Rule 6(F)(1)(b) and (c) apply.

G. **Report from the County Executive.** The *Report from the County Executive* is a report on matters that the County Executive deems should be brought to the Board's attention and provide updates, if necessary, to the monthly County Executive's Report.

H. **From the Board: Committee Reports and Matters Not Listed on the Agenda.** *From the Board: Committee Reports and Matters Not Listed on the Agenda* is limited to matters that are not substantial enough to be considered as agenda items to be added to the Final Agenda. Reports include routine committee reports and information updates by Supervisors. Any

matters discussed during this part of the agenda may not be acted upon by the Board at that meeting.

7. Quorum

- A. Establishing a Quorum.** A quorum for any meeting of the Board is a majority of the members of the Board present, except as provided in Rule 7(B)(2). (Virginia Code § 15.2-1415)
- B. Quorum Required to Act; Exceptions.** The Board may take valid actions only if a quorum is present. (Virginia Code § 15.2-1415) There are two exceptions:
1. **Quorum Not Established; Adjournment.** If a quorum is not established, the only action the Supervisors present may take is to adjourn the meeting.
 2. **Quorum Not Established or Lost Because of a Conflict of Interests; Special Rule.** If a quorum cannot be established or is lost because one or more Supervisors are disqualified from participating in an item because of a conflict of interests under the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3100 *et seq.*), the remaining Supervisors are a quorum, and they may conduct the business of the Board.
- C. Loss of Quorum During Meeting.** If a quorum was established but during a meeting the quorum is lost, the only action the Supervisors present may take is to adjourn the meeting. If prior to adjournment the quorum is again established, the meeting shall continue. (Virginia Code § 15.2-1415)
- D. Quorum Required to Adjourn Meeting to Future Day and Time.** A majority of the Supervisors present at the time and place established for any regular or special meeting is a quorum for the purpose of adjourning the meeting from day to day or from time to time, but not beyond the time fixed for the next regular meeting.

8. Remote Participation

A. Applicability of Policy.

1. **Purposes.** Pursuant to Virginia Code § 2.2-3708.3, the following policy (a) describes the circumstances under which remote participation will be allowed and the process the Board will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and (b) fixes the number of times remote participation for personal matters can be used per calendar year, not to exceed the limitations set forth in Virginia Code § 2.2-3708.3(B)(4).
 2. **Application.** This policy will be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the Supervisor(s) requesting remote participation or the matters that will be considered or voted on at the meeting.
 3. **Adoption on Behalf of Other County Entities.** This policy is also adopted on behalf of any committee, subcommittee, or other entity (however designated) of the Board empowered to perform delegated functions of the Board or to advise the Board and applies to remote participation by members of any such committee, subcommittee, or other entity.
- B. Non-Emergency Individual Participation.** Except as provided in Rule 8(C) below, Supervisors may use remote participation instead of attending a public meeting in person only pursuant to and in compliance with the following rules:

1. **Grounds for Remote Participation; Advance Notice of the Chair.** Individual Supervisors may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the Supervisor notifies the Chair that:
 - a. **Personal Medical Condition.** The Supervisor has a temporary or permanent disability or other medical condition that prevents the Supervisor's physical attendance;
 - b. **Family Member's Medical Condition.** A medical condition of a member of the Supervisor's family requires the Supervisor to provide care that prevents the Supervisor's physical attendance;
 - c. **Distant Meeting Location.** The Supervisor's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - d. **Identified Personal Matter; Limitation on Use.** The Supervisor is unable to attend the meeting due to a personal matter (such as a family event or business commitment) and identifies with specificity the nature of the personal matter. However, the Supervisor may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
2. **Minutes.** If participation by a Supervisor through electronic communication means is approved pursuant to this Rule, the Board shall record in its minutes the remote location from which the Supervisor participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.
 - a. **Medical Condition.** If participation is approved pursuant to Rule 8(B)(1)(a) or 8(B)(1)(b), the Board shall also include in its minutes the fact that the Supervisor participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the Supervisor's physical attendance or (ii) family member's medical condition that required the Supervisor to provide care for such family member, thereby preventing the Supervisor's physical attendance.
 - b. **Distant Meeting Location.** If participation is approved pursuant to Rule 8(B)(1)(c), the Board shall also include in its minutes the fact that the Supervisor participated through electronic communication means due to the distance between the Supervisor's principal residence and the meeting location.
 - c. **Identified Personal Matter.** If participation is approved pursuant to Rule 8(B)(1)(d), the Board shall also include in its minutes the specific nature of the personal matter cited by the Supervisor.
 - d. **Disapproval.** If a Supervisor's participation from a remote location pursuant to Rule 8(B) is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
3. **When Chair Requests to Participate Electronically.** In the event the Chair seeks to participate through electronic communication means from a remote location, the Chair must notify the Vice-Chair or other presiding officer and should notify the Clerk on or before the day of the meeting.

4. **Audibility of Absent Supervisor.** The Clerk will arrange for the voice of the absent Supervisor to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent Supervisor cannot reasonably be heard, the meeting may continue without the participation of the absent Supervisor.

C. **During a Declared Emergency or When a Continuity of Government Ordinance is in Effect.** The Board may meet by electronic communication means without a quorum of the Board physically assembled at one location when a state of emergency is declared pursuant to Virginia Code § 44-146.17 or a local emergency is declared pursuant to Virginia Code § 44-246.21, subject to the provisions and requirements of Virginia Code § 2.2-3708.2. The Board also may meet by electronic communication means when an ordinance adopted pursuant to Virginia Code § 15.2-1413 to ensure the continuity of County government is in effect. (Virginia Code § 2.2-3708.2 and § 2.2-3708.3)

9. **Conducting the Business of the Board**

A. **Enable Efficient and Effective Conduct of Business.** Meetings will be conducted in a manner that allows the Board to efficiently and effectively conduct its business, without actual disruptions.

B. **Minimizing Disruptions.** To minimize actual disruptions at meetings:

1. **Speakers.** While speaking during public hearings, members of the public must comply with Rule 6(F)(1). While speaking at all other times during Board meetings (including but not limited to Matters from the Public), members of the public must comply with Rule 6(D).

2. **Persons Physically Attending the Meeting.** Any person physically attending a meeting must comply with the following:

a. **Sounds.** Persons may not clap or make sounds in support of or in opposition to any matter during the meeting, except to applaud during the Resolutions, Proclamations, and Recognitions portion of the meeting. Instead of making sounds, persons who are not speaking at the podium or other location provided for the meeting are encouraged to raise their hands to indicate their support or opposition to any item during the meeting. Cell phones and other electronic devices must be muted.

b. **Other Behavior.** Persons may not act in a manner, make sounds, or both, that actually disrupts the Board meeting.

c. **Signs.** Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons physically attending the meeting.

C. **Guidelines Stated on the Final Agenda.** The Guidelines stated on the Final Agenda apply during each Board meeting. The Board may amend the Guidelines from time to time without amending these Rules provided that the Guidelines are consistent with these Rules.

