MEETING #16 – March 11

At a Regular Meeting of the Madison County Board of Supervisors on **March 11, 2014** at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: Doris G. Lackey, Chairman
R. Clay Jackson, Vice-Chairman
Jonathon Weakley, Member
Robert Campbell, Member
Kevin McGhee, Member
Ernest C. Hoch, County Administrator
V. R. Shackelford, III, County Attorney
Leo Tayamen, Finance Director
Jacqueline S. Frye, Deputy Clerk

1. Regular Meeting Agenda

Chairman Lackey called the meeting to order and noted that all members are present and a quorum was established.

2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

3. Adopt Agenda

Chairman Lackey called for the adoption of today's Agenda.

Supervisor Jackson asked that item 4-g be added pertaining to the statement regarding the County Administrator's contract, seconded by Supervisor Weakley, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Campbell requested that the public comment period be moved to Item #8 on today's Agenda.

Chairman Lackey advised the Board has established the public comment period to take place at 6:00 p.m.

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Supervisor Campbell moved the public comment period be moved to the end of today's meeting Agenda to Item #8.

Motion died for the lack of a second

Chairman Lackey called for the adoption of today's Agenda as amended.

Supervisor Jackson moved the Agenda be adopted as amended, seconded by Supervisor McGhee, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Nay
Kevin McGhee	Aye

4. Monthly Reports

a. Department Heads (if necessary

i. Department of Social Services: Valerie Ward, Director of Social Services, was present and advised of an issue pertaining to a client who is desperately in need of a vehicle for transportation; she questioned if it would be possible for to explore whether any of the old law enforcement vehicles scheduled for liquidation could be either donated or purchased through CSA funds for this particular client.

Supervisor Weakley advised the aforementioned issue was discussed at a recent DSS Board meeting; he questioned whether the vehicle could be one from the school system or County; he suggested this issue be added to a future workshop session for discussion.

The County Attorney asked if the vehicle would be conveyed to the recipient or on loan.

Ms. Ward explained the vehicle would be conveyed to the recipient; this particular case involves foster care and will be a part of the recipient's need in order to have her children return to her care.

Supervisor Weakley suggested the workshop discussion include discussing possible options (i.e. partnership, loan, etc.).

Chairman Lackey questioned whether a date for the vehicles to be auctioned has been established.

The County Administrator advised a vehicle list is being compiled. In the event the vehicle is 'loaned' the insurance will still need to be covered; therefore, he questioned if the vehicle could possibly donated to a third party who would then be responsible for the insurance coverage.

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Supervisor Campbell expressed opposition to the request and doesn't feel the County has the means to 'give' away vehicles and the ones no longer being used need to be sold either privately, auctioned or by sealed bid.

Chairman Lackey suggested the County Administrator develop some alternatives to today's concerns and provide it for review/discussion.

b. Constitutional Officers (if necessary)
None.

c. VDOT (if necessary)
Roy Tate, Assistant Residency Administrator, was present; he advised that Mr. Nesbit was unable to attend due to having to attend a Six Year Road Improvement Plan presentation this afternoon.

The monthly report was provided for review on the projects and development VDOT currently has in place.

Supervisor Weakley asked if VDOT is giving consideration on Route 630; the resident was present and advised that representatives have been to the sight but doesn't think anything will be done; he also advised of a report of potholes along Mountaineer Lane (just past the Wetsel Middle School).

Mr. Tate advised that VDOT has agreed to install some chevron at the site on the sweeping curve that's in place; curve signage is already in place to ward drivers; he advised the crew were onsite yesterday and should have everything in place by the end of next week, contingent upon scheduling. Additional issues presented by the County are either under review or pending action; he will have someone review the site at the middle school, but will try to wait until things dry out some before attempting to fill any potholes caused by the frequent snow storms; also investigations options to improve issues on Gate Road; he advised that citizens can call the customer service center at 540 347 6441 which will divert all calls to the VDOT call center (i.e. work orders).

d. School Superintendent (if necessary) – None

Supervisor Weakley advised the Madison County School Board did entertain a desire to schedule a future meeting between both governing Boards.

e. Finance Office:

Chairman Lackey advised that all members have been provided with a copy of all certificates of claims.

The County Administrator introduced Mr. Leo Tayamen to the citizens as the new Finance Director.

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i. Certificate of Claims (Fund 10) General Operations – January FY2014

Supervisor Campbell questioned the benevolence/gifts line item for the Board and the fees denoted for the auditors.

The County Administrator explained that funding in this line item is utilized when the Board sends out condolences and/or donations, which has transpired a lot during this year; he also advised the County pays for auditing services and also had a consultant that assists the Treasurer and the Finance Office.

Supervisor Jackson moved the approval of the Certificate of Claims (Fund 10) General Operations for January FY2014 in the amount of $1,003,308.93, seconded by Supervisor Weakley, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

ii. Certificate of Claims (Fund 11) Tourism Enhancement – January FY2014

Supervisor McGhee moved the approval of the Certificate of Claims (Fund 11) Tourism Enhancement for January FY2014 in the amount of $3,604.20, seconded by Supervisor Jackson, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

iii. Certificate of Claims (Fund 40) Debt Service – January FY2014 (None)

iv. Supplemental Requests – January 2014 – FY2014

1. Sheriff	***31200-1720;180301***	***Insurance Claim - Workman's Comp***	***$ 651.05***
2. Sheriff	***31200-1720;180301***	***Insurance Claim – Workman's Comp.***	***$ 651.05***
3. Sheriff	***31200-1720;180301***	***Insurance Claim – Workman's Comp.***	***$ 651.05***
4. Sheriff	***31200-1720;180301***	***Insurance Claim – Workman's Comp.***	***$ 651.05***
5. Line of Duty Act	***35700-2311;240106***	***LODA Payments***	***$ 560.00***
6. Line of Duty Act	***35700-2311;240106***	***LODA Payments***	***$ 560.00***
7. Emergency Oper. Ctr.	***71100-8223;240105***	***EDI Remittance – 911 Wireless Fund***	***$ 719.60***
8. Juvenile Detention	***33402;3830;240102***	***VA Dept Juvenile Justice***	***$ 1,646.00***
9. Clerk of Circuit Court	***21700-5894;240107***	***EDI Remittance – Oth. Prog. & Grants***	***$10,633.00***
10.Parks & Recreation	***71100-5890;161201***	***PRA Youth Programs – Dec. Dep.***	***$ 1,450.20***
11.Parks & Recreation	***71100-5891;161201***	***PRA Other Pmts – Dec. Dep.***	***$ 2,706.20***
		TOTAL:	***$20,879.20***

