V I R G I N I A:

At a regular meeting of the Washington County Board of Supervisors held Tuesday, January 8, 2002, at 7:00 p.m., at the County Administration Building in Abingdon, Virginia, the following were present:

PRESENT:

Joe W. Derting, Chairman
John B. Roberts, Sr., Vice Chairman
Bobby D. Ingle
Phillip B. McCall
Anthony S. Rector
Dulcie M. Mumpower
Jack H. Barker

Mark K. Reeter, County Administrator
Lucy E. Phillips Bright, County Attorney
Naoma A. Cook, Administrative Supervisor
Mark W. Seamon, Accounting & Purchasing Manager

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1 Call to Order

The meeting was called to order by Mr. Joe Derting, Chairman of the Board, who welcomed everyone in attendance.

2 Invocation and Pledge of Allegiance – Bobby Ingle

Mr. Bobby Ingle gave the Invocation and led the Pledge of Allegiance.

3 Approval of Agenda

On motion of Mr. McCall, second by Mrs. Mumpower, it was resolved to approve the Agenda with the following additions:

Item 7f. Appointment to the Mount Rogers Planning District Commission Board of Directors from the Town of Glade Spring *(2001 Appointee: Roy Miller)*

Item 7g. Appointment of Third County Representative to the Smyth-Washington Regional Industrial Facilities Authority

Item 7h. Appointment to Highlands Regional Small Business Incubator Board

Item 9 Consideration of Request for Incorporation of Streets into State System of Secondary Highways, Heron Circle, Heron Pointe Subdivision

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

4 Approval of Minutes of December 11, 2001 Regular Meeting

On motion of Mr. Roberts, second by Mr. Rector, it was resolved to approve the Minutes of the regular meeting of December 11, 2001 with the following corrections:

Throughout the document correct spelling of "Jack Baker" to "Jack Barker".

Page 12306, Agenda Item 9: Correct Route Number to read "Route 622".

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

Approval of Minutes of December 18, 2001 Recessed Meeting

On motion of Mr. McCall, second by Mrs. Mumpower, it was resolved to approve the minutes of the December 18, 2001 recessed meeting with the following corrections:

Page 12322, Item 5: Insert vote count to read:

"The vote on this motion was as follows: (6-0)

Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye"***

Page 12323, Item 7, Paragraph 1: ***Correct paragraph to read "Supervisor Ingle addressed the Board explaining that he had contacted officials with the Historical Society of Washington County regarding assistance from the Town of Abingdon with moving expenses of $3,360 that the Historical Society will incur with their move to the Train Station. Mr. Ingle further explained that the Town of Abingdon is***

currently incurring $50,000-$60,000 in expenses for renovations to the Train Station, as well as future monthly expenses for utilities at the Train Station and therefore will not be assisting the Historical Society with moving expenses."

The vote on this motion was as follows: (6-0-1)

Mr. Barker	***Abstained***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

Mr. Barker abstained due to his absence at the December 18, 2001 recessed meeting.

Scribner's Note: The above corrections have been made to the recorded Minutes of the referenced meetings.

At this point, Mr. Derting recognized the Washington County Leadership Class. He commended the participants for their efforts to study the government of Washington County.

5. Election of Officers and Adoption of By-Laws, General Policies and Operating Procedures of the Board of Supervisors, Calendar Year 2002

a. Election of Chairman

Mr. Derting opened the floor for nominations of a Chairman for Calendar Year 2002. The following action was taken:

On motion of Mr. Barker, second by Mr. Rector, Mr. Joe Derting was nominated for the office of Chairman of the Board of Supervisors for Calendar Year 2002.

Mr. Derting accepted the nomination. No further nominations were received.

On motion of Mr. Ingle, second by Mr. Rector, it was resolved to close nominations for Chairman and by acclamation to re-elect Mr. Joe Derting as Chairman of the Board of Supervisors for Calendar Year 2002.

The vote on this motion was as follows: (6-0-1)

Mr. Barker	***Aye***
Mr. Derting	***Abstained***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

b. Election of Vice Chairman

Mr. Derting opened the floor for nominations for a Vice-Chairman for Calendar Year 2002. The following action was taken:

On motion of Mr. McCall, second by Mr. Ingle, Mr. John Roberts was nominated for the office of Vice-Chairman of the Board of Supervisors for Calendar Year 2002.

Mr. Roberts accepted the nomination. No further nominations were received**.**

On motion of Mr. McCall, second by Mr. Ingle, it was resolved to close the nominations for Vice-Chairman and by acclamation to re-elect Mr. John Roberts as Vice Chairman of the Board of Supervisors for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

c. Adoption of By-Laws, General Policies & Operating Procedures for Calendar Year 2002

Mr. Reeter presented the By-Laws, General Policies & Operating Procedures for Calendar Year 2002. He explained that these documents have not changed since the draft distributed at the December 11, 2001 meeting. Mr. Reeter further explained that the documents included the holiday schedule and budget meetings for Calendar Year 2002.

Mr. Barker stated that he had a conflict with the budget meeting scheduled for May 23, 2002 and requested it be rescheduled to May 22, 2002.

On motion of Mr. Ingle, second by Mr. McCall it was resolved to adopt the following By-Laws, General Policies & Operating procedures for Calendar Year 2002 and to reschedule a budget meeting on May 23, 2002 to May 22, 2002:

WASHINGTON COUNTY, VIRGINIA
BOARD OF SUPERVISORS

BY-LAWS FOR CALENDAR YEAR 2002

Statement of Intent and Purpose:

The intent of these By-laws of the Washington County, Virginia Board of Supervisors is as follows:

(1). To establish ways and means by which the Board of Supervisors as the governing body of Washington County, Virginia shall conduct itself in the performance of its duties and responsibilities;

(2). To establish certain procedures to be followed by the Board of Supervisors as individual members and as a governing body, and by appointed officials and employees of the Board of Supervisors, to help ensure legality, fairness and consistency in the conduct of governance of Washington County; and

(3). To establish certain rules and guidelines considered vital to the conduct of the Washington County government and the proper functioning of its elected and appointed officials, employees, agencies, departments, organizations; and the promotion and protection of the interests of the citizens of the county.

To these ends these By-laws are so adopted.

By-laws Definitions

As used in these By-laws, the following terms are defined:

Action of Record:

An action taken or decision made by the Board recorded in the Minutes of the Meetings. Action of Record may take the following forms:

a. Motions and seconds with votes of the members of the Board recorded.

b. Consensus agreement of the Board without vote by the Board.

c. Directive of the Chairman in the exercise of that office during the conduct of an official meeting of the Board.

Advisory Board: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons other than members of the Board formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

Board: The Washington County Board of Supervisors.

Committee: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons that may be formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county. A Committee shall be composed of up to three (3) members of the Board and such other persons as may be appointed by the Board and/or Committee members to serve

County Code: The Washington County Code.

Directive: An exercise of discretionary authority granted to the Chairman from the Board empowering the Chairman as follows:

a. To enforce the protocols of Article 8.5. of these By-laws for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.

b. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board;

c. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board;

Ex-officio: A form of membership or appointment to a body or group where the individual may participate in proceedings or discussions, but shall not serve in an official leadership capacity nor vote in an official manner.

Item of Business: A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

Meeting or official meeting: Any Annual, Regular, or Special Meeting of the Board of Supervisors. The following terms may also be used to further define and specify purposes for meetings. Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

a. Annual Meeting: Pursuant to § 15.2-1416 of the Virginia Code, the Board's first meeting in the month of January.

b. Joint Meeting: A Joint Meeting may be conducted simultaneously with one or more corporate and politic bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of Record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

c. Public Information Meeting: A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where the Board of Supervisors will take no Action of Record at said meeting. A quorum of the Board of Supervisors is not required to Call to Order and conduct a Public Information Meeting. Public Information Meetings may be called in the name of the Board of Supervisors or administratively by the County Administrator or his designee.

d. Public Hearing: A public hearing shall be conducted at said meeting and the Board of Supervisors may take Action of Record on such matters as may arise from the Public Hearing. A quorum of the Board of Supervisors is required to Call to Order and conduct a Public Hearing.

e. Recessed Meeting: A meeting conducted at a date, place and time set by the Board of Supervisors as a continuation of a previously held meeting. A Recessed Meeting shall be scheduled no later that the date of the next Regular Meeting.

f. Rescheduled Meeting: A Rescheduled Meeting shall be for the purpose of conducting a meeting of the Board of Supervisors where, by virtue of necessity or at the discretion of the Board of Supervisors, the originally scheduled meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these By-laws. Action of Record may be taken on any Item of Business presented at a Rescheduled Meeting, and a quorum of the Board of Supervisors is required to Call to Order and conduct a Rescheduled Meeting.

g. Workshop Meeting: A Workshop Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board of Supervisors. A quorum of the Board of Supervisors is not required to Call to Order and conduct said meeting, but no Action of Record shall be taken in the absence of a quorum. Workshop Meetings may also be called and scheduled for the purposes of presentations to the Board of Supervisors for educational and informational purposes.