D. **Chair May Maintain Order.** The Chair is to maintain order of the meeting, including the following:

1. **Controlling Disruptive Behavior of Persons Physically Attending the Meeting.** The Chair may ask any person physically attending a meeting whose behavior is so disruptive as to prevent the orderly conduct of the meeting to cease the conduct. If the conduct

continues, the Chair may ask the Clerk to silence the audio of that person and may order the removal of that person from the meeting.

2. **Controlling Disruptive Behavior of Persons Participating Through Electronic Communication Means.** The Chair may ask any person participating in a meeting through electronic communication means whose behavior is so disruptive as to prevent the orderly conduct of the meeting to cease the conduct. If the conduct continues, the Chair may ask the Clerk to silence the audio and hide the video of that person.

10. Motion and Voting Procedures

- A. **Action by Motion Followed by a Vote.** Except as provided in Rule 10(B)(2), any action by the Board must be initiated by a motion properly made by a Supervisor and followed by a vote, as provided below:
 1. **Motion Must Be Seconded; Exception.** Each action by the Board must be initiated by a motion that is seconded; provided that a second is not required if debate immediately follows the motion. Any motion that is neither seconded nor immediately followed by debate may not be further considered.
 2. **Voting and Recording the Vote.** The vote on any motion must be by a voice vote. The Clerk must record the name of each Supervisor voting and how each Supervisor voted on the motion.
 3. **Required Vote. Generally Required Vote for Specific Items.** Each action by the Board must be made by the affirmative vote of *a majority of the Supervisors present and voting* on the motion; provided that an affirmative vote of *a majority of all elected Supervisors* of the Board is required to approve an ordinance or resolution concerning the following:
 - a. **Appropriations.** Appropriating money exceeding the sum of \$500.
 - b. **Taxes.** Imposing taxes.
 - c. **Borrowing.** Authorizing money to be borrowed. (Article VII, § 7, Virginia Constitution; Virginia Code §§ 15.2-1420, 15.2-1427, 15.2-1428)
 4. **Tie Vote.** A tie vote defeats the motion voted upon. A tie vote on a motion to approve is deemed a denial of the item being proposed for approval. A tie vote on a motion to deny is not deemed an approval of the item being proposed for denial, and another motion may be made.
 5. **Abstention.** Any Supervisor who will abstain from voting on any motion must declare the abstention before the vote is taken and state the grounds for abstaining. The abstention must be recorded by the Clerk.
- B. **Motion and Vote Required to Act; Exception.** The Board acts on matters as follows:
 1. **Motion and Vote Required.** Any action by the Board to adopt an ordinance or a resolution, and any other action when a motion is required by law or by these Rules, must be made by a motion followed by a vote.
 2. **Motion and Vote Not Required; Unanimous Consent.** On any item in which the Board is not adopting an ordinance or a resolution, or for which a motion and a recorded vote is not

otherwise required by law, the Board may make a decision by unanimous consent. This procedure is appropriate, for example, to provide direction to County staff on an item.

C. Other Motions.

1. **Motion to Amend.** A *motion to amend* a motion properly pending before the Board may be made by any Supervisor. Upon a proper second, the motion to amend must be discussed and voted on by the Board before any vote is taken on the original motion unless the motion to amend is accepted by both Supervisors making and seconding the original motion, respectively. If the motion to amend is approved, the amended motion is then before the Board for its consideration. If the motion to amend is not approved, the original motion is again before the Board for its consideration.
2. **Motion to Call the Question.** The discussion of any motion may be terminated by any Supervisor making a *motion to call the question*. Upon a proper second, the Chair must call for a vote on the motion to call the question without debate on the motion itself, and the motion takes precedence over any other item. If the motion is approved, the Chair must immediately call for a vote on the original motion under consideration.
3. **Motion to Reconsider.** Any decision made by the Board may be reconsidered if a *motion to reconsider* is made at the same meeting or an adjourned meeting held on the same day at which the item was decided. The motion to reconsider may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to reconsider, if approved, is to place the item for discussion in the exact position it occupied before it was voted upon.
4. **Motion to Rescind.** Any decision made by the Board, except for decisions on zoning map amendments, special use permits, special exceptions, and ordinances, may be rescinded by a majority vote of all elected Supervisors. The *motion to rescind* may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to rescind, if approved, is to nullify the previous decision of the Board. Decisions on zoning map amendments, special use permits, special exceptions, and ordinances may be rescinded or repealed only upon meeting all of the legal requirements necessary for taking action on the items as if it was a new item before the Board for consideration; otherwise, decisions on zoning map amendments, special use permits, special exceptions, and ordinances are eligible for reconsideration as provided in Rule 10(C)(3).

11. Other Rules: Robert's Rules of Order Procedure in Small Boards

Procedural rules that are not addressed by these Rules are governed by *Robert's Rules of Order Procedure in Small Boards*, which provide:

- A. **Not Required to Obtain the Floor.** Supervisors are not required to obtain the floor before making motions or speaking, which they can do while seated.
- B. **No Limitation on the Number of Times a Supervisor May Speak.** There is no limitation on the number of times a Supervisor may speak to a question, and motions to call the question or to limit debate generally should not be entertained.
- C. **Informal Discussion.** Informal discussion of a subject is permitted while no motion is pending.

D. Chair: Putting the Question to a Vote. The Chair need not rise while putting questions to vote.

E. Chair: Speaking During Discussion. The Chair may speak in discussion without rising or leaving the chair, and, subject to rule or custom of the Board (which should be uniformly followed regardless of how many Supervisors are present), the Chair usually may make motions and usually votes on all questions.

12. Amending the Rules of Procedure

These Rules may be amended only as follows:

A. Rules Eligible for Amendment. Any Rule may be amended.

B. Procedure to Amend. The Board may amend any Rule by any of the following procedures:

- 1. Notice Followed by Action at Next Regular Meeting.** A Supervisor provides notice of an intention to amend the Rules to the other Supervisors present at a Regular Meeting, followed by a majority vote of the Supervisors present and voting to amend the Rules at the next Regular Meeting.
 - 2. Notice Followed by Action at Later Regular Meeting.** A Supervisor provides notice of an intention to amend the Rules to the other Supervisors present at a Regular Meeting and requests that the proposed amendment be considered at a meeting other than the next Regular Meeting; at the same meeting, a majority of the Supervisors present and voting establish the later Regular Meeting date at which the proposed amendment will be considered; followed by a majority vote of the Supervisors present and voting to amend the Rules at the Regular Meeting.
 - 3. By Supermajority Vote.** A proposed motion to amend is added to the Final Agenda at any Regular Meeting; at the same meeting, five or more Supervisors vote to amend the Rules. This procedure should be used only to make minor technical amendments deemed to be necessary to allow the Board to efficiently and effectively conduct its business.
- C. Motion.** The motion to amend a Rule may be made by any Supervisor. Upon a proper second, the motion must be discussed and voted on. In deciding whether and how to amend a Rule, the Board will consider that Rules 3, 4, 6(D), 6(F)(1)(a) through (c), 7, 8, 9(B), 10(A)(3), and 10(B)(1) address statutory or constitutional requirements.
- D. Limitation on the Effect of an Amendment.** The Board's approval of a motion to amend one or more Rules does not permit the Board to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

13. Suspending the Rules of Procedure

These Rules may be suspended only as follows:

- A. Rules Eligible to be Suspended.** Rules 1, 2, 5, 6, 9(A), 10 (except for Rules 10(A)(3) and 10(B)(1)), 11, and 12 may be suspended.
- B. Procedure to Suspend, Generally.** Any Rule eligible for suspension may be suspended by a majority plus one vote of the Supervisors present and voting. The motion to suspend a

Rule may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on. The effect of the motion to suspend a Rule, if approved, is to make that Rule inapplicable to the item before the Board.