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Concerns were verbalized pertaining to the supplemental request for the EDI remittance and Juvenile Detention, to which the County Administrator explained the EDI funding is grant money the Circuit Clerk's Office received annually; he will investigate the funding denoted for Juvenile Detention.

Supervisor Weakley moved the supplemental requests for January FY2014 be approved in the amount of $20,879.20, seconded by Supervisor Jackson, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

f. Minutes #2 through #10

Chairman Lackey advised that a copy of the minutes was submitted to all members for review.

Supervisor Jackson moved that Minutes #2 be approved as submitted, seconded by Supervisor McGhee, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Jackson moved that Minutes #3 be approved as submitted, seconded by Supervisor McGhee, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Jackson moved that Minutes #4 be approved as submitted, seconded by Supervisor Weakley, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye

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Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Campbell advised of a correction needed on Minutes #5, page 9 – the amount should be $800.00 instead of $8,000.00.

Supervisor Jackson moved that Minutes #5 be approved as submitted, seconded by Supervisor Weakley, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Jackson amended the motion to approve Minutes #5 as amended with a correction noted on page 9 to indicate the amount of $8,000.00 instead of $800.00, seconded by Supervisor Weakley, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Campbell moved that Minutes #6 be approved as submitted, seconded by Supervisor Jackson, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Weakley moved that Minutes #7 be approved as submitted, seconded by Supervisor McGhee, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor McGhee moved that Minutes #8 be approved as submitted, seconded by Supervisor Jackson, with the following vote recorded:

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Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Campbell moved that Minutes #9 be approved as submitted, seconded by Supervisor Jackson, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Supervisor Jackson moved that Minutes #10 be approved as submitted, seconded by Supervisor McGhee, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

After discussion, the Board requested that a copy of the minutes be placed in the member's mailboxes for review.

g. Statement Regarding County Administrator's Contract (Extension/Renewal)

Chairman Lackey advised that a statement has been prepared that explains the Madison County Board of Supervisor's stance regarding the County Administrator's Contract Extension/Renewal for approval by the Board.

Supervisor Jackson moved the Board accept the Statement as read and presented, seconded by Supervisor Weakley.

Supervisor Campbell advised he opposed the statement as presented and doesn't feel it's the truth.

With the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Nay
Kevin McGhee	Aye

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Chairman Lackey read the statement for the record (copy attached to the minutes).

5. Discussions/Actions

a. Changes to County Health Insurance Policy

The County Administrator advised that a proposed Resolution has been drafted for the County's personnel policy that will permit eligible County employees and their County-employed spouses to participate in a single family plan; the resolution further requests this same eligibility be offered for school employees, subject to the school system accepting the County's suggestion. The school system does offer the aforementioned option for school employees. If the change is accepted by the school system, the County Administrator and the school Superintendent will work out the financial logistics involved. In closing, he advised the benefit will have no financial impact on the County.

Supervisor Weakley moved to approve the changes to the County's health insurance policy as previously discussed.

Supervisor Weakley amended his motion to move the Madison County Board of Supervisors hereby amends the County employee policy to permit County employees and their eligible County employee spouses to combine the county provided health insurance benefits into one joint family plan. Additionally, the County will extend this benefit for eligible employees that have one spouse employed at the School Board and one at the County, subject to the School Board reciprocal agreement, seconded by Supervisor Jackson.

Supervisor Campbell wanted to be certain the aforementioned action will not develop into the option of a full family plan being offered to all County employees and the school system, and that today's suggestion will have no long-term financial effect upon the County cause an incremental increase in employee benefits.

Supervisor Weakley advised today's concern has been discussed during a previous workshop and the suggestion seems favorable and the only financial impact will be for the employee.

Supervisor McGhee was in favor or today's suggestion as long as it didn't raise any financial impact upon the County overall.

With the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Abstain
Kevin McGhee	Aye

b. CSA Appropriations

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Valerie Ward, Director of Social Services, and Christie Cloniger, CSA Coordinator, were present to provide an update on the Comprehensive Services Act.

Ms. Ward advised it's difficult to estimate costs for a program that frequently has new children and families coming through that require mandated services. In closing, she advised the CSA will need an appropriation of $240,000.00 to run through the rest of the fiscal year in order to meet the needs/services required.

Supervisor Weakley advised that he was informed of today's proposal during today's meeting; he advised the State Code calls for the County to provide funding and there are cases to back up the funding being requested.

Supervisor Weakley moved the Board approve the supplemental request of $240,000.00 for the CSA, seconded by Supervisor McGhee.

Supervisor Jackson questioned where there are other options available.

Supervisor Weakley advised it's anticipated the request for a family advocacy worker will help provide some intervention; he feels there isn't much public awareness of the factors involving substance abuse and other issues that cause some members of society to be irresponsibility, which, in turn, imposes some costs upon those who are responsible.

Chairman Lackey asked Ms. Ward and Ms. Cloniger to provide an overview of the program for the public, along with the types of services offered.