***Primary Motion*: The first motion presented following informal discussion of any Item of Business at a Board meeting.**

***Substitute Motion*: A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.**

***Virginia Code*: The 1950 Code of Virginia, as amended.**

Construction

As used in these By-laws, the masculine shall include the feminine, and the singular the plural unless otherwise specified herein. The word "shall" is mandatory and not directory; the word "may" is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove".

Article 1. General

1.1. The County of Washington is a political subdivision of the Commonwealth of Virginia, and is bestowed all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

Article 2. Board of Supervisors

2.1. The County of Washington is governed by a Board consisting of seven (7) Supervisors elected from the citizenry of Washington County, one (1) Supervisor from each of the county's seven (7) Election Districts. Terms of each Supervisor are for four (4) years and may be successive. Qualifications for election to the Board of Supervisors are prescribed in the Virginia Code and Election Districts shall be defined by ordinance and set out in the County Code.

2.2. The Board of Supervisors is the governing body of the County of Washington and exercises all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

2.3. The Board of Supervisors at its discretion may authorize by appropriate action and annually provide for such sums for their salaries and expenses as members of the Board pursuant to the Virginia Code.

Article 3. Officers of the Board of Supervisors

3.1. Pursuant to § 15.2-1422 of the Virginia Code, the Board shall elect annually from its membership a Chairman and Vice-Chairman.

3.2. The term of office of the Chairman and Vice-Chairman shall be one (1) calendar year beginning at the end of the Annual Meeting at which they were elected through the end of the Board's next Annual Meeting the following calendar year.

Article 4. Election of Officers

4.1. Election of officers of the Board shall be held at the Annual Meeting. In the absence of a quorum of the Board at the Annual Meeting, the current seated officers shall continue to exercise their offices until such time as a quorum is present at a subsequent Regular Meeting of the Board, at which time election of officers shall be held. The Board may defer election of officers to a Recessed Meeting from the Annual Meeting upon motion and vote of a majority of Board members present.

4.2. Election of officers of the Board shall be the first Item of Business after Reading and Approval of Minutes at the meeting when elections are to be held.

4.3. Nominations for officers shall be conducted in open session upon motion and second by Board members and acceptance of the nomination. A motion with second and a majority vote of the Board members present is required to close nominations, at which time election of officers will be conducted in reverse order of the discussion of nominations. A majority vote of a quorum of the Board is needed to elect officers.

4.4. In the event of a tie vote during the election of officers, either by an abstaining vote or an even quorum of the Board present and voting, election of that officer shall be tabled to the next Regular Meeting of the Board and the Board shall proceed with other officer elections. In the event of a subsequent tie vote, a single blind lot drawing from the slate of seconded nominations shall select the officer. Officers selected in this manner shall be fully vested with all duties and powers accorded the office pursuant to the Virginia Code and these By-laws. The current seated officers shall continue to exercise their offices until new officers are elected or selected in this event.

4.5. Upon election of new officers, the current seated Chairman and Vice-Chairman shall continue to exercise their offices until the adjournment of the meeting of the Board at which elections were held. Immediately upon adjournment of such meeting, these offices shall be relinquished to the newly elected officers.

Article 5. Duties and Powers of Officers of the Board of Supervisors

5.1. In accordance with accepted rules of order and parliamentary practice, the Chairman is to preside at all meetings of the Board. The Vice-Chairman shall act with the full power and authority of the Chairman in the absence of the Chairman at any meeting of the Board. In the absence of both the Chairman and Vice-Chairman, the most recent past Chairman of the Board in attendance shall chair the meeting and exercise the full power and authority of Chairman in the capacity of Acting Chairman. In the absence of the Chairman, Vice-Chairman and most recent past Chairman, the remaining Board members shall choose an Acting Chairman for the meeting. Where an Acting Chairman is needed for a meeting, the Board need not designate an Acting Vice-Chairman. Where used in these Bylaws, Chairman shall also be construed to mean Acting Chairman.

5.2. When the Board is engaged in official meetings, whether held in the Board of Supervisors Meeting Room or at some other location, the building and associated grounds constituting the meeting place are under the control of the Chairman for the orderly conduct of the meeting. In addition to the exercise of parliamentary powers, the Chairman or Acting Chairman is empowered to issue Directives that shall be recorded as an Action of Record in order to facilitate orderly conduct of meetings.

5.3. The Chairman of the Board is empowered to administer oaths and execute all official documents pursuant to § 15.2-1410 of the Virginia Code and shall be the head of the county government pursuant to § 15.2-1423 of the Virginia Code.

5.4. The Chairman shall adhere to and is empowered to enforce the protocols of Article 8.5 during official meetings of the Board. The Chairman shall act as parliamentarian of the Board, and shall seek the advice of the County Attorney or, in his absence, the County Administrator in the

interpretation of the provisions of these By-laws and other established procedures for the conduct of meetings.

5.5. In the event of a vacancy in the office of Chairman due to death, resignation or removal from office as a member of the Board, the Vice-Chairman shall assume the position of Acting Chairman

and the most recent past Chairman of the Board shall assume the position of Acting Vice-Chairman. In the event of a similar vacancy in the office of Vice-Chairman, the most recent past Vice-Chairman of the Board shall assume the position of Acting Vice-Chairman. In the event of concurrent vacancies in both the office of Chairman and Vice-Chairman, the most recent past Chairman and Vice-Chairman shall respectively assume these offices. Election of new officers shall occur pursuant to Article 4 of these By-Laws at the first Regular Meeting after the vacancy on the Board has been filled pursuant to § 15.2-1424 of the Virginia Code. In this event, such newly elected officers shall serve until the next Annual Meeting of the Board. Officers selected in this manner shall be fully vested with all duties and powers accorded their office pursuant to the Virginia Code and these By-laws.

5.7. The Chairman shall be an ex-officio member of all Committees and Advisory Boards of the Board, privileged to attend and participate in all meetings of such Committees and Advisory Boards, including closed meetings, but shall not vote on Committee matters unless appointed as a Committee member.

Article 6. Meetings of the Board of Supervisors

6.1. The Annual Meeting of the Board for Calendar Year 2002 and 2003 shall be held on the second Tuesday of January of those years. The Regular Meetings of the Washington County Board of Supervisors for Calendar Year 2002 shall be on the second and fourth Tuesday of each month except December when the Regular Meeting shall be on the second Tuesday only. These Annual and Regular Meetings shall be Called to Order at 7:00 p.m. and shall be held at the Board of Supervisors Meeting Room in the County Administration Building at 205 Academy Drive, Abingdon, Virginia. The Annual and Regular Meeting date, place and time shall continue indefinitely unless changed by appropriate action of the Board.

6.2. The Board will attempt to complete all Items of Business at the Annual and Regular Meetings by 11:00 p.m. The Board may recess such meetings from day to day, or from time to time or from place to place not beyond the time fixed for the next Regular Meeting, until the business before the Board is complete.

6.3. If the Annual or any Regular Meeting day falls on a legal holiday, the meeting may be held on the holiday or rescheduled as determined by the Board by Action of Record taken at the Annual Meeting or any Regular or Special Meeting prior to the holiday. If rescheduled other than at the Annual Meeting, public notice shall be served pursuant to § 15.2-1416 of the Virginia Code.

6.4. Special Meetings of the Board may be approved and scheduled, or a Called Special Meeting conducted by the Board pursuant to § 15.2-1417 and § 15.2-1418 of the Virginia Code. A Special Meeting may also be scheduled or called for specific purposes, as follows:

a. Joint Special Meeting;

b. Public Information Meeting;

c. Public Hearing;

d. Rescheduled Meeting;

e. Workshop Meeting.

Special Meetings of the Board may be scheduled at the Annual Meeting for the calendar year and set out in the Operational Procedures of the Board.

6.5. The Annual, Regular and Special Meetings of the Board shall be open to the public. The Board reserves the right to enter into Closed Meeting pursuant to the Virginia Code at any official meeting.

6.6. Closed meetings will be restricted for those proper purposes enumerated in the Virginia Code and all Closed Meetings will be held in strict accordance with Virginia law.

6.7. No gathering of members of the Board of Supervisors, whether there be a number equal to or exceeding a quorum of the Board or a lesser number, shall be considered an official meeting of the Board unless such gathering takes place at a bona fide Annual, Regular or Special Meeting as set forth in these By-laws. No Action of Record may be taken on any matter outside of the time, place and location of an official meeting of the Board.