- C. Suspending Rules Pertaining to Motions When There is Uncertainty as to Status or Effect.** If one or more motions have been made on an item, and there is uncertainty as to the status or effect of any pending motions or how the Board is to proceed at that point, the Board may, by a majority vote of the Supervisors present and voting, suspend the Rules in Rule 10 for the sole purpose of canceling any pending motions and to permit a new motion to be made. The motion to suspend a Rule pertaining to any pending motions may be made by any Supervisor. Upon a proper second, the motion may be discussed and voted on.
- D. Limitation on Effect of Suspended Rules.** The Board's approval of a motion to suspend one or more Rules does not permit the Board to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

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(Adopted 2-15-73; Amended and/or Readopted 9-5-74, 9-18-75; 2-19-76; 1-3-77; 1-4-78; 1-3-79; 1-2-80; 1-7-81; 1-6-82; 1-5-83; 1-3-84; 1-2-85; 1-3-86; 1-7-87; 1-6-88; 1-4-89; 1-2-90; 1-2-91; 1-2-92; 1-6-93; 1-5-94; 1-4-95; 1-3-96; 1-2-97; 1-7-98; 1-6-99; 1-5-2000; 1-3-2001; 1-9-2002; 1-8-2003; 1-7-2004; 1-5-2005; 1-4-2006; 1-3-2007; 1-9-2008; 1-7-2009; 1-6-2010; 1-5-2011; 1-4-2012; 1-09-2013; 1-8-2014; 7-9-2014; 1-7-2015; 1-6-2016; 1-4-2017; 2-8-2017; 1-3-2018; 3-20-2019; 01-08-2020; 9-2-2020; 12-2-2020; 1-6-21; 1-5-22; 4-6-22; 4-20-22; 8-3-22; 1-4-23; 1-3-24; 1-8-25; 1-7-26).

Item No. 8.b. Adoption of Board Policies 2026.

Mr. Gallaway asked if Board members had any questions or concerns regarding the 2026 Board Policies. Hearing none, he asked for a motion to adopt the Policies as drafted in Attachment A.

MOTION: Ms. Mallek moved that the Board of Supervisors adopt the Board Policies 2026. Mr. Missel seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Albemarle County Board of Supervisors

Policies

Re-adopted January 7, 2026

Policies of the Albemarle County Board of Supervisors

1. Travel Reimbursement

Supervisors will be reimbursed travel expenses pursuant to uniform standards and procedures that will allow Supervisors to travel for official County business purposes consistent with the prudent use of County funds as follows:

- A. Routine Travel Expenses.** Supervisors may be reimbursed for the following routine travel expenses at the County's authorized car mileage reimbursement rate, provided there are available funds:
1. **Mileage to Attend Board and Committee Meetings.** Mileage for travel by personal vehicle or other travel costs to scheduled Board meetings and Board committee meetings for committees to which a Supervisor is appointed, from home or work, if a work day, which is not part of routine personal travel. Travel to use the Board's County Office Building office between other personal travel or meetings, is not eligible for reimbursement.
 2. **Mileage to Attend Matters within the Board's Responsibilities.** Mileage for travel by personal vehicle or other travel costs to events reasonably necessary to prepare for matters within the Board's responsibilities (*e.g.*, site visits, informational meetings, local ceremonies to which the Supervisor was invited or that is related to a matter in which the Board or the County has an interest) which is not part of routine personal travel.
 3. **Mileage to Attend Parades and Other Community Gatherings.** Mileage for travel by personal vehicle or other travel costs to parades and other community gatherings, that are not campaign events, to discuss County business.
- B. Additional Travel Expenses.** Supervisors may be reimbursed for the following additional travel expenses, provided there are available funds:
1. **Regional, Statewide, and National Meetings.** All necessary, actual, and reasonable meal, travel, and lodging costs (including gratuity and excluding alcohol) of attending regional, statewide or national meetings at which the Supervisor represents the County, as approved by the Board.
 2. **Legislative or Congressional Hearings.** All necessary, actual, and reasonable meal, travel, and lodging costs (including gratuity and excluding alcohol) of attending legislative or congressional hearings relating to official County business.
- C. Matters for Which Supervisors will not be Reimbursed.** Supervisors will not be reimbursed for the following travel expenses:
1. **Political Events.** Travel to events which are political in nature (*i.e.*, campaign or partisan events).
 2. **Personal Expenses.** Personal expenses incurred during travel.
 3. **Travel Not Part of Duties.** Other travel which is not part of the statutory governmental duties of the Board of Supervisors that are not provided for in Subsections (C)(1) or (C)(2).
- D. Implementation.** This policy will be applied and overseen in the following manner:
1. **Reimbursement Requests.** Reimbursement requests shall be made in writing on forms

provided by the Clerk of the Board (the "Clerk") and shall itemize the date, number of miles of travel, and purpose of the meeting. Mileage for use of a personal vehicle shall be reimbursed at the County's authorized car mileage reimbursement rate. Other reimbursements shall be for the amount of costs expended and shall be documented by receipts for actual amounts paid.

2. **Clerk Review.** The Clerk, or their designee, will review all travel reimbursement requests and the Chief Financial Officer will approve all travel reimbursement requests prior to reimbursement. No payment will be made for incomplete submissions or information.
3. **Exhaustion of Funds.** When all allocated funds for Board reimbursements have been expended, there will be no further reimbursement for that fiscal year unless the Board appropriates additional funding.

2. Supervisors Appointed to Boards, Committees, and Commissions

The Board appoints its members to a variety of boards, committees, and commissions to represent the interests of the Board on those bodies. It is important that the Board have confidence that its policies and positions are being reflected in that representation.

- A. **Voting Representatives.** Supervisors who are appointed to boards, committees, and commissions are required to vote on matters that come before those bodies in a manner which is consistent with the policies and positions of the Board as reflected in previously adopted resolutions or official actions of the Board on those matters.
- B. **Non-Voting Liaison Representatives.** Supervisors who are appointed to boards, committees, and commissions as non-voting liaisons are to act as a resource for the board, committee, or commission and are to report to the Board on the activities of the board, committee, or commission.
- C. **Alternates.** Supervisors may serve as alternates for the Board-appointed voting representatives or liaison representatives when the representative is unable to attend a meeting. The organizational documents for the board, committee, or commission must allow alternates to be appointed. Any alternate must be appointed by the Board to serve as an alternate for the particular board, committee, or commission.

3. Boards, Commissions, and Committees

A. Review and Creation of Boards, Commissions, and Committees are as Follows:

1. **Annual Report.** By October 1 of each year, all boards, commissions, and committees shall submit a report to the Board covering the prior fiscal year (July 1 to June 30) that includes the key activities that support their mission and a summary of their activities and the attendance of each appointee.
2. **Annual Evaluation.** On an annual basis, the list of active boards, commissions, and committees will be evaluated and purged of all bodies not required by Federal, State, County or other regulations, which have not met at least once during the prior 12-month period.
3. **Combining Functions and Activities.** Whenever possible and appropriate, the functions and activities of boards, commissions, and committees will be combined, rather than encouraging the creation of new bodies.