Ms. Ward and Ms. Cloniger provided highlights on services provided through the Department of Social Services and CSA; additional all cases are reviewed individually in order to assess other funding resources before appropriations are requested or utilized from the County (i.e. child support, natural support resources, family finances, etc.

Ms. Cloniger also provided input on the child count and State ranking; the need for services has steadily increased within the State, and she feels the need will only increase; efforts are constantly being made to ascertain any new services that may be available and to also implement new and creative ideas that will benefit the program.

Problems currently being noted included substance abuse (i.e. addiction to prescription) which prevents appropriate parental care, as well as teenagers being out of control and being referred from the court system. It was noted that Madison County is ranked at #97 out of 131 localities, which is deemed to be based on the fact there aren't a variety of programs and/or services readily available here.

The County Administrator provided documentation showing the total funding requested by CSA and the percentages from last year, state, federal and local funding provided. In closing, he advised there are additional costs received that aren't noted in today's documentation. The funding budgeted next year will be about $1,068,000.00 (for CSA).

With the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye

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Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

c. VML/VACo Financing

The County Administrator provided a Resolution for consideration by the Board on the $2,500,000.00 line of credit that was discussed and approved in order to move forward; additional loan papers are also included that have been implemented with the County Attorney and VML/VACo. The County will be required to draw $500,000.00 within thirty (30) days of signing the agreement. Additional highlights provided noted:

- March interest rate is 2.7% (floating rate) and does include all fees (excluding closing costs totaling $6,700.00
- The line of credit has been set up so the funds can be prepaid after $1,000,000.00 has been held for at least twelve (12) months
- Principle payments don't commence until 2017
- Discussions are still needed as to whether to pay these fund within the annual budget or whether to draw off the line of credit
- If this money is utilized, the County will not have to utilize any funding set aside in the contingency fund
- The contractor will probably present a first draw in April 2014
- Payments may be needed during April, May and June
- Will need to assess whether there are enough funds budgeted for this year or whether additional appropriations will be needed, which will call for an adjustment to next year's budget
- There will be no prepayment penalty

Although there will be some large 'up front' payments, the line of credit funding will probably not be needed for at least one (1) year; the drawdown will based on what is actually asked for.

The County Administrator advised the computer drafts provided included proposed changes submitted to the representatives of VML/VACo; he advised there is a major change in Appendix A which spells out the specifics noted by the County Administrator earlier today.

Supervisor Campbell advised that he'd like some time to review the documentation provided before voting on any form of action.

After discussion, the County Administrator advised that action can be extended for an additional meeting; the Board can either continue or call for a special meeting at the close of today's session.

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Chairman Lackey asked if the Board would agree to a short recess later in the meeting to review the documentation and discuss each section and vote before the close of today's session.

The County Attorney advised the proposing closing date has been set for April 4th.

After discussion, it was the consensus of the Board to continue today's meeting until Thursday, March 13, 2014 at 4:00 p.m. to discuss the financing issue.

d. Social Services Appointment

Chairman Lackey advised the Board interviewed three (3) candidates for the vacancy on the Social Services Board earlier this afternoon.

Supervisor Campbell moved to nominate Charlotte Hoffman to serve as the candidate on the Social Services Board, seconded by Supervisor Jackson, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

e. Board of Supervisors Salary Adjustments

Supervisor Campbell provided a Resolution for review that suggested all Board members receive a salary reduction and that all members receive an annual compensation totaling $7,200.00. Information was provided to denote average Supervisor's salaries throughout the State and shows that member salaries are greater than those in localities close to our population size.

Supervisor Campbell moved the Board adopt today's Resolution as presented to cut the salaries of the Madison County Board of Supervisors.

Motion died for the lack of a second

f. Board of Supervisors Code of Ethics

Chairman Lackey advised the Board has considered re-adoption of the Board's Code of Ethics.

The County Administrator provided a modified copy of the Board of Supervisors Code of Ethics with a change denoted in Item #6 and Item #14.

After discussion, it was advised the suggested language is included and will be clarified that 'individual members' has been replaced with the "The Board of Supervisors."

Supervisor Campbell moved the Board re-adopt the Madison County Board of Supervisors Code of Ethics as amended, seconded by Supervisor Jackson.

Supervisor Weakley advised he'd like the Bylaws to have some merit as designated, and that all members adhere to its contents.

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With the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

g. Board of Supervisors Bylaws

Chairman Lackey advised today's copy of the Bylaws should contain all the suggested changes as suggested.

Supervisor McGhee moved the adoption of the Madison County Board of Supervisors Bylaws and Rules of Procedure as amended and presented, seconded by Supervisor Jackson.

Supervisor Campbell verbalized concerns regarding several modifications he had suggested (i.e. removal of date/time of meetings, Robert's Rules of Order (parliamentary), number of days in which something can be added to the Agenda).

Chairman Lackey advised the County Administrator clarified the need for an established time to add items to the Agenda in order to allow ample time to post to the website – the Agenda can always be amended, if necessary.

The County Administrator explained that during the workshop sessions, the Board generally discusses items to be added to the Agenda with a consensus being undertaken at that time. If necessary, any member can elect to add an item(s) to the Agenda – if extensive research is needed, the item can be moved to the workshop for discussion as well.

Supervisor Weakley advised he feels the issue of requesting five (5) business days is basically to allow time for proper preparation.

With the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

h. Storm Water Update

Brian Daniel, Erosion & Sedimentation Technician, was present to provide information on HB 1173 and SB 423 (attached to the minutes). Additionally, he suggested the County continue to move forward with plans to meet the May 15th deadline; the County's draft Storm Water Ordinance has already been submitted to DEQ for review and advisement.

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The County Attorney advised the County will need to decide whether to have a local storm water program in place or relinquish full operations to the DEQ.

The floor was reopened for public comment:

Bill Harvill was present and read a letter for the public record (attached to the minutes).

Reuben Woodard was present and advised he disagreed with recent comments made

Kim Smith was present to request the Board set a date for a future town hall meeting.