6.8. The Sheriff of Washington County shall provide at least one (1) deputy to attend the Annual and Regular Meetings of the Board and, upon request of the Board or County Administrator, at any other official meeting. When in attendance of any official meeting, deputies shall be under the direction of the Chairman of the Board during the period of the official meeting (including any brief recess thereof), and under the direction of the County Administrator, Acting County Administrator, or his designee during the period prior to the meeting-s Call to Order and immediately upon final Recess or Adjournment of the meeting.

<u>Article 7. Agendas for Board of Supervisors Meetings</u>

7.1. The Annual and Regular Meetings of the Board shall have a formal Meeting Agenda prepared by the County Administrator or his designee. The County Administrator at his discretion, and the County Attorney and Board members individually may by request to the County Administrator place matters of business on the Agenda for discussion, information and /or action by the Board as are germane to the affairs and interests of the Board and county. Agendas for Special Meetings are optional at the discretion of the Board of Supervisors or County Administrator.

7.2. The Order of Business of the Meeting Agenda for the Annual and Regular Meetings of the Board for Calendar Year 2002 shall be generally as follows:

a. Call to Order and Determination of Quorum

b. Welcome, Invocation and Pledge of Allegiance

c. Approval of the Agenda

d. Approval of Minutes

e. Public Hearings

f. General Business

g. County Administrator and County Attorney Reports

h. Consent Agenda

i. Board Member Reports

j. Recess or Adjourn

Deviations from the Order of Business may be made at the discretion of the County Administrator during the preparation of the Meeting Agenda, and by the Board as a modification of the Meeting Agenda at the time of Approval of the Agenda. The Board by motion with second and majority vote of those present may eliminate any of the above items in the Order of Business for a specific meeting or meetings, or through the time of the next Annual Meeting in its entirety, and may also restore any item so eliminated or add other items by like Action of Record at any meeting.

7.3. A request for modification of the Meeting Agenda shall be made from the Board Table and only by members of the Board, County Administrator, or County Attorney. Approval of modification requires majority vote of Board members present. A modification made at the time of Approval of the Agenda shall be reflected in the Minutes of the Meeting at which the modification was made. Items scheduled for action on the Meeting Agenda may be deferred to a later time in the meeting by consensus agreement of a majority of Board members present. Items previously acted upon during the course of the meeting may be revisited at a later time in the meeting by consensus agreement of a majority of Board members present.

7.4. The Board shall take no Action of Record on any matter that is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present. Upon Approval of the Agenda, no further modifications may be made except as provided for in paragraph 7.3. Closed Meetings and business matters brought before the Board under Board Member Reports exempt from the provisions of this paragraph.

7.5. The Meeting Agenda and supporting documents comprising the Meeting Agenda Book should be delivered to members of the Board a minimum of three (3) calendar days in advance of the meeting date. The supporting documentation should include recommendations on actions prepared by county administrative personnel and other county officials if a recommendation is available and appropriate.

Article 8. Conduct of Meetings of the Board of Supervisors

8.1. The Board shall generally follow Roberts' Rules of Order (Roberts, Henry M.; Rules of Order and Parliamentary Practice), the provisions of Article 8.4. notwithstanding. In following these rules of parliamentary procedure, the Board intends that special attention will be given to the following:

a. Protecting the rights of each individual member of the Board, county administrative employees and the public.

b. Preserving and ensuring a spirit of harmony and cooperation within the Board, and between individual Board members.

c. Allowing full and free discussion among the members of the Board in order to ensure that all view-points are considered prior to taking action on behalf of the county.

8.2. Where provisions of these By-laws differ from similar procedures established by Robert-s Rules of Order, provisions of these By-laws shall prevail.

8.3. At any official meeting of the Board, all members of the Board present at such meeting, the County Administrator or Assistant County Administrator, County Attorney, Recording Clerk (or person

acting in the capacity of the Recording Clerk) and County Accounting and Purchasing Manager as may also be present are authorized to be seated at the Board Table during the conduct of said meeting. The Chairman or Acting Chairman shall be seated in the center position of the Board Table, with the Vice-Chairman or Acting Vice-Chairman to his right. In the absence of the County Administrator

from a Board meeting, the Assistant County Administrator shall serve in his capacity. In the absence of both the County Administrator and Assistant County Administrator, the County Attorney shall serve.

8.4. The following rules and procedures shall prevail at meetings of the Board:

a. A quorum of the Board is a majority of the membership comprising at least four (4) of the seven (7) members of the Board. A quorum must be present to Call to Order and continue an official meeting and to take Action of Record.

b. The Chairman shall Call to Order an official meeting at the designated time and determine a quorum. If a quorum is not present at the designated time, the Chairman may direct a delay of up to fifteen (15) minutes in the start of the meeting at his discretion. Any further delay in the start of the meeting may be made only with the consensus agreement of the majority of those Board members present.

c. Should for any reason a quorum not be maintained continuously during any official meeting, the meeting shall adjourn at that time. A Board member-s physical presence on the grounds of the location of the meeting shall be considered as being present at the meeting and satisfactory for the maintenance of a quorum. Board members shall notify the Chairman if required to leave the grounds of the location of the meeting, either temporarily or for the remainder of the meeting.

d. All informal and formal discussions of Items of Business and Actions of Record must be made from the Board Table. Any Board member away from the Board Table but maintaining physical presence at the meeting location at the time of an Action of Record will be counted as having cast an abstaining vote.

e. Informal discussion of an Item of Business by Board members is permitted while no primary or substitute motion is pending.

f. A second to a primary and substitute motion is required in order to formally discuss and/or vote upon the motion. Voting shall be by show of hands. The Chairman shall verbally summarize the vote upon conclusion of an Action of Record, noting by individual name those Board members abstaining or voting in the minority on the Item of Business.

g. Any member of the Board may terminate debate or discussion of an Item of Business and call for a vote on a pending motion by "calling for the question" after being recognized by the Chairman.

h. An abstaining vote is neither an affirmative nor a negative vote and has no effect on the vote, or the status of the quorum.

i. A tie vote fails. The Board does not designate a tiebreaker pursuant to § 15.2-1421 of the Virginia Code.

j. A substitute motion will be voted on prior to the primary motion, in reverse order (i.e. the substitute motion will be voted on first). Only one (1) substitute motion will be considered prior to a vote on the primary motion.

k. The Chairman is authorized to speak in discussions, and can vote on all motions and/or all questions but may not Acall for the question@ or make a primary motion, substitute motion or second.

The Chairman may temporarily relinquish the position and conduct him/herself as a member of the Board for the purpose of making a primary motion on an Item of Business. The Chairman may do so by passing the gavel to the Vice-Chairman or Acting Vice-Chairman prior to the start of discussion of an Item of Business. Upon completion of the Item of Business, the gavel shall be returned to the Chairman.

l. A primary motion may be amended prior to vote with the concurrence of the originating Supervisor of the primary motion, and with second. The amended primary motion is then treated as the primary motion, and not a substitute motion. A primary motion may not be amended if a substitute motion is pending until conclusion of vote on the substitute motion. An amendment to a primary motion opposed by the originating Supervisor shall not be voted on until action is taken on the original primary motion.

m. If a primary or substitute motion is made at a Board meeting where at least six (6) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board during that fiscal year except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than six (6) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the motion again.

n. A primary or substitute motion may be made to tentatively act upon an Item of Business where a final Action of Record is anticipated at a later date. All Items of Business tentatively acted upon by the Board shall be considered bound by the tentative action if not otherwise reconsidered by the Board within three (3) calendar months of the date of the tentative action.

o. A motion to Table an Item of Business for consideration at a future meeting, or to remain Tabled indefinitely may be made either as a primary or substitute motion but not by consensus agreement. An action to Table an Item of Business to a later time within the same meeting may be passed by consensus agreement of a majority of Board members present.