4. **Short-Term Task Forces and Ad Hoc Committees.** Any newly created task force or ad hoc committee which is intended to serve for a limited duration may be comprised of magisterial or at-large members at the discretion of the Board. The appointment process shall follow that adopted in Section 3(B) for other magisterial and/or at-large positions.

B. Appointments to Boards, Commissions, and Committees

1. **Appointments, Generally.** All appointments to boards, commissions, and committees based upon magisterial district boundaries will be made by the Board. The Board will consider and/or interview candidates recommended by the Supervisor of that district.
2. **Compilation of List of Expired Terms and Vacancies.** Prior to the first regular Board meeting each month, the Clerk will provide the Board a list of expired terms and vacancies that will occur within the next 60 days. The Board will then advise the Clerk which vacancies to advertise.
3. **Advertising Positions.** When the Board advises the Clerk which vacancies to advertise, the Clerk shall, in collaboration with the County's Director of Communications and Public Engagement, distribute notice of the vacancy on any board, commission, or committee through available and appropriate media in order to reach as many citizens as possible. The advertisement shall provide a brief description of the duties and functions of the board, commission, or committee, the length of term of the appointment, the frequency of meetings, the minimum qualifications necessary to fill the position, and the Board's expectations for appointees to attend meetings and to participate in other activities of the board, commission, or committee. An explanation of the appointment process for both magisterial and at-large appointments will also be sent to all applicants.
4. **Application Content.** The application form shall request information in the following areas: (i) the name of the board, commission, or committee to which the applicant seeks to be appointed; (ii) the name, address, and other contact information of the applicant; (iii) employment; (iv) County resident status and resident history; (v) family relationship (natural or legal offspring, parent, grandparent, spouse, or sibling) to any County Supervisor or other officer, employee, or appointee; (vi) education; (vii) offices or memberships in civic, not-for-profit, and similar organizations; (viii) activities and interests; (ix) reasons for seeking to serve on the board, commission, or committee; and (x) how the applicant learned about the vacancy.
5. **Application Period.** All interested applicants will have a minimum of 30 days from the date of the first notice to complete and return to the Clerk a detailed application, with the understanding that the application may be released to the public, if requested. No applications will be accepted if they are received or, if the application is mailed through the United States Postal Service, postmarked after the advertised application deadline; however, the Board, at its discretion, may extend the deadline.
6. **Distribution of Applications.** After the application deadline has passed, the Clerk will distribute all applications received to the Supervisors before the Board meeting at which the applications will be considered. For magisterial appointments, the Clerk will forward applications as they are received to the Supervisor of that district who will then recommend their appointment.
7. **Interviews; Appointments Without Interviews.** From the pool of qualified candidates, the Board, in its discretion, may make an appointment without conducting an interview, or

may select applicants to interview for the vacant positions. The Clerk will then schedule interviews with applicants to be held on the day of a regular or special Board meeting.

8. **Appointments Within 90 Days.** The Board will make all reasonable efforts to interview selected applicants and make appointments within 90 days after the application deadline. For Board-designated agency appointments to boards, commissions, and committees, the Clerk shall ask the agency to recommend a person for appointment by the Board.
 9. **Vacancies Filled as They Occur; Exception.** All vacancies will be filled as they occur, except that vacancies occurring on a Community Advisory Committee will be filled on an annual basis at the time regular terms expire unless there are more than three vacancies on that Committee at the same time and more than three months remaining from the annual appointment date. Except as otherwise provided by law, the terms of citizen members of boards, commissions and committees shall continue, unless such members are otherwise removed, until their successors have been appointed and qualified.
 10. **Appointees Required to File Real Estate Disclosure Form.** As a condition of assuming office, all citizen members of boards, commissions, and committees shall file a real estate disclosure form as set forth in the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3100 *et seq.*) and thereafter shall file the form annually on or before February 1.
 11. **Termination of Appointment for Excessive Absences.** If a member of a board, commission, or committee does not attend and participate in at least 75 percent of that body's meetings, the Chair of the body may request the Board to terminate the appointment, if permitted by applicable law, and refill it during the next scheduled advertising period. If permitted by applicable law, the Board may establish different attendance requirements and procedures to terminate an appointment for excessive absences for a particular board, commission, or committee.
 12. **Appointees to Advisory Bodies Serve at the Pleasure of the Board.** Any person appointed by the Board to an advisory board, commission, or committee serves solely at the pleasure of the Board.
4. **Supervisors Serving Without Remuneration on the Board of Trustees, Board of Directors, or a Comparable Governing Body of Not-for-Profit Entities; Serving on Non-Governmental Entity's Governing Body**
- A. **State Law.** The State and Local Government Conflict of Interests Act (the "Act") recognizes that a system of representative government depends in part upon: (i) Supervisors representing fully the public in the legislative process; and (ii) the County's citizens maintaining the highest trust in the Board of Supervisors. The Act establishes rules designed to assure that the judgment of any Supervisor is free of inappropriate conflicts of interest. Under the Act, a Supervisor who serves without remuneration as a member of the board of trustees of a not-for-profit entity, where neither the Supervisor nor their immediate family has a personal interest in the not-for-profit entity, is not required to disclose or disqualify themselves from participating in any transaction related to the not-for-profit entity.
 - B. **Board Policy.** A Supervisor who serves without remuneration as a member of the board of trustees, board of directors, or a comparable governing body of a not-for-profit entity must disclose that fact at each meeting of the Board of Supervisors at which a matter pertaining to

the not-for-profit entity is considered or acted upon. The disclosure must be made at the beginning of the Board meeting at which the matter will be considered or acted upon.

C. Limitation on Number of Supervisors Serving on a Non-Governmental Entity's Governing Body. Not more than one Supervisor may be assigned to or sit on a board of trustees, board of directors, or a comparable governing body of any non-governmental entity located or conducting business in Albemarle County. More than one Supervisor may serve as a committee member or a Board liaison to a non-governmental entity if the Supervisors are appointed to either of those positions by the Board of Supervisors.

5. Supervisors' Attendance of Educational and Leadership Programs

A. Programs. Subject to approval by the Board, Supervisors may be reimbursed for tuition or other costs of participating in non-partisan educational or leadership programs that are relevant to and will enhance their service as a member of the Board of Supervisors, provided there are available funds and upon providing proof of successful program completion.

B. Related Travel Expenses. Supervisors may be reimbursed for travel expenses, including all necessary, actual, and reasonable meal, travel, and lodging costs (including gratuity and excluding alcohol) of attending such a program, as approved by the Board.

Item No. 8.c. Adoption of Board of Supervisors Operating Guidelines.

Mr. Gallaway asked if Mr. Richardson had any comments related to the Operating Guidelines.

