



# Albemarle County

## Legislation Details (With Text)

**File #:** 20-460      **Version:** 1      **Name:**  
**Type:** Policy      **Status:** Action Items  
**File created:** 8/21/2020      **In control:** Board of Supervisors  
**On agenda:** 9/2/2020      **Final action:**  
**Title:** Board Rules of Procedure for Virtual and Hybrid Meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Att.A - Proposed Rules of Procedure Changes

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**AGENDA DATE:** 9/2/2020

**TITLE:**  
Board Rules of Procedure for Virtual and Hybrid Meetings

**SUBJECT/PROPOSAL/REQUEST:** Adopt New Rules of Procedure for Virtual and Hybrid Meetings

**ITEM TYPE:** Regular Action Item

**STAFF CONTACT(S):** Richardson, Kamptner

**PRESENTER (S):** Greg Kamptner

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** The Board has now been meeting by electronic communication means (“virtual” meetings) since April. During that time, the Board has not amended its Rules of Procedure to address the unique elements of virtual meetings. Instead, the meetings have been governed by the general meeting requirements of the Board’s Continuity of Government Ordinance, and its current Rules of Procedure, which are written for meetings when the Board is physically assembled.

At its August 5, 2020 meeting, the Board discussed amending its Rules to limit the number of speakers during *From the Public: Matters Not Listed for Public Hearing on the Agenda* (“Matters from the Public”) to 10, and requiring any speakers planning to use a visual or audio presentation to submit the presentation to the Clerk at least 48 hours before the *Matters from the Public* session.

At its August 19, 2020 meeting, the Board discussed expanding the scope of the proposed amendments to comprehensively address the procedural rules for virtual meetings. In addition, the Board directed staff to return with amendments that could also apply when the Board may hold “hybrid” meetings when assembly may be both physical and virtual. An additional amendment raised at the August 19 meeting would limit those who speak during *Matters from the Public* to speak either at the afternoon or evening session of that agenda

item, but not both.

**STRATEGIC PLAN:** Mission: To enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

**DISCUSSION:** The attached Rules of Procedure address the issues identified above. In addition, staff recommends that the Board consider changing Rule 12, which pertains to Rule amendments. The current Rule requires that any changes to the Rules be made only after a Supervisor provides “notice” of a proposed motion to amend the Rules, and that the actual motion to amend be made at the next regular meeting of the Board. This process can take an excessive amount of time for simple and noncontroversial amendments, but can be difficult to timely accomplish if the proposed amendments are complex, comprehensive, or controversial. The proposed changes to Rule 12 would provide the Board with more flexibility.

**BUDGET IMPACT:** None.

**RECOMMENDATION:**

If the proposed Rules in Attachment A are satisfactory to the Board, the Board may adopt the Rules.

**ATTACHMENTS:**

A - Rules of Procedure