8.5. The following protocols will be followed at meetings of the Board:

a. Official meetings of the Board are open to public observation and, as set out herein, public participation. When not addressing the Board and/or attending public as herein described, those present at an official meeting shall be respectful of the rights of others.

b. Board members are to be polite and courteous in addressing other members of the Board and all those present at Board meetings, and all Board members are to maintain proper decorum in their conduct at meetings of the Board (i.e., refrain from "name calling", derogatory remarks and other forms of personal affronts).

c. Those persons and organizations with Items of Business before the Board should be represented at an official meeting if so requested by the Board of Supervisors, individual members of the Board, the County Administrator, County Attorney, or any person acting on behalf of these.

d. Those persons and organizations with Items of Business before the Board may address the Board upon recognition and invitation of the Chairman to approach the Podium, whereupon they shall identify themselves, any title and organization they represent, and provide a mailing address to facilitate any correspondence needed subsequent to the Item of Business. As a guideline, presentations to the Board pursuant to an Item of Business should be limited to ten (10) minutes. The Chairman at his discretion may end a presentation after such time has elapsed or may permit continuation of it. The Board by Action of Record may overrule the Chairman's decision in this regard.

e. The discourse of those presenting at the Podium shall be made part of the Minutes of the Meeting subject to Article 9 of these By-laws.

f. Those individuals of the public attending any official meeting of the Board of Supervisors without an approved Item of Business on the Meeting Agenda or modification thereof shall not be permitted at the Podium at any time other than during the Open portion of a public hearing. No person shall address the Board during an official meeting from the audience unless recognized by the Chairman.

g. At any official meeting of the Board where a public hearing is set on the Meeting Agenda, or a Public Hearing of the Board pursuant to Article 6.4, the Chairman shall first permit general presentation and discussion of the matter of the public hearing from the Podium and/or from the Board Table. At the conclusion of such presentation/ discussion, the Chairman shall Open the public hearing and invite those of the public attending the meeting to the Podium to comment.

h. At the discretion of the Chairman, or with the consensus agreement of the majority of the Board, those speaking during the open portion of a public hearing may be limited to a specified length of time for comments at the Podium. The Chairman at his discretion may provide a verbal advisory to a speaker at the Podium when thirty (30) seconds remain of the specified time to conclude comments. During public hearings, speakers may address the Board only on matters pertaining or germane to the issue for which the public hearing is being held. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held. Violation of this rule shall enable the Chairman by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary and take such other steps the Chairman deems appropriate, including bringing appropriate charges against the person and bringing the charges in the name of the Board of Supervisors.

i. No discourse at a public hearing, whether during general presentation and discussion or during the Open portion of the hearing is required to be entered into the Minutes unless conducted at the Podium.

j. The Chairman may limit the number of those wishing to speak at a public hearing when in the Chairman's judgment a fairly representative exchange of views and comments on the matter has been achieved.

k. Questions asked by speakers during the course of the Open portion of a public hearing shall be addressed at the conclusion of the speaker's comments by the appropriate party, and before the next speaker approaches the Podium. The Chairman may permit deviation from this rule.

l. Upon conclusion of speakers at the Podium, the Chairman shall close the public hearing. A motion with second and majority vote of a quorum of Board members present at a public hearing shall overrule the Chairman's decision to close the public hearing or to limit speakers, in which event speakers may continue until the Board by majority vote ends the public hearing. A motion with second and majority vote of a quorum of Board members present shall also close the public hearing in this event. An Action of Record may be taken at the close of a public hearing at the discretion of the Board.

m. Board Member Reports shall facilitate the presentation of comments, reports and proposed Items of Business not otherwise part of the Meeting Agenda by individual Board members in round table fashion. Matters may be presented for information, discussion and action and/or scheduled for further consideration as an Item of Business at a future meeting of the Board. When speaking during Board Member Reports, Board members shall be limited to ten (10) minutes, at which time the Chairman may at his discretion suspend further presentation from the Board member and request action by consensus agreement of Board members present at the Board Table to permit additional time to conclude the presentation. No Board member shall yield time or place under Board Member Reports to any other Board member or other person. No member of the Board shall have any other position reserved for them on the Meeting Agenda other than under Board Member Reports.

8.6. The Board may at its discretion adopt specific rules and procedures relative to the conduct of certain types of public hearings other than those set forth in this Article. Such specific rules and procedures shall be adopted in the manner prescribed for amendment of these By-Laws set forth in Article 13 and shall become part of these By-Laws upon adoption. Where a public hearing is conducted by another party on behalf of or before the Board, the rules and procedures governing that public hearing shall be as prescribed by the party conducting it.

Article 9. Minutes of the Meetings of the Board of Supervisors

9.1. At all official meetings of the Board at which a quorum is present Minutes of the meeting shall be taken and shall be approved by the Board and recorded in the office of the Washington County Clerk of Circuit Court.

9.2. Public Information Meetings and Workshop Meetings as defined in these By-laws may be recorded as Minutes at the direction of the Board. At any such meeting where an Action of Record is taken, Minutes shall be taken and approved by the Board and recorded.

9.3. Pursuant to § 15.2-1536 and § 15.2-1538 of the Virginia Code, the County Administrator shall serve as Clerk of the Board and shall carry out the duties specified in § 15.2-1539 of the Virginia Code. The County Administrator may designate a Recording Clerk to take and prepare the Minutes of the Board and to assist in the exercise of the office of Clerk of the Board. Minutes shall be prepared on the basis of both written notes and audio recordings. Where technically possible, audio recordings shall be made of all official meetings of the Board, subject to the provisions of Paragraph 9.2 of this Article. The specific language of the Minutes of any given meeting shall be at the discretion of the County Administrator, who shall endeavor to render the Minutes in the most accurate and neutral way possible. The County Administrator shall review and correct all Minutes prior to dissemination to the Board for adoption.

9.4. The Board may at its discretion generally prescribe the form and content of the Minutes of its meetings in keeping with professionally accepted standards for it. At minimum, the Minutes shall contain the styling of the Item of Business stated on the Meeting Agenda or modification thereof, the Action of Record, the vote by individual member or consensus expression of the Board, or directive of the Chairman. Where practical, a brief synopsis of any discussion of the Item of Business shall also be included.

9.5. Minutes of any meeting shall generally be presented at the next or following Regular Meeting of the Board where at least five (5) working days exist between the successive meetings.

9.6. Minutes shall not be considered official until approved by the Board and recorded. After approval of the Board but prior to recordation, the County Administrator may make additions or corrections to the Minutes that do not materially affect the substance or content of the Minutes. These include, but are not limited to: correction of mis-spellings, typographical errors and incorrect grammar; page renumbering; clarification of content and errors of omission. Should evidence of an error in a recorded vote be discovered after approval but prior to recordation, the County Administrator shall attempt to verify it and correct by the best available means, including corroboration by individual Board members and other reliable witnesses to the meeting.

9.7. Should an error or evidence of an error in the Minutes of any Meeting of the Board be discovered after recordation, the County Administrator shall bring the error before the Board at the next official meeting as is practical. The Board by vote of a majority of those members present at the meeting at which the error was made shall correct the Minutes by amendment. Members of the Board not present at said meeting shall abstain from voting on the correction. Should no majority of Board members present at the meeting in which an error was made in the Minutes be or remain seated as members of

the Board, a majority vote of the presently seated Board members shall then correct the Minutes by amendment.

9.8. Amendment to the recorded Minutes of any Meeting shall be entered as an Action of Record in the Minutes of the Meeting at which the amendment was made. In addition and where practical as determined by the County Administrator or Recording Clerk, the recorded Minutes shall be altered to include the amendment, either by insertion of a new, corrected page in sequence or by separate Amendment Addendum at the beginning or first page of the recorded Minutes of the Meeting to be corrected. Whether by insertion of a new corrected page or by Amendment Addendum, the correction shall be clearly documented as a correction of previously recorded Minutes, indicating the first date of recordation, the date of Board action to amend the Minutes, and the date of recordation of the amended Minutes.

9.9. When audio recordings of Board meetings are made, the County Administrator shall cause their preservation for a period of time not to exceed two (2) calendar years from the date of the meeting, at which time they may be discarded. Where preserved, audio recordings shall be considered publicly accessible without charge upon prior appointment for review through the office of County Administrator.

9.10. When video recordings of Board meetings or portions thereof are made, the preservation of said recordings shall be at the discretion of the County Administrator. The Board may at its discretion direct the preservation of specific recordings, and the County Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

9.11. Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority vote of the Board and only in instances where excerpted verbatim transcriptions of a portion or portions of the proceedings are insufficient to address the need. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official Minutes of any meeting.

9.12. Individual members of the Board and the County Attorney may request excerpted verbatim transcription of a portion or portions of any meeting through the County Administrator. If requested by a member of the Board, the County Administrator and/or the Recording Clerk will make a reasonable effort to generate a requested transcription prior to any subsequent meeting of the Board; the generation of such transcription is subordinate to the preparation and review of the Minutes and other duties and responsibilities of the involved personnel. A request by the County Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated. The County Administrator at his discretion may make any verbatim transcription requested generally available to all members of the Board.

9.13. Unapproved Minutes shall be released publicly upon incorporation into and completion of the Meeting Agenda Book. At the discretion of the County Administrator, unapproved Minutes may be released publicly at an earlier time; availability of completed unapproved Minutes shall not compel release at such earlier time.

9.14. No recording device shall be used during any Closed Meeting of the Board unless the majority of the members of the Board present at the meeting vote to allow recording of the Closed Meeting. Any such recording shall remain in the sole custody of the County Administrator, County Attorney, Chairman or other member of the Board designated by the Board.

Article 10. Appointments of the Board of Supervisors

10.1. The Board at its discretion may, and where required and in accordance with the Virginia Code or other law, shall from time to time establish and make appointments of its members and other persons to various positions, groups, organizations, committees, advisory boards and other bodies, both formal and informal, for such purposes as are in the interest of the Board and county.