Mr. Richardson explained that these operating guidelines had been in effect since 2016. He said that Ms. Mallek was serving on the Board that developed these guidelines with assistance from an outside consultant. He noted that in his time serving as County Executive, he had found the guidelines to be exceptionally helpful in reminding staff how they worked best to support the Board, their work with the Board, and roles and responsibilities. He said that if there were any aspects the Board thought needed to be adjusted, staff were happy to oblige. He added that these operating guidelines were considered best practices and staff had presented at nationwide conferences about how these guidelines helped to set the framework for roles and responsibilities within the Board and with staff.

Mr. Gallaway asked if Board members had any questions about the operating guidelines.

Ms. Mallek said that she had appreciated the wording as it was given. She said that while she sometimes forgot to copy individuals and had to go back and do it later, she thought it had worked very well and had been something she had shared with Virginia Association of Counties (VACo) staff when they had asked for guidance on their procedures.

Ms. Mallek said that regarding number four, she was not suggesting a change but wanted to raise

for discussion that as they moved forward, she thought it was very important that they include ceremonial functions such as the cutting of a ribbon at new developments or other events. She said that staff worked diligently, often in collaboration with representatives from state and federal governmental levels, to set these events up. She said that, in her understanding, it was crucial that they were present in the audience and refrained from interjecting unless a Board member was officially involved in the ceremony. She said that she wanted to share her perspective on this matter, so that it would be on the record.

Mr. Pruitt said that would similarly reflect on this and perhaps offer a slightly different perspective. He said that he sometimes shared with their staff leadership that his own philosophy of government, in the same way that the federal level had the system of checks and balances between the executive and legislative branches, he believed that there was a fundamental and intentional tension between staff and politically elected persons, comparable to the tension between the legislative and executive branches.

Mr. Pruitt said that he thought this was an important aspect to consider. He said that, as a legislative body, they should strive to live in that role. He said that he supported and appreciated the professional tone and level setting that the guidelines had established, and their relationship should be one in which they worked out tensions, engaged in rebuttals and counterpoints, and built a collaborative approach.

Mr. Missel said that he just wanted to express his gratitude for highlighting the national benchmark that their County had achieved; that was truly great work. He said that additionally, as a new Supervisor, he wanted to thank staff for onboarding them and helping him understand these guidelines.

Mr. Gallaway remarked that it was always interesting to him when attending sessions at VACo that sometimes Albemarle County was cited or noted for these operating guidelines. He said that they were not the only County that had such guidelines in place, but they were known for handling this as a best practice and they had assisted other Boards. He said that he was grateful to the past Board for establishing them.

Mr. Gallaway said that if there were no further comments or questions, he would ask for a motion to adopt the Operating Guidelines.

Ms. Mallek moved that the Board of Supervisors adopt the Board of Supervisors Operating Guidelines as drafted in Attachment A. Ms. LaPisto-Kirtley seconded the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.

NAYS: None.



**Albemarle County Board of Supervisors
Operating Guidelines for High Quality Governance
January 7, 2026**

The Board commits to using the following guidelines to ensure high quality governance:

1. The County's strategic priorities will guide the work of the Board and staff and will be supported by a thoughtful priority setting process and cycle.
2. We will honor the expressed will of the majority and respect the concerns of the minority.
3. We ensure that policy decisions and directions to the County Executive are communicated by the entire Board.
 - Where this is unclear, the County Executive will seek clarification from the Board.
 - No single member of the Board can provide direction on policy implementation to the County Executive.
4. Board Members do not want their interactions with and requests to staff members to negatively impact staff productivity.
 - Staff members should use judgment and explain the resources that would be required to respond to Board requests.
 - If a policy issue is going to affect workload or a policy decision, it should come through the County Executive's office.
5. When a Board Member sends a communication to a staff member, it should be copied to the department director and the appropriate member of the County Executive's Office. Urgent matters will be clearly labeled in the subject line.

6. To assure maximum productivity, the Board should focus on policy-making work and the staff should focus on day-to-day operational work and provide progress reports.
7. We are responsible for our districts, the entire County, and the region; therefore, we should give our best efforts to work for the benefit of all.
8. When a Board Member has a concern regarding staff performance, we go directly to the County Executive in a timely manner so that it can be addressed.

Agenda Item No. 9. Adoption of Final Agenda.

Ms. Mallek **moved** to adopt the final agenda. Mr. Missel **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Agenda Item No. 10. Brief Announcements by Board Members.

Ms. Mallek said that first, she would like to extend a warm welcome to their new colleagues, Sally Duncan and Fred Missel, both residents of the Rural Area. She said that she was pleased to see a balance of perspectives, with half the Board members and half the County population from the rural area represented. She said that they all represented their urban areas as well, and they were aware that the issues they faced were not limited to one area but affected people throughout the County.

Ms. Mallek emphasized that it was essential that they resist efforts to divide them or question the intent of fellow County residents. She said that they all shared the same goal: to create a wonderful place to live, work, and raise a family. Much had changed since her childhood here in the 1950s, but the mid-century experiences had shaped her generation into who they were today. She said that they appreciated the blessings they had received and wanted to carry forward the best of the past to future generations.

Ms. Mallek said that in her generation, a country childhood meant fewer opportunities, but it also taught them to appreciate nature for its own sake. She said that local government could learn from this approach, recognizing the natural benefits that country children had ultimately benefited everyone and nature as well. She said that she found comfort in omens, such as seeing three eagles at the farm over the December break, which gave her hope. She said that she hoped that County leaders would have the courage to implement elements of the Comprehensive Plan, continue with the Zoning Modernization Project, while finishing projects that had long been in process.

Ms. Mallek stated that recently residents had reached out to the County for help because they were denied access to their family cemetery because the land it was on had recently been sold. She said that this was just one example of the many elements in their 2044 Comprehensive Plan, which called for inventory and mapping of private county cemeteries. She stated that all new owners of property must be aware of their obligations regarding a cemetery on their newly purchased land. Knowledge would enable these owners to comply with a long-existing state law.

Ms. Mallek further stated that last week, residents of northern Albemarle had faced a boil water notice. She said that one important way to stay informed was to sign up for CUA (Charlottesville-UVA-Albemarle) emergency alerts through the County website. She said that Albemarle County Service Authority (ACSA) and other utilities could then use Reverse 911 to keep them informed. She said that communityemergency.org was one way to sign up and one could choose the method that worked best for them. She said that it was incredibly helpful and essential.

Ms. Mallek stated that five years ago, the County had received General Assembly authorization to adopt an ordinance requiring sidewalks to be shoveled for the safety of pedestrians, such as those walking to the grocery store or kids walking to school. While it may not snow often, saving the life of one pedestrian carrying their groceries in the road on Hydraulic Road due to unshoveled sidewalks was worth the effort.

Ms. Mallek said that in 2010, the County had adopted a safer chemical policy to prevent the use of pesticides on playing fields and harsh chemicals in washrooms and public buildings. She said that strengthening the process for this policy to achieve its original intent and prohibiting the placement of plug-in oils and other fragrances, as well as fragrance and antimicrobial soaps in washrooms, was essential. Visitors and staff should not have to confront these fragrances in a place of business, where it was not their choice. She said that she looked forward to working with everyone and their community this year and wished everyone a Happy New Year.