Don Gerhardt was present and requested the Board be accountable for commends made during their campaigns.

David Napier was present and feels the spending in the County has increased but the population hasn't

Anne Ferguson was present to question why action was taken on the Administrator's Contract prior to July 1st.

Dink Kreis was present and feels there is a group of citizens who are determine to disrupt things.

Robert Legge was present and feels that renters here do pay their fair share (in rent).

Kim Smith returned to the podium to express an interest in there being fair, transparent, honest and even handed government here.

George Sedner was present and doesn't feel the promise to control the budget in the County is being done.

Karen Rey was present to express a sense of gratitude and freedom to be here.

Marsha Kirkpatrick was present and asked that everyone recognize the different religious denominations in the County.

With no further comments being brought forth, Chairman Lackey closed the public comment opportunity.

i. Proposed FY2015 Budget

The County Administrator provided some budgetary updates for review; he advised the Board will need to schedule an additional workshop session. The advertising schedule was provided for review and information. The Board will also need to determine whether to impose a tax increase, and if so, how much. Additional areas that will require further discussion include:

a) Healthcare insurance

b) Numbers for the Central Virginia Regional Jail

c) Social Services (removal of a two percent salary increase and an inclusion of health care insurance costs)

d) Contingency fund (placeholders – CIP, CSA, Rescue Squad, Capital Fund)

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e) Total School contribution being request is an additional $450,000.00 (which is still being discussed

f) It was also reported the bottom line amount on the draft budget is $21,176,000.00

It was questioned whether the State would allow localities to have any control over the tax rates in certain areas.

The County Attorney advised the locality has control over the:

a) Real Estate Tax Rate

b) Personal Property Tax Rate

c) Machinery & Tools Tax Rate

In order for the locality to enact a tax, authority must be provided through the General Assembly. In closing, he feels the County is utilizing the avenue of tax rates as appropriate and is operating within the legislative authority on implementing tax increases.

It was also advised the County eliminated any proposed BPOL taxes, due to the amount of exemptions. It was also advised that in order to retain merchant's capital, a BPOL tax cannot be in place as well.

Supervisor Weakley advised he feels the County is trying to bridge the gap and trying to work together; he suggested budgetary input continue to be forthcoming, whether it be from the Board or the citizens.

After discussion, it was the consensus of the Board to schedule a budget workshop session on Thursday, March 19, 2014 at 4:00 p.m. at the Thrift Road Office.

6. Reports: Meetings Attended in Past Month

Supervisor McGhee: Farm Bureau

Supervisor Campbell: CIP Committee; Rescue Squad; Town Council.

Chairman Lackey: Joint Meeting (MBOS/MCPS); Joint Meeting (MBOS/MCSB); Madison Early Learning Center; PD9; Farm Bureau

Supervisor Jackson: Joint Meeting (MBOS/MCPS; Joint Meeting (MBOS/MCSB); Town Council, Farm Bureau; PRA

Supervisor Weakley: Skyline CAP; School Board; CSA

7. Information/Correspondence (if any)

None.

8. Closed Session (if necessary)

None.

9. Adjournment

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With no further action being required, on motion of Supervisor Jackson, seconded by Supervisor Campbell, Chairman Lackey continued the meeting to Thursday, March 19, 2014 at 4:00 p.m. at the Thrift Road Office, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

_____
Doris G. Lackey, Chairman
Madison County Board of Supervisors

_____
Ernest C. Hoch, Clerk of the Board

Adopted on: April 8, 2014

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, V. R. Shackelford, III & Constitutional Officers

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Agenda
"Regular Meeting"
Madison County Board of Supervisors
Tuesday, March 11, 2014: at 4:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727

Agenda Items

1) Call to Order
2) Pledge of Allegiance & Moment of Silence
3) Determine Presence of a Quorum / Adopt agenda
4) Monthly Reports
   a. Department Reports
   b. VDOT Report
   c. Constitutional Officers
   d. School System
   e. Finance Office
      i. Certificate of Claims (Fund 10) [General Operations] – January FY2014
      ii. Certificate of Claims (Fund 11) [Tourism Enhancement] – January 2014
      iii. Certificate of Claims (Fund 40) [Debt Service] – January FY21014- None

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iv. General Operations – Supplemental Requests – January 2014/FY2014

f. Minutes #2 through #10

g. Statement Regarding County Administrator's Contract Extension/Renewal

6:00 p.m.: ***Public Comment will occur as close to 6:00 p.m. as possible. Speakers are asked to identify themselves (name and address) and keep their comments to under five (5) minutes per speaker. Written comments shall be accepted and recorded into the minutes.***

5) Discussions/Actions:

a. Changes to County Health Insurance Policy

b. CSA Appropriations

c. VML/VACO Financing

d. Social Services Appointment

e. Board of Supervisors Salary Adjustments

f. Board of Supervisors Code of Ethics

g. Board of Supervisors Bylaws

h. Storm Water Update

i. Proposed FY2015 Budget

6) Board of Supervisors Reports: Meetings Attended in Past Month

7) Information/Correspondence (if any)

8) Closed Session [if necessary]

9) Adjournment

**Amendments/Corrections denoted by Yellow Highlight **

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Health Insurance

Memo

To: Madison County Board of Supervisors

From: Ernie Hoch, County Administrator

cc: V. R. Shackelford III

Date: March 11, 2014

Re: Health Insurance Policy Change

For your consideration and approval:

The Board of Supervisors discussed at the February 25, 2014 workshop meeting to permitting County employees and their eligible County employee spouses to combine the county provided health insurance benefits into one joint family plan. The School Board already permits this. Additionally the County would extend the benefit for eligible employees that have one spouse employed at the School Board and one at the County, subject to the School Board taking similar action.