10.2. Except as otherwise provided in these By-laws or other law, appointments of the Board may be made at any official meeting upon motion with second and majority vote of a quorum of the Board and recorded as an Action of Record.
10.3. Except as otherwise provided by Action of Record or by law, all appointees of the Board shall be authorized and expected to represent the interests of the Board and county in all matters to which their appointment is charged.

10.4. Except as otherwise provided by law, all appointments of the Board shall discharge their duties with diligence, and may be removed prior to the end of the term of said appointment by motion with second and majority vote of a quorum of the Board and recorded as an Action of Record. Any vacancy in an appointment shall be filled in the manner as the original and for the remainder of the original term of the appointment.

10.5. Pursuant to § 44-146.19 B. 2. of the Virginia Code, the Board at the Annual Meeting shall appoint one of its members or the County Administrator to be Director of Emergency Services of the county. The Director shall serve in that capacity until the next Annual Meeting, at which time he may be reappointed or a successor appointed at the pleasure of the Board. A vacancy in the Director's position may be filled by a majority vote of the Board at any Regular or Special Meeting. The Director may be removed from that position and a successor appointed to fill the remainder of the original term by majority vote of the Board at any official meeting. During an impending or declared state or local emergency, in the absence of the Director of Emergency Services, the Chairman or Vice-Chairman of the Board shall assume the duties and responsibilities of that position pursuant to the Virginia Code. In the event either the Chairman or Vice-Chairman is the Director, the County Administrator shall serve as the third designee to assume responsibility in the absence of the Chairman or Vice-Chairman. In the absence of the Chairman, Vice-Chairman and County Administrator, any member of the Board may act in the capacity of Director of Emergency Services until such time as one of these three officials is able to assume the position. The Director of Emergency Services or any member of the Board acting in such capacity shall exercise only those powers granted in § 44-146.21 of the Virginia Code. The Emergency Services Coordinator of the county shall be an administrative employee of the office of County Administrator, subject to the personnel policies of the Board.

10.6. The Board shall officially recognize no prerogative of any of its members to make or nominate appointments to any group, organization, committee, advisory board or other body except in accordance with the provisions of these By-laws or other law.

Article 11. Committees and Advisory Boards of the Board of Supervisors

11.1. Pursuant to § 15.2-1411 of the Virginia Code, the Board may at its discretion establish Committees of the Board and Advisory Boards by Resolution and vote of a majority of the Board members at any official meeting. Committees may be solely composed of members of the Board or may be jointly composed of Board members and other individuals appointed or otherwise authorized to participate in Committee activities. Board approval of such other individuals is not required unless specified by Resolution. Advisory Boards shall be composed persons other than members of the Board and may include other individuals appointed by Advisory Board members to participate in Advisory Board activities. Board approval of such other individuals is not required unless specified by Resolution. Board members may be appointed as ex-officio members of Advisory Boards.

11.2. A Resolution establishing any Committee shall state the purpose and scope of activities of the Committee, including any specific responsibilities for and grant of authority to pursue the matter for which it has been established. The Resolution shall state the composition of the members of the Committee, either by name or title, and may designate who shall chair the Committee, by name or title. No member of the Board shall be appointed to a Committee if not present at the meeting at which appointments are made. A majority vote of a quorum of the Board is needed to appoint Committee members.

11.3. Unless otherwise specified within the establishing Resolution, Committees shall be re-established and Committee appointments made at each Annual Meeting of the Board. Failure to re-establish dissolves the Committee as of adjournment of the Annual Meeting. Appointments to Committees may be for successive terms.

11.4. Unless otherwise specified within the establishing Resolution, Committees shall organize and direct their own affairs in the manner that their members deem appropriate to the matters that they are charged. These include, but are not limited to, adoption of Committee by-laws or procedures, designation of Committee officers, the taking of Minutes of Committee meetings, the appointment of sub-committees or working groups, solicitation of assistance in pursuit of Committee matters, and such other things as deemed appropriate by Committee members.

11.5. Meetings and activities of Committees shall be open to the public. Any Committee, when conducting business matters which are exempt from public disclosure pursuant to the Virginia Code may sequester itself for all or a portion of the Committee meeting at which such matters are being discussed.

11.6. Advisory Boards shall be subject to the provisions governing Committees of the Board pursuant to this Article except that meetings of Advisory Boards may be privately conducted at the discretion of its members unless otherwise provided in the Resolution establishing it.

11.7. The Board at its discretion may establish compensation for all Committee and Advisory Board members not to exceed fifty ($50.00) dollars per meeting pursuant to § 15.2-1411 of the Virginia Code. Such compensation shall be specified in the Resolution establishing the Committee or Advisory Board, subject to Board appropriation of funds. Unless specified, no Committee or Advisory Board member shall receive compensation.

11.8. Committees of the Board and Advisory Boards shall only be established pursuant to this Article. Nothing herein shall be construed so as to prevent meetings or consultations by and between members of the Board, county administrative officials and employees and other parties for the purpose of pursuing matters of interest to the Board and county which are otherwise consistent with Virginia law.

Article 12. Offices of County Administrator and County Attorney

12.1. Pursuant to § 15.2-1536 of the Virginia Code, the Board shall appoint a County Administrator and a County Attorney. The County Administrator and County Attorney shall be employees of the Board, serving at the pleasure of the Board, and shall have their compensation established by the Board.

12.2. The County Administrator shall be the chief administrative officer for the county pursuant to § 15.2-1540 of the Virginia Code. The County Administrator shall exercise all powers, duties and responsibilities pursuant to § 15.2-407 and § 15.2-1541 of the Virginia Code and in accordance with the County Code and Board policies.

12.3. The County Attorney shall exercise all powers, duties and responsibilities pursuant to § 15.2-1542 of the Virginia Code and in accordance with the County Code and Board policies.

12.4. In the event of vacancy in the office of County Administrator due to death, resignation or removal from office, the Assistant County Administrator shall assume responsibility as Acting County Administrator until such time as the Board shall again fill that office. At the Board's discretion upon motion and vote of a majority of Board members at any Regular or Special Meeting, a county administrative employee other than the Assistant County Administrator may be designated as Acting County Administrator. The Assistant County Administrator is designated Deputy Clerk of the Board pursuant to § 15.2-1502 of the Virginia Code for the limited purpose of serving as Clerk to the Board in the temporary absence or unavailability of the County Administrator.

12.5. In the event of vacancy in the office of County Attorney due to death, resignation or removal from office, the Board may engage the services of private legal counsel to serve in the capacity of Acting County Attorney until such time as the Board shall again fill that office. In the event of the temporary absence or unavailability of the County Attorney, the Board authorizes the County Administrator at his discretion to engage the services of private legal counsel as necessary to represent the Board and county.

Article 13. Adoption and Amendment of By-laws of the Board of Supervisors

13.1. These By-laws of the Board shall be adopted annually immediately after Election of Officers of the Board. Upon adoption, the provisions of these By-laws shall take effect immediately and shall continue until amended or re-adopted. The full text of these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

13.2. Amendment to these By-laws may be made as an Item of Business on the Meeting Agenda or modification thereof at any Regular Meeting, Adjourned Meeting, Special Meeting, Called Special Meeting, and/or Rescheduled Meeting of the Board. Amendment to these By-laws shall be by vote of a majority of Board members and recorded as an Action of Record. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment to these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

Article 14. Limitations of By-laws of the Board of Supervisors

14.1. If any provision or requirement of these By-laws be found inconsistent with the provisions of the Virginia Code, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these By-laws shall remain in full force and effect.

Article 15. Adoption and Amendment of General Policies and Operational Procedures of the Board of Supervisors

15.1 The Board may from time to time adopt such other General Policies and Operational Procedures as it deems necessary and appropriate to its conduct and to matters under its charge, such policies and procedures being consistent with these By-laws and other law.

15.2. Matters that the Board may address by General Policies and Operational Procedures generally shall be those not otherwise addressed by law but which are material to the conduct, operation and interests of the Board or county.

15.3. Adoption and amendment of General Policies and Operational Procedures shall be made in a manner similar to that prescribed for the By-laws of the Board as set out in Article 13 and subject to the limitations set out in Article 14 herein.

WASHINGTON COUNTY, VIRGINIA
BOARD OF SUPERVISORS

GENERAL POLICIES FOR CALENDAR YEAR 2002

Article 1. Political Activities of County Administrative Officials and Employees and Use of County-owned and County-controlled Property and Facilities for Political Activities.