Mr. Pruitt noted that three Supervisors appeared to be saying "aye" while the other three said "yes" when voicing support of a motion. He said that he believed there were likely other issues where the balance of power had shifted beyond a simple preference for voice vote. He said that when new members of government join, it would take them time to fully understand their positions on various issues and develop their own approaches.

Mr. Pruitt said that it had taken him some time to fully develop his own stances on issues they

frequently discussed and to establish his own decision-making process. He said that he was sure that they would be going through a similar iterative process. He said that it was very important that the public engage with them and understand how those lines were cut, as this would allow them to effectively participate in shaping policy moving forward.

Ms. LaPisto-Kirtley announced that the Albemarle County Fire Rescue Foundation had now obtained 501(c)(3) status. She said that this was an exciting development, as it would enable the foundation to raise funds for the Fire Rescue department. She said that otherwise, she was looking forward to continuing their efforts to modernize this year. She said that as a County, it was essential that they stay current with the world's advancements to remain competitive. She said that she was glad that they were taking proactive steps in this direction.

Ms. LaPisto-Kirtley said that while past decisions had had varying degrees of success, she believed it was crucial that they focus on making informed, forward-thinking economic decisions that benefited the County. She said that responsiveness to their constituents was also vital. She said that she was committed to ensuring that they maintained open communication channels through their newsletters, emails, and other means.

Ms. LaPisto-Kirtley said that they were working to ensure that internet connectivity was accessible to everyone in the County, with the goal of achieving widespread coverage by the spring of 2026. She said that they were addressing some challenges, and she was optimistic about their progress. She said that she was excited about it and looked forward to implementing these initiatives.

Mr. Missel thanked his new colleagues. He said that he was really looking forward to working with them. He said that he did not usually read things into the record, but he would like to take a moment to thank a few individuals. He said that he was truly honored by the nomination to serve as Vice-Chair and humbled by the confidence the Chair had placed in him. He said that it was a bit daunting, but he was looking forward to working to meet expectations.

Mr. Missel said that he was especially honored to serve the people of Albemarle County. He said that he was grateful to existing and past Board members for their mentorship as they had guided him through this process, and he also wanted to thank Mr. Pruitt for appointing him as Planning Commissioner for the past several years. He said that he would like to recognize and thank the residents of Samuel Miller District for entrusting him with this responsibility.

Mr. Missel said that he was also grateful to the many community members, volunteers, and supporters who had engaged throughout the past year through public comment, neighborhood meetings, Commission work, and countless conversations. Their participation reflected the strength of their local democracy and reminded them that their decisions had a direct impact on each person's daily life.

Mr. Missel said that as they looked ahead to the year ahead, he believed 2026 would be defined by both opportunity and responsibility. They anticipated major decisions on land use and growth management, advancing their work on affordable and workforce housing. With the realities of AstraZeneca on the horizon, they needed to be strategically and physically positioned to welcome them to the County. He certainly saw this as a huge lift over the next several years, so they needed to deliver.

Mr. Missel said that they were moving into budget season and he had a lot to learn. He said that he was looking forward to following with discipline and focus on their financial aspects and budgeting and stewardship. Personally, he planned to focus on three areas: strengthening smart growth, expanding partnerships in housing, and fostering communication and transparency. With that, he again thanked everybody, and he looked forward to a great year ahead.

Ms. Duncan stated that she had thought about writing something and decided not to, but now wished she had. She said that she just wanted to thank everyone. She said that she was excited to be doing this work, working with everyone, and getting to know them. She said that the summer and fall had been truly great, and staff had done an excellent job in preparing them. She stated that it was an honor to hold this position and she did not take this job lightly. She truly believed in the power of local government, so she was very excited to learn more about her community and serve the people in this capacity.

Mr. Gallaway said that this marked the beginning of his third term representing the Rio District on this Board. He said that they often talked about their newest folks and the learning curve they must face, but he thought their two new Supervisors should know that they were all still learning every single day about how to be better Supervisors and representatives of their citizens.

Mr. Gallaway stated that he was very grateful to them for their faith in him to serve as the District Supervisor, but also a significant event happened to him and his family in 2025, and the care and concern that his immediate and entire County community showed during that time was invigorating and very much appreciated. He said that he reflected on that a lot over the last couple of weeks as they moved into the new year, looking forward to learning from his constituents how he could best serve them. He said that he wanted to acknowledge that he was not perfect, but he would listen and try to make decisions and explain his thought process, so everyone understood why he voted the way he did.

Mr. Gallaway stated that he also wanted to recognize that time spent may equate to experience, but that did not equate to expertise. He said that he would be keeping this in mind as they entered into this year. He said that recalling when the Board took their oath a few weeks ago, he was deeply humbled by it because it was the time they reaffirmed their commitment to the County, the State Constitution, and

the United States Constitution. He stated that he was honored to do so in December and looked forward to his actions following up and backing up that oath of office. He thanked his colleagues for appointing him as Chair. He said that he looked forward to working with Mr. Missel to be a solid leadership team and working with all of them to be an effective Board in their area.

Mr. Gallaway said that a few weeks ago, he had the opportunity to spend time with Supervisor Tony O'Brien from Fluvanna County and Supervisor Jesse Rutherford from Nelson County. He said that they served together on the Thomas Jefferson Planning District Commission (TJPDC), and he would say that between the three of them was an impressive divide in terms of political issues. He said that, however, 95% of the things they talked about were issues that affected their local Counties and were irrelevant in terms of political party. He said that when they did discuss things that may rise to partisanship, they did so with respect to one another.

Mr. Gallaway stated that this was one of the phenomenal things he thought about as he began this third term as Supervisor: their Planning District Commission had a footprint of six localities, and they were only as successful as their neighboring Counties were in this region. They remained focused on that, and he was looking forward to the continued working partnership with their surrounding Counties and neighbors to ensure their region was vibrant and all constituents could benefit. He was looking forward to the year ahead.

Agenda Item No. 11. Public Comment on: Matters Previously Considered or Currently Pending Before the Board (Other than Scheduled Public Hearings).

Gary Grant, Rio District, stated that he had been attending a free class once a week this month, designed to help people improve their communication skills, called "conscious communication." He said that the goal was to speak from the heart rather than just their heads. Their first class on the previous day focused on self-empathy.

Mr. Grant said that future lessons aimed to guide them toward being less judgmental and more empathetic toward others. However, they were also told that more empathy did not mean they had to be less direct about their feelings or what they said. As he was not yet a conscious communication graduate, he would like to express his feelings about a few Albemarle County items.

Mr. Grant said that he hoped the Board would grant him what empathy they had. He said that first, an Albemarle Supervisor used a profanity in an open public meeting with the School Board, and this wholeheartedly disgusted him. He said that being unaware of any apology expressed about the usage of that profanity, he was not close to empathy in that matter.

Mr. Grant said that secondly, the Albemarle County Executive had sent him a form letter explaining how he, rather than the Executive and his staff, should now do all the work to protect himself from the County's lack of security related to his personal information, and this infuriated him. He said that again, he was far from feeling empathetic on that issue.

Mr. Grant said that finally, he had a question that he was awaiting future conscious communication instruction on. He asked: How could he ever become wholly empathetic with Albemarle government's euphoric financial feelings related to National Ground Intelligence Center (NGIC), Defense Intelligence Agency (DIA), and AstraZeneca; when his real estate taxes continued to rise while the Board appeared to be in bed with the War Department and Big Pharma.