This will cause no negative impact to the Schools or County as each employee will continue to be entitled to the single health insurance payment. The change would permit them to combine the value into a family plan if they chose to. Plus 1 or duel plans would not apply as they already are eligible for a single policy each.

If approved, the Superintendent of Schools and I will work out the logistics.

Proposed ACTION

The Madison County Board of Supervisors hereby amends the County employee policy to permit County employees and their eligible County employee spouses to combine the county provided health insurance benefits into one joint family plan. Additionally the County will extend this benefit for eligible employees that have one spouse employed at the School Board and one at the County, subject to the School Board reciprocal agreement.

MADISON COUNTY BOARD OF SUPERVISORS CODE OF ETHICS

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Preamble

The citizens and businesses of Madison County, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the County of Madison's Commitment to Excellence, the effective functioning of democratic government therefore requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Madison County Board of Supervisors has adopted this Code of Ethics for members of the Board and of the County's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

1. **Act in the Public Interest**

   Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Madison County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Madison County Board of Supervisors, boards, commissions, and committees.

2. **Comply with the Law**

   Members shall comply with the laws of the nation, the Commonwealth of Virginia and the County of Madison in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the County of Madison; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.

3. **Conduct of Members**

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The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Supervisors, boards, commissions, and committees, the staff or public.

4. **Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

5. **Conduct of Public Meetings**

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. **Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, and apply laws and ordinances rather than on unrelated considerations.

7. **Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees and commissions, which they may have received from sources outside of the public decision-making process.

8. **Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship that may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. **Gifts and Favors**

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Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Board shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission or proceeding of the County, nor shall members of boards, committees or commissions appear before their own bodies or before the Board of Supervisors on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or Madison County, nor will they allow the inference that they do.

14. Policy Role of Members

The Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator with the advice and consent of the Board of Supervisors. Individual members, therefore shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions.

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15. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the County, the Madison County Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards, committees and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Madison County Code of Ethics. In addition, the Board of Supervisors, boards, committees and commissions, shall annually review the Code of Ethics and the Board of Supervisors shall consider recommendations from boards, committees and commissions to update it as necessary. A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board of Supervisors, board, committee or commission decision.

After discussion, on motion of Supervisor Campbell, seconded by Supervisor Jackson, the Board adopted the Code of Ethics, as amended, and approved, with the following vote recorded:

_____
Doris Lackey, Chair
Madison County Board of Supervisors

	Aye	Nay	Absent	Abstain
Doris Lackey	x			
R. Clay Jackson	x			
Bill Campbell	x			

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Kevin McGhee	x	____	____	____
Jonathon Weakley	x	____	____	____

MADISON COUNTY BOARD OF SUPERVISORS BYLAWS AND RULES OF PROCEDURE

SECTION I PURPOSE AND BASIC PRINCIPLES

1.1 Purpose of Rules of Procedure

A To enable County government to transact business expeditiously and ` efficiently;

B To protect the rights of each individual Board member;

C To preserve a spirit of cooperation among Board members; and

D To determine the will of the Board on any matter.

1.2 Basic Principles Underlying Rules of Procedure

A Only one (1) subject may claim the attention of the Board at one time;

B Each item presented for consideration will be entitled to full and free discussion.

C Every member has rights equal to every other member;

D The will of the majority must be carried out, and the rights of the minority must be preserved;

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E Discussion by members should be directed at the issue before the Board, and not at other members.

1.4 Rules of Interpretation

A These Rules of Procedure are rules of parliamentary procedure and are for the convenience of its members only. They do not have the force of law.

B Only members of the Board or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Chair or other action of the Board on the basis of compliance or non- compliance with these Rules of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order. In no event may questions over compliance herewith be raised judicially.

C Non-compliance with these Rules of Procedure must be raised at the time of the non-compliance, prior to continued debate or a vote. If a challenge is raised in a timely manner by a member with standing as provided for herein, the only relief shall be the correction of the error in conformance with these Rules of procedure. If a challenge is not timely made, the right to challenge the non-compliance is waived. In no event will a violation hereof result in the voiding Or overturning of any action of the Board.

D Failure to comply with these rules or Robert's Rules of Order shall not invalidate Board action otherwise valid at law.

Section II MEETINGS

2-1 Regular Meetings

A The time and place of regular meetings of the Board of Supervisors (hereinafter referred to as the Board) shall be established at the Board's annual organizational meeting. Regular Board meetings shall be held in the Board Auditorium, County Administration Building, 414 North Main Street, Madison, Virginia, on the second (2nd) Tuesday of each month, beginning at 4:00 p.m. A workshop session shall be scheduled the fourth (4th) Tuesday of each month at 6:00 p.m. in the building housing the offices of the County Administrator and shall normally last not more than two hours. A joint meeting with the Board and the Planning Commission will be scheduled for the first Wednesday of each month at 7:00 p.m., and will be held in the Board auditorium. The Board may, however, prescribe any other meeting place or time in compliance with § 15.2-1416 of the Code of Virginia (1950), as amended.

B When a regularly scheduled meeting falls on a legal holiday or Election Day, the meeting shall be held on the following business day.

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C A regular meeting which may be canceled by the Chairman, or the Vice-Chairman if the Chairman is unable to act, upon a finding that weather or other conditions hazardous for the members or the public to attend the regular meeting, may be held on the next business day on which County offices are open.

D Regular meetings, without further public notice, may be adjourned from day to day or from time to time or from place to place, not beyond the fixed date for the next regular meeting, until the business before the governing body is completed.

2-2 Special Meetings

A The Board may hold such special meetings as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. Either the Chairman, or any two (2) members, may call a special meeting of the Board in such a manner as prescribed by §15.2-1418 of the Code of Virginia (1950), as amended. Only matters specified in the notice shall be considered unless all of the members of the Board are present. The notice of the special meeting may be waived if all members of the Board attend the special meeting or sign a written waiver. Where a special meeting has been called the Board shall give to the media and general public such notice of the time, place and purpose of the meeting as is feasible.