1.1. The Washington County Board of Supervisors (hereinafter the Board) recognizes and respects affiliation and participation in the political processes of the United States, the Commonwealth of Virginia, the County of Washington and other localities by administrative officials and employees of the Board. In establishing the policy set forth in this Article, the Board endorses the following principles:

a. Board administrative officials' and employees' political rights shall be protected.

b. No politically motivated interference, pressure or coercion shall be permitted in the execution of the lawful duties, services and responsibilities of Board administrative officials and employees.

c. The execution of lawful duties, services and responsibilities by the Board of Supervisors and its administrative officials and employees shall be rendered without political bias or the perception of political bias.

1.2. The Board shall take no action, directly or indirectly, in prohibition of or punishment for the exercise and expression of political affiliation and participation in political processes of the federal, state and local governments by its administrative officials and employees which are not part of or performed during the exercise of the officials' or employee's job-related activities.

1.3. While in performance of lawful duties, services and responsibilities, administrative officials and employees shall in discourse and manner abstain from any form of political expression or exercise, including, but not limited to, the following:

a. The circulation of political petitions and campaign materials of any form.

b. The wearing of items endorsing a particular candidate for public office.

c. The production of any item, material or other work-product for use in political initiatives or campaigns.

d. To portray, suggest or imply in any manner that the Board or any administrative official, employee, department or agency thereof endorses or opposes any candidate for public office, or endorses or opposes any political issues or ideas.

e. To knowingly solicit or endorse contribution of monies to any political candidate or party.

f. To knowingly permit or acquiesce in the conduct of the above by any administrative official, employee or candidate for public office, whether incumbent or seeking, during the exercise of duties, services and responsibilities by administrative officials and employees.

The provisions herein and of this Article generally are not intended to limit the constitutional rights of Board administrative officials and employees in their capacity as private citizens. They are intended to reasonably limit expression and exercise of political affiliation and participation while acting in the capacity of a public employee, during the exercise of job-related duties, services and responsibilities. Such restrictions are designed to further the principle of political neutrality in the conduct of public employees on the job.

1.4. The Board shall not permit the following political activities to be conducted within or on the grounds of any property or facility owned and/or under the direct control of the Board:

a. The conduct of campaign activities by any federal, state or local candidate, whether incumbent or seeking, whether by the candidate for office in person or by his representative.

b. The posting or distribution of campaign signs, printed materials or other items for any federal, state or local candidate for office, whether incumbent or seeking.

c. The use of any equipment or motor vehicle as part of any federal, state or local political campaign or initiative.

This provision shall be interpreted to include those properties and facilities used by the Constitutional Officers of Washington County which are owned in the name of the Board or which are directly controlled through leasehold or other arrangement by the Board.

1.5. The Board recognizes that properties and facilities under its ownership and control have utility and convenience to the conduct of certain types of political activities. Accordingly, the Board shall permit the following types of activities under the following conditions:

a. The holding of organized political party meetings of the federal, state and local governments, through prior arrangement with the office of the County Administrator.

b. The holding of organized political debates, discussions and other public forums providing the opportunity for free and open political discourse between candidates for public office, through prior arrangement with the office of the County Administrator.

c. The conduct of interviews with the electronic media and press by candidates for public office, whether incumbent or seeking.

In a. and b. herein, the office of the County Administrator may set the time, place and manner of use of the property or facility consistent with good order and the uninterrupted operations of the County government. Once use is arranged and approved, the Board or any administrative official or employee shall not further regulate the conduct of discourse. Upon conclusion of the use, the property or facility shall be restored to its original state and order at the expense of the participating parties or sponsor of the event.

1.6. Nothing herein this Article shall be construed so as to prohibit or limit activities or discourse on political matters properly authorized as part of a County administrative official's or employee's job-related functions.

1.7. Any violation or breach of this policy shall be investigated by the County Attorney or other such other person as may be designated by the Board. If the violation or breach is proven, the investigating party shall report his findings and recommendations to the County Administrator (in the event of the involvement of a County administrative employee), and/or to the Board. The County Administrator shall take such measures as required under Board personnel or other policies or deemed appropriate in disciplinary action against any County administrative employee, including termination of employment. The Board may also take such lawful action as it deems appropriate.

1.8. All previous policies and procedures adopted by the Board related to political activities of County administrative officials and employees and use of County-owned or County-controlled property and facilities for political activities, except those policies not in conflict with the above as set forth in the Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees, are hereby repealed.

Article 2. Custody and Control of County Properties and Facilities

2.1. The Washington County Board (hereinafter the Board) hereby vests the day-to-day authority over and control of the County office buildings properties, facilities and equipment and County employees using same, and the responsibilities of various officials and employees for maintaining control over areas assigned to them and maintaining a proper working environment as follows:

a. The building and associated grounds of the County Administration Building, 205 Academy Drive, Abingdon, Virginia shall be under the control of the Board and the County Administrator.

b. When the Board is engaged in an official meeting, the County Administration Building and associated grounds are under the control of the Chairman of the Board or Acting Chairman or his designee for the orderly conduct of the meeting. Upon prior to and upon adjournment of an official meeting, authority and control are returned to the County Administrator or Acting County Administrator or his designee.

c. When the Board is not engaged in an official meeting, subject to the further provisions herein, the building and associated grounds are under the control of the County Administrator or Acting County Administrator or his designee for the orderly conduct of the County's business.

d. Because of the unique relationship which exists between the Board and the County Attorney, the County Attorney shall be responsible for controlling the office area which is specifically assigned to him/her and support staff and is authorized and directed to take appropriate steps to maintain the security of the office area and to maintain an appropriate working environment.

e. When the County Administration Building is open to conduct County business, the County Administrator is in control of the building and associated grounds (subject to the provisions contained in the previous paragraph); however, in the absence of an express statement to the contrary, County administrative department heads are delegated the authority and responsibility to control and manage their employees, equipment and office areas occupied by or assigned to the department and to the department's employees.

f. When more than one department shares an office area or space, in the absence of an express written statement of policy by the Board or by the County Administrator to the contrary, each department head is delegated responsibility and authority to control and manage the area or space assigned to the department and the department's employees.

g. When more than one department shares employees, in the absence of a statement or policy (by the Board or by the County Administrator) to the contrary, each department head is delegated

responsibility and authority to control and manage the support staff and equipment assigned to the department.

h. When more than one department shares an office area, equipment or employees in the County Administration Building and the department heads do not agree on the proper action, management, or use of the shared space, items or personnel, the disagreement shall be submitted to the County Administrator or Acting County Administrator (person designated by the County Administrator or the Board to make decisions in the County Administrator's absence) who shall resolve the disagreement in the manner; if neither the County Administrator nor the Acting County Administrator is present and the dispute requires an immediate resolution, the County Attorney may resolve the dispute if he/she is present; if the County Administrator is not present and a decision may reasonably be delayed until the County Administrator returns, the dispute will be reduced to writing and the decision will be made by the County Administrator on his return.

2.2. Any County administrative employee so empowered by this Article may take lawful action to cause the removal of any person disrupting the conduct of County business in his assigned office area. Consent or direction of the County Administrator, Acting County Administrator, or County Attorney is not required for such lawful action to be taken. If such action is taken, the administrative employee taking the action shall immediately document same in writing and advise the County Administrator, Acting County Administrator and/or County Attorney as soon as practical.

2.3. County buildings, facilities and properties owned or held in leasehold or other arrangement in the name of the Board of Supervisor but which are used principally by the judiciary, Constitutional Officers of Washington County and other organizations, agencies and individuals shall be for the purposes of the Article considered under the authority and control of those officers, organizations, agencies and individuals. Nothing herein shall prohibit the development of similar policies by those individuals in charge of it. The County Administrator, Acting County Administrator or County Attorney shall not exercise day-to-day authority and control over same, but may act in an emergency or other circumstance to protect the orderly conduct of County business if no other responsible official or employee is in charge.

Article 3. Freedom of Information

3.1. It is the policy of the Washington County Board of Supervisors (hereinafter the Board) that all public records of the County shall be open and accessible to citizens of the Commonwealth of Virginia and the news media for public inspection and review in accordance with the guidelines and requirements of the Virginia Freedom of Information Act, §2.1-340 et seq. of the Virginia Code, as amended (hereinafter the Act).

3.2. In furtherance of the policy, the Board authorizes the County Administrator, in consultation with the County Attorney, to develop and implement such administrative practices, and/or written administrative policies and procedures as deemed necessary and appropriate for the handling of requests for information made pursuant to the Act.