Ms. Lenahan said that the resolution did not include anything radical or unreasonable. She said that it did establish a bright line between local law enforcement and Immigration and Customs Enforcement (ICE), a force intended to become a national paramilitary organization accountable only to the President. She said that the Albemarle County Police Department (ACPD) and Sheriff's Department had not entered into 287(g) agreements with ICE.

Ms. Lenahan said that she was aware that the police were no longer providing assistance through the operational initiative signed in January 2025. She said that they did not inquire about immigration status but may collaborate with ICE and their policies generally align with federal requirements. She said that she had been asked why she continued to advocate for their immigrant and refugee neighbors.

Ms. Lenahan said that it was because the actions being taken against them were morally indefensible and illegal. She said that history had taught them that this cruelty was only the beginning. She said that they were all called upon to take a stand during these increasingly dangerous times. She said that the Board members were likely familiar with "They Came For," a famous poem often attributed to German pastor Martin Niemöller, which warned against indifference to injustice. She said that the poem stated that when oppressors targeted specific groups and others remained silent because it did not affect them, eventually no one would be left to speak up when they came for the you.

Ms. Lenahan said that this phrase highlighted the dangers of inaction and the interconnectedness of human rights, serving as a powerful call to conscience against indifference and cowardice. She said that every elected official, every law enforcement agency, and every resident of Albemarle County must counter the narrative of violence, greed, and corruption coming from this administration and its supporters. She said that these were not political positions, but moral positions. She said that every

American who took a stand in defense of the Constitution made a difference.

Ms. Lenahan said that in Chicago one person started wearing a whistle, and then he and his volunteers distributed them, so thousands of people had one small tool that collectively disrupted ICE actions throughout Chicago. She said that the Board had so much more than a whistle. She said that they were about to have support from the Governor's Office and the General Assembly. She said that it was not too late to stand out, to stand up, and to lead courageously, even if it felt uncomfortable. She said that if they set an example, others would follow.

Agenda Item No. 12. Closed Meeting.

At 1:41 p.m., Ms. Duncan **moved** that the Board go into Closed Meeting pursuant to Section 2.2-3711(A) of the Code of Virginia:

- Under subsection (1),
 - to discuss and consider appointments of Supervisors as members or liaisons to various County authorities, boards, and other public bodies, including, without limitation:
 - various community advisory committees,
 - the Darden Towe Memorial Park Committee,
 - the Acquisition of Conservation Easements (ACE) Committee,
 - the Agricultural and Forestal District Advisory Committee,
 - the Albemarle Broadband Authority,
 - the Audit Committee,
 - the Blue Ridge Committee for Shenandoah Park Relations,
 - the Charlottesville-Albemarle Convention and Visitors Bureau (CACVB),
 - the Chamber Public Policy Committee,
 - the Economic Development Authority,
 - the Hazardous Materials Local Emergency Planning Committee,
 - the High Growth Coalition,
 - the Historic Preservation Committee,
 - the Jail Authority,
 - the Jefferson Area Board for Aging (JABA),
 - the Police Department Citizens Advisory Committee,
 - the Regional Housing Partnership,
 - the Regional Transit Authority,
 - the Rivanna Solid Waste Authority,
 - the Solid Waste Alternatives Advisory Committee, and
 - the Virginia Career Works (VCW)-Piedmont Council, and
 - to discuss and consider appointments to various boards and commissions including, without limitation:
 - the Albemarle Conservation Easement Authority,
 - the Charlottesville-Albemarle Convention and Visitors Bureau Executive Board, the Economic Development Authority,
 - the Equalization Board, the Piedmont Family YMCA Board of Directors,
 - the Places 29 (North) Community Advisory Committee,
 - the Planning Commission, the Police Department Citizens Advisory Committee,
 - and the Social Services Advisory Board; and
 - to discuss and consider the appointment of the Fire and Rescue Chief.

Ms. Mallek **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Agenda Item No. 13. Certify Closed Meeting.

At 3:23 p.m., Ms. Duncan **moved** that the Board of Supervisors certify by a recorded vote that, to the best of each supervisor's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting, were heard, discussed, or considered in the closed meeting.

Ms. Mallek **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Resolution Appointing Fire and Rescue Chief.

Mr. Missel **moved** that the Board of Supervisors adopt the Resolution Appointing David Puckett

as Fire and Rescue Chief. Ms. Mallek **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

RESOLUTION APPOINTING DAVID PUCKETT AS FIRE AND RESCUE CHIEF

BE IT RESOLVED by the Board of Supervisors of the County of Albemarle, Virginia ("Board") that:

1. Upon the recommendation of the County Executive, David Puckett ("Mr. Puckett") is hereby appointed the Fire and Rescue Chief for the County of Albemarle, Virginia, pursuant to *Virginia Code* § 15.2-512 and *Albemarle County Code* § 6-104, effective January 8, 2026;
2. Mr. Puckett will serve as Fire and Rescue Chief at the pleasure of the Board and for an indefinite term pursuant to *Virginia Code* § 15.2-513;
3. Mr. Puckett will serve as the Director of the County's coordinated fire and rescue system, and will have the powers and duties authorized by State and County laws; and
4. Mr. Puckett will act under the supervision of the County Executive.

Mr. Richardson thanked the Board for the opportunity this afternoon to recognize their newly promoted Fire and Rescue Chief, David Puckett, of the Albemarle County Fire Rescue Department. As a senior leader within the Albemarle County Fire Rescue Department, Mr. Puckett has extensive operational experience with both career staff and volunteers.

Mr. Richardson said that Mr. Puckett has served Albemarle County and its residents for over 27 years, currently as the Deputy Chief of Operations, a position he has held since 2012. He has demonstrated progressive leadership throughout his career, advancing through the ranks to captain and battalion chief. He said that Mr. Puckett has accomplished a great deal in his time with Albemarle County Fire Rescue.

Mr. Richardson stated that Mr. Puckett is married to an Albemarle County public school teacher, whom he has been married to since 1998. They have two adult children and reside in the County. They are very proud of him and thankful for the strong talent within the department that competed for this position. He stated that a multi-step process was conducted, involving 15 outside evaluators and department leadership, as well as assistance from their Human Resources Department.

Mr. Richardson said that staff also appreciated the input from outside evaluators connected to their Fire Rescue Department in a meaningful way. He thanked the Board of Supervisors for their support. He thanked Mr. Puckett for his leadership and willingness to take on additional responsibility at this time.

David Puckett, Fire and Rescue Chief, said that he would like to express his gratitude for the trust that had been placed in him to serve as Fire Chief. He said that it was an honor and humbling to lead the department for the past 27 years, and he was committed to continuing to serve this community that was close to his family's heart. He said that he would like to extend his sincere appreciation to his family, friends, colleagues, and particularly Chief Eggleston, whose support and mentorship had been invaluable to him throughout his career.

Chief Puckett said that as Fire Chief, his primary focus would be on three key priorities: strengthening their career and volunteer workforce, consistently delivering high-quality services, and being responsible stewards of the resources entrusted to them. He said that he had the utmost confidence in the men and women of their department, and as the new Fire Chief, he was grateful for an independent analysis that outlined opportunities for improving their service to the community.