2-3 Annual Organizational Meetings

A The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting. The County Attorney shall preside during the election of the Chairman of the Board.

B The Chairman shall be elected at the annual meeting for a term of one (1) year. The Chairman may succeed himself/herself in office. The Chairman and Vice Chairman shall continue to hold office until their successor takes office.

C Following the election of Chairman, he/she will assume the chair and conduct the election of the Vice Chairman.

D Following the election of the Vice Chairman, the Board shall:

1 Establish dates, times and places for the regular meetings;
2 Adopt its Rules of Procedure;

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3 The Chairman, with concurrence of a majority of the Board, shall make appointments to standing and ad hoc committees, preferably within one (1) week of the organizational meeting.

2-4 Quorum and Method of Voting

A At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a voice vote. The Chairman may choose to have the vote by a roll call vote or by show of hands; however, if there is one (1) "no" vote or one (1) abstention, at the request of any member of the Board, the Board may be polled and the name of each member voting and how he or she voted shall be recorded. All votes on matters of ordinance shall be recorded by the clerk along with the name of each member voting and how he or she voted.

B Members abstaining shall state for the record their reason for abstaining, if they abstain on account of a conflict of interest as prescribed by state law.

C A tie vote fails.

D All adopted motions of the Board of Supervisors shall be construed as resolutions of the Board and shall be recorded in the official minutes as preceded by, "it is hereby resolved that …". The name of each Board member voting on the motion shall be recorded in the official minutes along with how the member voted.

2-5 Board to Sit in Open Session

The Board shall sit in open session and all persons conducting themselves in an orderly manner may attend the meetings; provided, however, the Board may conduct Closed Session as permitted under the Virginia Freedom of Information Act.

2-6 Closed Sessions

A Closed Sessions may only be convened in conformance with §2.2-3711 of the Code of Virginia (1950), as amended or as otherwise provided by law as there are other provisions that would make such sessions or discussions of items in those sessions confidential.

B No resolution, ordinance, rule, contract, regulation or motion agreed to in a Closed Session shall become effective until the Board reconvenes in an open session and takes a vote of the membership on such resolution, ordinance, rule, contract or regulation or motion which shall have its substance reasonably identified in the open meeting.

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C At the conclusion of a Closed Session, the Board shall reconvene in open session immediately thereafter and shall take a roll call vote certifying that to the best of each member's knowledge:

1 Only public business matters lawfully exempted from open session requirements were discussed; and
2 Only public business matters identified in the motion convening the Closed Session were heard, discussed or considered.

D The failure of the certification to receive the affirmative vote of a majority of the members present during the Closed Session shall not affect the validity or confidentiality of the Closed Session with respect to matters considered therein in compliance with the Freedom of Information Act.

E The Board may permit non-members to attend a Closed Session if their presence will reasonably aid the Board in its consideration of an issue.

F Any member may request a proposed Closed Session item be pulled from the agenda for a separate vote on entering Closed Session, at his or her discretion.

G Any matter discussed in closed session is privileged and shall not be disclosed by any participant in the closed session as specified in Section 2-6 Items C1 & C 2, except as required by court order.

2-7 Work Sessions

A Work sessions may be held as regularly scheduled, specially called or recessed meetings of the Board, in order to work on issues to be considered by the Board in the future.

B No formal votes may be taken at a work session.

C Work sessions require legal notice pursuant to §2.2-3707 of the Code of Virginia (1950), as amended.

2-8 Conduct in Meetings

A The effectiveness and efficiency of governmental bodies in serving the public is enhanced by the proper conduct of all participants, whether government officials, employees, or members of the public, in meetings and work sessions of the Board or any Committees created pursuant to Section VI of these Rules of Procedure.

B To this end, all such meetings and work sessions shall be conducted with observance by all participants of the fundamental rules of civility, including

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restraint in demeanor and respect for others and their views. This rule is not intended to restrict disagreement or opposition to any proposal, motion, or argument. It is intended to restrict the manner in which such disagreement or opposition is expressed to preclude those ways of discourse which tend to disrupt or impair the conduct of a meeting. Shouting, profanity, threats, personal attacks, and other similar actions are unacceptable. Should, in the view of the Chairman or a majority of the Board or any Committee, a participant violate the foregoing guidelines for conduct, the Chairman or the Chairman's designee may address the participant's deviation from the guidelines.

C This rule of conduct shall be enforced by the Chairperson of the meeting who may order an unruly or disruptive individual or individuals whose conduct in the judgment of the Chairperson tends to disrupt or otherwise impair the conduct of the meeting, to be removed from the meeting.

D The rules of conduct described in B. above are intended to apply to all Board appointees to any agency, committee, commission, or similar entity, regardless of whether all members of the entity are appointed by the Board.

Section III OFFICERS

3-1 Chairman and Vice Chairman

The Chairman shall preside over all meetings of the Board of Supervisors. The Chairman shall appoint Board members to serve on standing committees and ad hoc committees established by the Board of Supervisors, such appointments to be made with concurrence of a majority of the members of the Board, promptly and within a reasonable time, preferably within one (1) week following the annual meeting. The Vice Chairman shall serve as Chairman when the Chairman is unavailable or unable to act for any reason.

3-2 Clerk

The Clerk of the Board shall be the County Administrator or other person appointed by the Board. The County Administrator may appoint one (1) or more members of the County staff to serve as Deputy Clerk of the Board.

3-3 Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, Robert's Rules of Order, and any other applicable legal procedures, as may be directed by the Chairman, or as required as a result of a point of order raised by any one (1) or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as Parliamentarian.

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3-4 Preservation of Order

At meetings of the Board, the presiding officer shall preserve order and decorum.

