

# COUNTY OF ALBEMARLE



## MEMORANDUM

**TO:** Members of the Board of Supervisors

**FROM:** Claudette K. Borgersen, Clerk

**DATE:** December 27, 2017

**RE:** Agenda for Annual (Organizational) Meeting of January 3, 2018

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**Agenda Item No. 6.** The Code of Virginia, in Section 15.2-1538, states that "The governing body of every locality in this Commonwealth shall appoint a qualified person, who shall not be a member of the governing body, to record the official actions of such governing body." Claudette K. Borgersen expresses a desire to be reappointed as Clerk, and Travis O. Morris desires to be reappointed as Senior Deputy Clerk. These positions are reappointed annually.

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### **Agenda Item No. 7. Board 2018 Calendar:**

- a. Section 15.2-1416 of the Code states that "The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; however, if the governing body subsequently prescribes any ... day or time other than that initially established, as a meeting day, place or time, the governing body shall pass a resolution as to such future meeting day, place or time. The governing body shall cause a copy of such resolution to be posted on the door of the courthouse or the initial public meeting place and inserted in a newspaper having general circulation in the county or municipality at least seven days prior to the first such meeting at such other day, place or time...."

Should the Board wish to continue with the schedule adopted last year for its regular meetings, the Board needs to adopt a motion to set the meeting times, dates and places for Calendar Year 2018 as follows: first Wednesday of the month - 1:00 p.m., and the second Wednesday of the month - 6:00 p.m., with said meetings to be held in the County Office Building on McIntire Road. Since July 4, 2018 is a County holiday, it is recommended that the Board set July 5, 2018 as its regular night meeting. It is also recommended that the meeting dates for January 2019 be January 9 – 1:00 p.m., and January 16 – 6:00 p.m.

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### **Agenda Item No. 8. Adoption of Rules of Procedures/Policies:**

- a. A copy of the Board's adopted Rules of Procedure are included with this agenda item for your review.