Chief Puckett said that he looked forward to working collaboratively with the Board, the County Executive's Office, and career and volunteer first responders to review these recommendations and move forward together. He said that he thanked the Board again for this opportunity and their continued support.

Ms. Mallek said that she recalled when the Hollymead Station first opened in 2005 or 2006, Chief Puckett conducted the tours of the new facilities. She said that Chief Puckett had been to many meetings to participate in development of ordinances and had always been able to build relationships and find solutions for issues. She said that she was very proud of him and thanked him very much for his willingness to step into this new role.

Mr. Pruitt thanked Chief Puckett and congratulated him. He said that the rigorous search process, due to the incredible demands of the role, was a central aspect of the Board's discussion about this appointment. He said that this was a deeply challenging position, as evidenced by the complex volunteer and professional system, the rural and urban environment, and the diverse communities within the area, including those in far northwest Dyke that were still within his jurisdiction.

Mr. Pruitt said that he also had to navigate the dense university campus and the tier one trauma

center, which required careful planning and operations. He said that it was a profoundly complex role, and Chief Puckett was found to be abundantly qualified for it. He said that he hoped he would continue to thrive in this new role.

Ms. LaPisto-Kirtley congratulated Chief Puckett on achieving such a wonderful promotion, and he certainly deserved it. She said that she knew he had worked hand-in-glove with Dan Eggleston and always had been greatly responsive. He had consistently demonstrated expertise in various areas, which she had truly appreciated. When they faced challenges at certain volunteer fire stations, he was always there to lend support.

Ms. LaPisto-Kirtley said that she thought this was a great promotion, and she was excited to have him as their new Fire Chief. She looked forward to working closely with him and seeking his input on the various initiatives they would be undertaking. She congratulated and thanked Chief Puckett for accepting the appointment.

Mr. Missel congratulated Chief Puckett and stated it was great to meet him. He said that he lived in North Garden and knew that the North Garden Volunteer Fire Department was a recipient of a lot of his guidance and wisdom from his years of service. He stated that it sounded like Chief Puckett was coming into a really strong culture and the organization was on firm footing. It was great that he was already internal and knew that, so he could act with a soft hand in that regard. He thanked Chief Puckett again and asked him to please let him know if there was anything he could do for him.

Ms. Duncan congratulated Chief Puckett. She stated that she thought it was great how long Chief Puckett had been in their community; it was ideal for their community to allow people to stay, grow in their careers, and truly live as part of the community. She looked forward to working with him.

Mr. Gallaway congratulated Chief Puckett and echoed the comments made by his fellow Supervisors. As elaborated on by Mr. Missel, their organization was indeed known for its high performance and strength, and Chief Puckett had been a key part of that success. He said that he believed the Supervisors would all be eager to support him as he assumed a new leadership role and took the organization to the next level. He wished him the best of luck in his new role. He knew that Mr. Richardson and Mr. Henry would be communicating with him as they continued their work together, but he also wanted to encourage Chief Puckett to call on the Board for anything he needed, especially in the first six months if he needed additional support.

Chief Puckett thanked the Board and expressed his appreciation for the trust and confidence they had placed in him.

Agenda Item No. 14. Boards and Commissions.

Item No. 14.b. Vacancies and Appointments.

Mr. Missel **moved** that the Board make the following appointments to Boards and Commissions:

- **Appoint**, Mr. Stephen Hood to the Economic Development Authority as the White Hall district representative, with said term to expire on January 19, 2029.
- **Reappoint**, Mr. David Norford as the Rivanna District, Mr. Bob Beard as the Samuel Miller District, and Mr. Evan Mayo as the Scottsville District representatives to the Equalization Board, with said terms to expire on December 31, 2025.
- **Reappoint**, Sean Reeves to the James River Alcohol Safety Action Program with said term to expire on January 1, 2028.
- **Appoint**, Mr. Jason Eversole to the JAUNT Board to fill an unexpired term ending on September 30, 2025.
- **Appoint**, Mr. Francis Caruccio to the Joint Airport Commission with said term to expire on December 1, 2027.
- **Appoint**, Ms. Laurel Gillette to the Natural Heritage Committee with said term to expire on September 30, 2028.
- **Reappoint**, Mr. Meade Whitaker to the Thomas Jefferson Emergency Medical Services Council, with said term to expire on January 1, 2028.

Ms. Mallek **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Item No. 14.a. Board Member Committee Appointments.

Mr. Missel **moved** that the Board make the following appointments to Boards and Commissions:

Sally Duncan:

- Chamber Public Policy Committee with said term to expire December 31, 2026.

- Charlottesville Albemarle Regional Transit Authority with said term to expire December 31, 2026.

Ned Gallaway:

- Audit Committee with said term to expire December 31, 2026.
- Chamber Public Policy Committee with said term to expire December 31, 2026.
- High Growth Coalition with said term to expire December 31, 2026.
- Albemarle Charlottesville Regional Jail Authority to fill an unexpired term ending December 31, 2026.
- Regional Housing Partnership with said term to expire December 31, 2026.
- Virginia Career Works (VCW) – Piedmont Council with said term to expire December 31, 2026.

Bea LaPisto-Kirtley:

- Acquisition of Conservation Easements (ACE) Committee with said term to expire December 31, 2026.
- Charlottesville-Albemarle Convention and Visitors Bureau (CACVB) Executive Board with said term to expire December 31, 2027.
- Police Department Citizens Advisory Committee with said term to expire December 31, 2026.
- Solid Waste Alternatives Advisory Committee (SWAAC) with said term to expire December 31, 2026.
- Economic Development Authority with said term to expire December 31, 2026.

Ann Mallek:

- High Growth Coalition with said term to expire December 31, 2026.
- Virginia Career Works (VCW) – Piedmont Council designee in absence of Chair with said term to expire December 31, 2026.
- Blue Ridge Committee for Shenandoah Park Relations with said term to expire December 31, 2026.
- Historic Preservation Committee with said term to expire December 31, 2026.
- Solid Waste Alternatives Advisory Committee with said term to expire December 31, 2026.
- Rivanna Solid Waste Authority with said term to expire on December 31, 2027.

Mike Pruitt:

- Charlottesville Albemarle Regional Transit Authority with said term to expire December 31, 2026.

Ms. Mallek **seconded** the motion. Roll was called and the motion carried by the following recorded vote:

AYES: Ms. Duncan, Mr. Gallaway, Ms. LaPisto-Kirtley, Ms. Mallek, Mr. Missel, and Mr. Pruitt.
NAYS: None.

Agenda Item No. 15. From the County Executive: Report on Matters Not Listed on the Agenda.

There was no report from the County Executive.

Agenda Item No. 16. From the Board: Committee Reports and Matters Not Listed on the Agenda.

There were no reports from the Board.

Agenda Item No. 17. Adjourn.

At 3:37 p.m., the Board adjourned its meeting to January 14, 2026, 4:00 p.m. in Lane Auditorium, Albemarle County Office Building, 401 McIntire Road, Charlottesville, VA, 22902.

Chair

Approved by Board
Date: 04/01/2026
Initials:CKB