Article 4. Conduct of the Office of the County Administrator

4.1. In addition to the provisions of Article 12 of the Washington County Board of Supervisors (hereinafter the Board) By-Laws, the Board adopts the following ethical code regarding the office of County Administrator of Washington County (adapted for use from the International City/County Management Association (ICMA) Code of Ethics and Guidelines, first adopted by the ICMA Executive Board in 1924 and Revised in January, 1994):

a. The County Administrator shall be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

b. The County Administrator shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

c. The County Administrator shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the respect and confidence of the elected and appointed officials, employees and the public may be merited.

d. The County Administrator shall recognize that the chief function of the local government is at all times to serve the best interests of all the people.

e. The County Administrator shall submit policy proposals to elected and appointed officials, provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals, and uphold and implement local government policies adopted by those officials.

f. The County Administrator shall recognize that the credit for the establishment of local government policies lies with the elected and appointed officials; responsibility for policy execution rests with the administrative officials and employees of the local government.

g. The County Administrator shall refrain, in word and conduct, from politically partisan participation in the election of local government officials, and from all partisan political activities that would impair performance as a professional administrator.

h. The County Administrator shall make is his duty to continually improve upon professional abilities and to develop the competence of employees in his charge in the execution and delivery of their assigned responsibilities.

i. The County Administrator shall keep the public informed on local government affairs, encourage communication between the citizenry and all elected and appointed officials, emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

j. The County Administrator shall resist any encroachment on professional responsibilities, maintaining a position that he/she should be free to carry out official policies, duties and responsibilities without interference and proceed without discrimination on the basis of principle and justice.

k. The County Administrator shall handle all matters relating to local government personnel on the basis of merit, fairness and impartiality, especially those pertaining to appointments, compensation, promotions and discipline.

l. The County Administrator shall not seek nor accept any pecuniary or substantial material favors from his position, nor shall he/she maintain or establish private business relationships or investments which conflict or have the potential of conflicting with official duties.

4.2. The County Administrator shall treat all elected and appointed officials of Washington County with the respect and courtesy due such offices, and shall treat the interests and positions of all such officials with equal respect and deference.

4.3. In making policy proposals, the County Administrator shall attempt to provide genuinely viable policy options to the degree that professional standards will permit, and to treat all such options provided in such a way as to depict real choice among the options provided.

4.4. Where the County Administrator knows that a decision or policy of the local government is legally wrong, or where uniform application of such decision or policy would thwart or circumvent the true intent of same, the County Administrator shall not cause implementation of said decision or policy if such is within his authority and responsibility; but instead shall bring the matter to the attention of the appropriate officials at the earliest possible time.

4.5. Where circumstances will permit, the County Administrator shall not request or by surprise or immediate necessity require a decision by elected and appointed officials where sufficient time and supporting information has not been previously provided.

Article 5. Use of County Employee Services and County-owned and County-controlled Property by Individual Members of the Board of Supervisors

5.1. While recognizing that members of the Washington County Board of Supervisors (hereinafter the Board) are vested with no distinct powers or authority to act as individual office-holders, the Board does grant its members certain privileges with respect to the use of the services of County administrative employees and County property as set forth in this Article.

5.2. Members of the Board may at their discretion have prepared for their use stationary bearing their individual names, office title, election districts, home or other address(es) and telephone number(s) with the County Seal affixed, the cost of which may be paid from the general revenues of the County subject to annual appropriation and purchased or obtained in reasonable quantity through the office of the County Administrator. Such stationary is the personal property of the Board member, and may only be used for purposes set out in Section 5.4. of this Article. Members of the Board may also use official County stationary for correspondence to be forwarded under their signature.

5.3. Individual Board members may at their discretion request correspondence be prepared on their personal stationary or official County stationary for their signature by County administrative employees. Board members shall make such requests through the office of the County Administrator or his designee. The County Administrator or his designee shall direct the appropriate County personnel to prepare the correspondence as part of the employee's regular duties. Correspondence prepared in this manner may be transmitted through the regular mail or by electronic means, the cost of which may be paid from the general revenues of the County. The preparation and distribution of such correspondence is subordinate to the other duties and responsibilities of the employee to which such work is assigned. Reasonable effort will be made to complete such correspondence within two (2) County working days from the date it is received and assigned.

5.4. Correspondence written by or for individual members of the Board by County administrative employees in this manner shall be limited to subject matter immediately germane to the activities or interests of the Board of Supervisors as the governing body of the County. County employees may not be used to prepare oral or written presentations, working papers, maps, drawings, renderings or other forms of written or graphic materials, or to undertake research or compile information from sources not immediately available to the employee where the subject matter of such materials does not relate to or reflect any activity or interest of the Board as the governing body of the County. County employees may be used to prepare such materials where the content of it has been previously discussed and approved by the whole Board, and is reflective of the official position of the Board as the governing body of the County.

5.5. Mass-mailings of correspondence by individual Board members is prohibited. Mailings of twenty-five (25) or fewer identical or substantively similar letters by individual Board members at any one time is permissible.

5.6. The services of County employees and the use of County-owned and County-controlled property may not be employed to prepare or otherwise facilitate the production and distribution of any materials or information associated with political campaigns or election activities of the federal, state or local governments, including the re-election of incumbent members of the Board. Individual Board members shall not use their personal stationary or official County stationary in any way associated with political campaigns or election activities of the federal, state or local governments, including personal re-election campaigns.

5.7. Individual members of the Board may use County-owned property such as telephones, motor vehicles and data processing equipment so long as the use of it is consistent with the provisions of this Article.

Article 6. Budget Policy

6.1. General

6.1.1. The Washington County Board of Supervisors (hereinafter the Board) vests the day-to-day management of monies appropriated to the various Funds of the County Operating Budget; and, specifically, to the budgetary departments within those Funds, to the administrative, executive or elected heads of various offices, departments, agencies and organizations subject to the provisions set forth in this Article.

6.1.2. The fiscal year County Operating Budget shall be set out so as to allocate the total amount appropriated to the various Funds and their respective budgetary departments among one or more line-items. Such line-items shall be established so as to provide for the convenient, adequate and accountable management of the budgetary department as a whole.

6.1.3. Unless otherwise prescribed by law or the Appropriation Resolution, or pursuant to action by the Board or established practice all line-items within budgetary departments representing a single total appropriation to a specific office, department, agency or organization shall be disbursed in four (4) equal quarterly payments during the County fiscal year. The County Administrator at his discretion may authorize the disbursement of up to fifty (50%) percent of the appropriated amount of any such line-item not to exceed $25,000.00 upon written request of the recipient office, department, agency or organization and with good cause shown. Any such request not authorized by the County Administrator shall be submitted to the Board for approval as an Item of General Business or Consent Agenda.

6.2. Budget Preparation

6.2.1. Preparation of the Proposed and Recommended County Operating Budget for each County fiscal year is vested with the County Administrator pursuant to the ' 15.2-407 and ' 15.2-1541 of the Virginia Code, as amended.

6.2.2. The Proposed and Recommended County Operating Budget shall be presented as one (1) document consisting of a listing of all estimated County revenues to be received and anticipated expenditures to be disbursed for each County fiscal year. The expenditures shown within the Proposed County Operating Budget shall consist proposed expenditures on a line-item basis submitted by the head each budgetary department funded within the County Operating Budget. The Recommended County Operating Budget shall show such line-item expenditures as may be adjusted by the County

Administrator at his discretion. The format for presentation of the Proposed and Recommended County Operating Budget shall be in accordance with ' 15.2-2504 of the Virginia Code, as amended, and with the guidelines of the Virginia Auditor of Public Accounts and other applicable standards for local government budgeting practices.

6.2.3. The County Administrator shall prepare and submit a calendar of scheduled County Operating Budget preparation and review meetings (referred to as Budget Adjustment Work Session Meetings) for adoption by the Board at their Annual Meeting. The calendar shall include a presentation of projected revenue estimates and may include one or more joint meetings with the Washington County School Board to review, discuss and act upon as necessary budgetary matters for an upcoming fiscal year. The calendar shall end with a meeting of the Board to adopt the County Operating Budget, establish the County tax rates, and adopt an Appropriations Resolution, such actions which may occur at separate meetings to be held on or before June 30 of each year. This calendar shall be adopted by the Board and made part of the Board's Operating Procedures for the calendar year, and may be modified by the Board after adoption at its discretion.

6.2.4. At Budget Adjustment Work Session Meetings, all budget approvals made by the Board will be considered tentative until the County Operating Budget is adopted and County tax rates set on or before June 30 of each year.

6.2.5. The Board will first review, adjust and give its tentative approval to budget requests of $250,000.00 or more in order of the amount of the request. Budget requests of less than $250,000.00 will generally be reviewed, adjusted and given tentative approval in the order in which they appear in the County Administrator's Recommended County Operating Budget. The County Administrator may recommend and the Board may consider certain budget requests of less than $250,000.00 prior to others in the event those budget requests contain items that should be acted upon prior to July 1 in order to expedite matters for the coming fiscal year. In no event may funds tentatively approved be encumbered or obligated until final adoption of the budget.

6.2.6. Prior to the adoption of the County Operating Budget, any Board member may make a motion to adjust any part of the budget which has already been tentatively approved, regardless of whether the Board member making the motion voted in the minority previously on that particular budget.

