



# Albemarle County

## Legislation Details (With Text)

**File #:** 22-118      **Version:** 1      **Name:**  
**Type:** Policy      **Status:** Agenda Ready  
**File created:** 12/22/2021      **In control:** Board of Supervisors  
**On agenda:** 1/5/2022      **Final action:**  
**Title:** Adoption of Board Rules of Procedure.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Att.A - Draft Rules of Procedure

Date	Ver.	Action By	Action	Result
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**AGENDA DATE:** 1/5/2022

**TITLE:**  
Adoption of Board Rules of Procedure

**SUBJECT/PROPOSAL/REQUEST:** Adopt Rules of Procedure

**ITEM TYPE:** Regular Action Item

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

**PRESENTER (S):** Greg Kamptner

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** Rules of parliamentary procedure guide public bodies such as the Board of Supervisors through the various procedural issues that may arise before and during its meetings. Rules of procedure exist for the simple purpose of facilitating the Board's official actions in an orderly manner.

The Board adopts its Rules of Procedure at its annual organizational meeting each January.

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

**DISCUSSION:** Because of the ongoing COVID-19 pandemic, the need for meetings to be conducted using electronic communication means ("virtual meetings") remains. However, it is expected that when the Board returns to meeting by physically assembling, the public desiring to participate will be allowed to either physically attend or attend by electronic communication means ("hybrid meetings").

The draft Rules in Attachment A are those adopted by the Board on January 6, 2021, with the following proposed revisions: (1) acknowledging ongoing virtual meetings and the authority for those meetings (Secs.

1.D, 4.A.3); (2) clarifying the definitions of “hybrid meetings” and “virtual meetings” (Sec. 1.E); (3) eliminating a gap in the Rules to provide a procedure for Supervisors to add resolutions that are proclamations or recognitions (Sec. 5.A.1); (4) re-ordering the County Executive’s report and matters from the public in the agenda to allow additional time for the Clerk prepare for matters from the public after coming out of closed meeting, and to re-order the County Executive’s report in Sec. 6 as well (Secs. 5.B, 6.G and H); and (5) updating cross-references pertaining to remote electronic participation (Sec. 8).

If any amendments are desired, staff will return to the Board at a later meeting with amended Rules for the Board’s consideration.

**BUDGET IMPACT:** None

**RECOMMENDATION:**

Staff recommends that the Board adopt the Rules of Procedure (Attachment A).

**ATTACHMENTS:**

A - Draft Rules of Procedure