

# Congratulations on your appointment!

Public service is a vital part of our community and plays an important role in County governance. Through your service, you are assisting the Board of Supervisors in addressing specific County issues by lending professional expertise, facilitating community input for decision-making, and serving as a conduit between community members, County staff and departments, and the Board. We hope you will find the experience rewarding.

The contact person listed in your appointment letter will be in touch with you soon to provide details specific to the Board, Commission, or Committee to which you were appointed, and they will also provide information on orientation training, as applicable. If you are not contacted within one week of receiving your appointment letter, please feel free to reach out to them.

In your capacity as an appointee, it is important to remember that you have a duty to act in the best interests of Albemarle County and to represent the interests of the adopted policies of the Board of Supervisors. You should familiarize yourself with agendas, minutes, and documents governing the Board, Commission, or Committee to which you were appointed. Reviewing these documents will help you get a sense of your responsibilities and the limits of your role.

Your participation is deeply appreciated. Please accept our thanks for your time, dedication, and commitment.

*The Albemarle County Board of Supervisors*



## Decorum in Meetings:

- Keep the agenda in mind to give each item the appropriate time.
- Let the designated person run the meeting.
- Seek to be recognized before speaking.
- Be fair, impartial, and respectful of the public, staff, and each other.
- Give your full attention when others speak.
- Listen to concerns.
- Do not engage in side conversation or otherwise be distracted.

## Questions to Consider:

- What is the history behind an item?
- What is the objective?
- What are the benefits and drawbacks?
- Who/what groups will benefit? Who/what groups are burdened?
- Who/what groups in the community might be overlooked in the discussion?
- What are your concerns?
- What specific, constructive alternatives can you recommend?
- What are the long-range implications?

## Obligations of the Person Running the Meeting:

- Follow the agenda.
- Remain impartial.
- Allow room for debate.
- Keep the debate germane to the topic.
- Maintain control of the meeting.



# Welcome to an Albemarle County Board, Committee, or Commission



## Tips for Being an Effective Member

Through your appointed position, you will contribute to the advancement of the quality of life in Albemarle County by maintaining and improving programs and services for our community members.

Appointed members such as yourself represent the public at-large. Appointments often are made to reflect a geographic interest or an area of expertise. Each member brings an important perspective to the meeting, and differing points of view produce effective solutions.

Here are some tips for being an effective member:

- Place community needs above your personal interests.
- Familiarize yourself with the documents governing your body such as county ordinances, bylaws, relevant element(s) of the Comprehensive Plan, and other pertinent documents or reports.
- Review agendas and minutes from recent meetings to learn what current issues have been under consideration.
- Attend regularly scheduled meetings, as well as all subcommittees on which you have agreed to serve.
- Be punctual so that meetings start and end on time.
- Come prepared to participate in discussions and make recommendations.
- Constructively communicate with fellow members and actively participate in group discussions.
- Be willing to compromise and work as a team to reach consensus.

## Frequently Asked Questions:

### Are there attendance requirements?

Members are required to attend 75% of meetings. If the requirement is not met, the chair of the body may request that the Board terminate the appointment. If you are unable to attend a meeting you should notify the chair and as applicable, staff.

### Are members compensated?

Most appointments are non-paid positions. If your position is compensated, the staff liaison listed on your appointment letter will coordinate compensation.

### Who should I notify if I need to resign from my appointed position?

Notify the Clerk of the Board of Supervisors in writing by e-mail at [clerk@albemarle.org](mailto:clerk@albemarle.org) or by postal mail. Also notify the chair of the body. If applicable, notify the staff liaison and the Board of Supervisors member appointed to the body.

### When are appointments and reappointments made?

Appointments are considered at the first meeting of every month. Applications received after the agenda packet is published will not be considered until the following month, provided there is still a vacancy.

### Do I have to submit a new application to be reappointed?

To be considered for reappointment, a new application must be submitted. Applications should be submitted 30 days prior to the end of your term that is stated on your appointment letter.

### What is an unexpired or partial term?

If your appointment letter states that you are filling an unexpired term, the person who previously held the position did not complete their full term and you are carrying out the rest of that term. You must reapply at the end of the unexpired term to be considered for reappointment.

### Why am I being asked to complete the Statement of Economic Interest, Financial Disclosure, or Real Estate Disclosure form?

Virginia Code §2.2-3115 legislates the requirements for the filing of these forms. You should retain a copy of your completed form.

### Where do I mail completed disclosure forms?

Clerk to the Board of Supervisors  
401 McIntire Rd, Room 229  
Charlottesville, VA 22902-4536

### Are board, commission, and committee meetings open to the public?

Yes, meetings are open to the public. Boards, commissions, and committees must abide by the Virginia Freedom of Information Act (FOIA). You will receive FOIA training during orientation.

### Who do I contact for questions regarding FOIA?

Contact the County's FOIA officer at 434-972-4067 x7930.