SECTION IV CONDUCT OF BUSINESS

4-0 Prior to Call to Order or Convening of Business

Invocation may be conducted in accordance with Va. Code § 15.2-1416.1, prior to the governing body's actual call to order or convening of business.

4-1 Order of Business

The first items shall be the Call to Order and Pledge of Allegiance and a Moment of Silence.

4-2 Consent Agenda

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the Regular Agenda by any member's request. Only one (1) motion is necessary to adopt all recommendations and action items on the Consent Agenda.

4-3 Public Comment

The Board shall set aside a time period for Public Comment at its regularly scheduled public hearing & regular workshop sessions each month. During this period the Board shall receive comment from any citizen on any topic not set for public hearing at that meeting, and no individual citizen should, at the Chairman's discretion, be allocated more than five (5) minutes of time to address the Board. Speakers shall not be allowed to (a) campaign for public office, (b) promote private business ventures, (c) engage in personal attacks, or (d) use profanity or vulgar language. Speakers may submit written record of their comments, or of comments they were unable to make because of time constraints that will be appended to the minutes of that meeting if submitted to the Clerk of the Board within business five days.

4-4 Motions

A The Chair need not rise while putting questions to a vote.

B The Chair may speak in discussion without rising or relinquishing the Chair.

C Informal discussion of a subject is permitted while no motion is pending.

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D No motion shall be discussed prior to being duly made in accordance with these Rules of Procedure. Once the motion is seconded, if a second is required, the person making the motion shall have a reasonable time as determined by the Chair to give his/her reasons in support of the motion prior to the start of debate.

E All motions shall be duly seconded before being submitted to the Board for decision; if said motion requires a second by Robert's Rules of Order, latest edition.

F When a question is under discussion, no motion shall be received unless it is one to amend, to commit, to postpone, for the previous question, for a substitute motion, a motion to lay on the table, or a motion to adjourn.

G No member should speak for the second time on a motion until every member desiring to speak has spoken. There is no limit to the number of times a member can speak to a question.

H When a vote upon any motion has been announced, it may be reconsidered during the meeting session in which the motion was made, on the motion of any member who voted with the prevailing side, without the need for a formal motion to reconsider. In the case of a tie vote, neither side shall be considered as having prevailed for the purposes of this rule and such reconsideration may be initiated by the motion of any member.

I In accordance with the Constitution of the Commonwealth of Virginia, a recorded affirmative vote of a majority of the entire Board shall be required to pass any ordinance or resolution imposing taxes, authorizing the borrowing of money, or appropriating funds. The Chair may, at his/her own discretion, call for a roll call vote.

J All motions to adopt any ordinance shall be by voice vote and the clerk shall ensure that the minutes shall reflect the names of the persons voting and how they voted in the permanent record.

K Upon a call for a question, the Chair shall determine whether there exists any objection to ending discussion. If none, the question shall be called. If any person objects, the Chair shall seek a second for the motion to call for the question. A two-thirds (2/3) majority shall be required to end debate.

L A tie vote defeats the question being voted upon.

M A motion to reconsider must be made at the same meeting or the next immediate meeting. A motion to reconsider must be made by a member of the Board who voted on the prevailing side when the original motion was voted upon. A motion to rescind or to amend a prior action adopting

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something with continuing effect by the Board may be made by any member of the Board at a subsequent meeting upon proper notice having been given. There is no time limit for the making of such a motion. However, such motions are improper if (1) the original action by the Board was subject to a motion for reconsideration, (2) the action or inaction of third-parties in reliance on the Board's approval of the original Board's action is impossible to undo, or (3) certain personnel actions, as described in Robert's Rules of Order, have been taken. Voting requirements are: (1) a majority of the entire Board, or (2) a majority of a quorum, if the call to the meeting provides the language of any proposed change.

4-5 Decisions on Points of Order

A The Chairman, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian for an advisory opinion to the Chairman.

B Members need not rise when speaking.

4-6 Same; Appeal to Board

Any member of the Board may appeal to the Board the decision of the Chairman on any question of order or the interpretation of these Rules of Procedure. A majority vote of those present is necessary to overrule the Chairman. No second is required on a member's appeal.

4-7 Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order.

4-8 Suspending Rules

One (1) or more of these Rules of Procedure may be suspended with the concurrence of the majority of the members present.

4-9 Amendment of Rules

These Rules of Procedure may be amended by majority vote of the entire membership.

4-10 Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in the Rules of Procedure and by applicable State law, shall be governed by Robert's Rules of Order, latest edition.

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Section V AGENDA

5-1 Preparation

A The Clerk shall prepare a preliminary agenda for the regularly scheduled meetings conforming to the order of business specified in § 4-1 titled "Order of Business".

B Any Board member may request that items be placed on the agenda by contacting the County Administrator by five business days prior to the Board meeting for which they wish the item scheduled. The County Administrator shall place requested items on the preliminary agenda for the next regular meeting following the request, subject to Paragraph A of this section.

C All items which are requested to be placed on the preliminary agenda which have not been submitted within the prescribed deadline shall be placed on the next regular agenda for consideration.

5-2 Delivery of Agenda

A The preliminary agenda and related materials for regular Board meetings shall be electronically posted and received by each member of the Board and the County Attorney by 4:00 p.m. on Friday prior to the meeting, unless a later time is approved by a majority of the Board.

B The preliminary agenda and related materials shall be made available to the public within the County Administrative offices at least by 4:00 p.m. Friday prior to the meeting, or at least simultaneously with the Board's receipt.

5-3 Copies

The Clerk of the Board shall prepare or cause to be prepared extra copies of the preliminary agenda and shall make the same available to the public in the Office of the County Administrator. The Clerk shall also have copies available at each meeting. The Clerk shall post the preliminary agenda in such public places in the County as shall give the public as much notice of the agenda as is feasible.

5-4 Finalization of Agenda

The preliminary agenda shall be finalized at each meeting of the Board upon the Board's decision, by vote or apparent consensus, to add or delete items from the agenda, or to proceed with the agenda without alteration.

5-5 Comments, Queries of Board Members

Board members are to observe the following rules during the discussion of agenda items and at public hearings:

1 Comments of Board members must be constructive. The Chairman ensures that comments are constructive.

2 The Chairman keeps discussions germane to the subject. The Chairman rules other comments out of order.

3 Discussion by members should be directed at the issue before the Board, and not at other members.

5-6 Board Commendations

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The Board may issue Commendations to any person, persons, or groups for meritorious service to the community or other act meriting special recognition, by Resolution, as Resolutions are adopted. Such commendations shall be signed by the Chairman of the Board.

SECTION VI BOARD AND OTHER COMMITTEES; APPOINTMENT

6-1 Board Committees; Appointments; Vacancies

The Board, by majority vote, may establish or abolish standing or Ad hoc committees of the Board (i.e., Personnel, Rules, etc.). Each committee shall consist of at least two (2) members of the Board, unless otherwise established, and its members shall be appointed by the Chairman, with concurrence of a

majority of the Board, preferably within one (1) week of the committee's creation or any reauthorization. The Chair shall likewise fill any vacancy. In addition, the Chairman shall appoint one Board member as an alternate for each committee, which alternate may sit and vote in the absence of an appointee to a Board committee.

6-2 Citizen Appointments to Committees

All appointments of citizens, other than members of the Board of Supervisors, shall be made by a majority vote of the Board members present.

6-3 Officers; Visiting Board Members; Alternate Board Members

A Each committee shall have a chairman appointed by the Board Chairman. In the absence of the chair, the ranking member (in length of service) present shall serve as temporary chair. In the event that the two (2) members present rank equally, they shall agree among themselves who shall serve as chair.

B Any visiting Board Member, providing there is not a quorum of the Board present, may participate in the discussion of the Committee's business, at the discretion of the Chairman, but not vote.

C In addition to the alternate, if there is a vacancy at a committee meeting, the committee chairman may appoint another Board member not assigned to the committee to fill the vacancy and serve as a voting committee member for that committee meeting.

D Any Board member who misses three (3) consecutive regularly scheduled committee meetings of a committee to which he or she is assigned may be removed from that committee by majority vote of the Board of Supervisors.

6-4 Committee Rules

A These rules are promulgated for the purpose of assisting standing and ad hoc Board of Supervisor committees which exist to advise the Board on County related matters.

B Wherever possible, Board committees shall operate in an informal manner. Procedurally, committees are encouraged to work cooperatively so as to not require an abundance of rules. However, at the discretion of the Committee Chairman, the Committee may be required to operate under the rules of procedure adopted by the full Board for the conduct of its business.

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C The primary function of Board Committees is to study and prepare issues prior to matters coming before the Board. Committees may often study items more thoroughly, effectively and efficiently than may be done at the full Board level.

6-5 Meeting Times; Notice to Members and the Press

A Meetings of committees shall, whenever possible, be held within the week after the regular Board meeting.

B All standing committees should establish regular meeting times and dates, whether monthly or less often. If no business is known, then committees may be canceled with the permission of the Chair of that committee.

C Ad-Hoc Board Committees should endeavor to establish regular meeting dates and times if it appears that the length of their service may extend beyond the range of three (3) months.

D Committees should endeavor to not postpone scheduled meetings where there is business to discuss. Wherever possible, business from missed meetings shall be carried over to the next regularly scheduled committee-meeting day.

E Special (unscheduled) committee meetings shall be allowed if needed, upon written notice authorized by the Committee chair, mailed at least five (5) working days in advance of the meeting date to all committee members and the Board Chair. The Chairman may choose to set a sooner meeting time upon direct notification to, and with the consent of all, committee members.

F The staff shall endeavor to notify the press of all committee meetings as soon as a meeting is scheduled or canceled.

6-6 Organizational Committee Meetings; Quorum

A The first meeting of any committee after the Board's organizational meeting, and the first after the creation of any new or ad hoc board Committees, shall be called by the Chair of the committee pursuant to the notification rules shown above. The Committee should determine its meeting schedule at its organizational meeting; however, it may later amend its schedule as the need arises.

B A quorum for business purposes shall be a simple majority of its members.

6-7 Call by Chairman; Agenda Preparation

A Any committee shall convene under these rules in order to consider any matter specially assigned to it by the Chair, upon his or her written request that the committee meet. Such request may require the committee to meet prior to their next scheduled meeting if, in the opinion of the chairman, it is necessary to do so.

B All committee meetings shall have a prepared notice/agenda electronically posted or delivered to the committee members, the public, and the press at least three working days prior to the

meeting. This notice may be shorter upon a special called meeting, with the consent of all members, but every effort shall be made to contact the press regarding any committee meeting.

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C Committee Agendas and Minutes shall be circulated to all Board members and such other materials as designated by the Committee Chairman.

6-8 Committee Clerk

The County Administrator may assign a member of staff to the role of committee clerk for the various committees. This may be the same, or different, person than any person named as Deputy Clerk to the Board.

Section 7 Interaction with County Employees

7-1 Supervisors Actions

Supervisors should maintain close contact with County employees, especially Department Heads, to stay aware of needs of the County. However, unless otherwise legally authorized, no supervisor(s) shall directly give orders or direction to the County Administrator or any County employee unless such instruction is conveying a legal action of the Board.

After discussion, on motion of Supervisor McGhee, seconded by Supervisor Jackson, these Bylaws and Rules of Procedure, as amended, were adopted with the following vote recorded:

_____
Doris Lackey, Chair
Madison County Board of Supervisors

	Aye	Nay	Absent	Abstain
Doris Lackey	x			
Clay Jackson	x			
Bill Campbell	x			
Kevin McGhee	x			
Jonathon Weakley	x			

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