6.2.7. The Chairman is empowered to rule a Board member's motion out of order if in the Chairman's judgment the intent of the motion is to halt or needlessly delay progress in the budget deliberation and tentative approval process.

6.2.8. Budget Adjustment Work Session Meetings conducted during weekday evening hours as may be scheduled and approved will begin at 7:00 PM and end no later than 9:30 PM unless a consensus majority of the Board wishes to continue later into the evening. In no event will evening work session meetings continue beyond 10:30 PM. A 10 minute recess may be called each hour. Budget Adjustment Work Session meetings conducted on Saturdays during daytime hours as may be scheduled and approved will begin at 9:00 AM and end no later than 5:00 PM unless a consensus majority of the Board wishes to continue later into the evening. In no event will Saturday work session meetings continue beyond 7:00 PM. Any Saturday meeting may recess for up to 1 2 hours for lunch, and a 10 minute recess may be called each hour.

6.2.9. The County Administrator shall submit a proposed schedule listing specific budget requests to be reviewed, adjusted and tentatively approved by the Board of Supervisors pursuant to the adopted schedule of Budget Adjustment Work Session Meetings at the time the County Administrator presents his Recommended County Operating Budget. The Board may at its discretion adopt the schedule presented, in which case only those requests shall be considered and tentatively acted upon by the Board at the scheduled Budget Work Session Meeting indicated. At any such meeting, the Board may

table tentative action on any request to a future meeting by vote or consensus of a majority of Board members present.

6.3 Line-Item Transfers

6.3.1. Upon adoption of the County Operating Budget, there shall be no transfer of funds among line-items within budgetary departments of the General Fund and E-911 Project Fund without prior approval of the Board. Requests for Board approval of such transfers shall be directed to the County Administrator or his designee, and shall be presented to the Board as an item of General Business or Consent Agenda at a regular or special meeting. Requests for line-item transfers within the County Library Fund shall be approved by the County Library Board of Trustees prior to such transfers being effected.

6.3.2. Unless otherwise prohibited pursuant to the fiscal year Appropriations Resolution, allocation of expenditures may exceed the amounts budgeted per individual line-item as long as the total appropriation for the budgetary department remains in balance.

6.3.3. The heads of all offices, departments, agencies and organizations shall ensure that expenditures allocated against line-items within their budgetary departments are consistent with the intended purpose of such line-items. Where there exists a discrepancy between the nature of an expenditure and the intended purpose of the line-item to which it is allocated, the County Administrator or his designee may redirect allocation of that expenditure to a more appropriate line-item at his discretion.

6.3.4. At the conclusion of second, third and fourth quarters of the County fiscal year, a Quarterly Budget Report shall be prepared by the County Administrator or his designee. The Report shall show on a line-item by line-item basis all fiscal year-to-date expenditures and balances for all budgetary departments of the various Funds of the County Operating Budget, as well as such other information deemed relevant by the County Administrator for full disclosure of the state of the County Operating Budget. The Report shall be reviewed by the Board as an Item of Business at a regular or special meeting as soon as practical at the end of each quarter fiscal year period.

6.3.5. Excess or unneeded funds originating from the general tax revenues of the County in personnel-related line-items within the various budgetary departments of the General Fund, E-911 Project Fund, and County Library Fund may be administratively transferred to the Reserve for Contingencies line-item of the General Fund at the discretion of the County Administrator. The County Administrator or his designee shall notify the heads of affected budgetary departments at the time such transfers are made. Heads of affected budgetary departments and the County Library Board of Trustees may appeal such transfers to the Board.

6.3.6. The provisions of this paragraph shall not apply to line-items within budgetary departments representing a single total appropriation to a specific office, department, agency or organization.

6.4. Disposition of Revenues

6.4.1. Effective July 1, 1999 and for each successive fiscal year thereafter, all revenues derived from vending machines located on County-owned or County-controlled property shall be deposited into the General Fund of the County.

6.5. Paragraphs 6.1. and 6.3. of this Article shall become effective July 1, 1997 for the County fiscal year beginning July 1, 1997 through June 30, 1998. Paragraph 6.2. of this Article shall become effective April 14, 1998 for the County Fiscal Year 1998-99 Operating Budget preparation process. This Article shall be continued for subsequent fiscal year periods unless amended or abolished pursuant to the provisions of Board's By-Laws.

Article 7. Audit Requirements for Recipients of County Funds

7.1. It is the policy of the Washington County Board of Supervisors (hereinafter the Board) to require recipients of County funds in the amount of ten thousand dollars ($10,000.00) or more per County fiscal year be subject to an annual independent financial review or audit. The provisions of 7.8. notwithstanding, this Article shall apply to those organizations that receive an appropriation of $10,000.00 or more in funds from the general tax revenues of the County from time of appropriation of the County Operating Budget through October 31 of any County fiscal year.

7.2. The guidelines for independent financial reviews or audits shall be recommended by the County auditor and approved by the Board. The approved guidelines shall be set forth in writing and made part of this Article. These guidelines may be amended or modified from time to time upon recommendation of the County auditor and approved by the Board. Organizations may use more stringent review or audit procedures so long as the applicable guidelines are substantially met.

7.3. In general, the County guidelines for reviews or audits shall be for the purpose of establishing and maintaining proper internal controls regarding the expenditure of County funds by recipient organizations. These guidelines shall also be for the purpose of facilitating full disclosure of the nature of expenditure of County funds by or on behalf of recipient organizations. These guidelines shall be liberally construed so as to be inclusive of all transactions involving County funds. To the degree possible, disclosure of the expenditure of other funds of the recipient organization shall be to an extent only to facilitate disclosure of expenditures involving County funds. The guidelines may differ for various recipient organizations so long as the purposes set out herein are satisfied, with prior approval of the Board. A certified public accountant who is not an employee or member of the recipient organization shall be engaged to undertake the review or audit.

7.4. The period covered by the first review or audit shall be for the County fiscal year period beginning July 1, 1997 through June 30, 1998 for organization receiving $10,000.00 or more in County funds within this same period and for each successive County fiscal year period thereafter as long as the organization continues to receive $10,000.00 or more in County funds. After July 1, 1997, any organization which receives $10,000.00 or more in County funds for the first time shall be required to submit a review or audit no later than November 30 of the County fiscal year immediately following the fiscal year when such funds were first received. Where recipient organizations undertake a review or audit in general compliance with the County guidelines on the basis of a calendar year operating cycle other than the County fiscal year, these reviews or audits shall be acceptable as long as a review or audit is submitted for a period encompassing July 1 of the County fiscal year in which such funds were first received.

7.5. Organizations subject to this Article shall forward one (1) copy of their review or audit to the office of the County Administrator no later than November 30, 1998, and each November 30 thereafter for reviews or audits of each successive County fiscal year. Said documentation shall be made available for review by the Board and public within five (5) working days of its receipt unless disclosure would be detrimental to a current or pending criminal or civil investigation of a recipient organization. The office of the County Administrator shall retain all reviews or audits for a period of two (2) calendar years from the date of their receipt, after which time they may be discarded.

7.6. The Board reserves the right to withhold disbursement of appropriated funds to any recipient organization failing to comply with the provisions of this Article, and to take any other lawful action deemed necessary or appropriate. Specific Board action shall be required to direct withholding of appropriated funds, or to take such other action in response to the failure of any recipient organization to comply with the provisions of this Article. The County Administrator or his designee shall advise the Board as to which recipient organizations fail to meet the November 30 submission deadline. Extensions of the November 30 deadline may be granted by the Board.

7.7. The Board may make available to recipient organizations full or partial funding to defray the cost of reviews or audits, subject to appropriation of funds for this purpose. Failure to provide such funding shall not relieve the requirements of this Article. Nothing herein shall be construed to obligate the Board to provide funding to defray the cost of reviews or audits already required of certain organizations prior to the enactment of this Article, nor to require a separate, independent financial review or audit of any recipient organization which is a component unit of the state, federal and/or local government(s) and already subject to annual audit. Nothing herein shall be construed to relieve or supersede more stringent audit requirements set forth by law.

7.8. The provisions of this Article may be applied to other organizations receiving County funds by majority vote of the Board at any official meeting. The Board may similarly exempt any recipient organization from the provisions of this Article.
7.9. This Article shall become effective July 1, 1998 for the County fiscal year beginning July 1, 1997 through June 30, 1998. This Article shall be continued for subsequent County fiscal year periods unless amended or abolished pursuant to the provisions of Board's By-Laws.

7.10. Audit Guidelines for Recipients of County Funds

7.10.1. Recipient Organization Responsibilities:

a. The recipient organization is responsible for implementing and maintaining an accounting system that will accurately report the sources and uses of cash so as to produce a statement of cash receipts and disbursements for the organization's fiscal or operating year.

b. The recipient organization is responsible for implementation and maintenance of an internal control structure over the cash receipts cycle and cash disbursements cycle. The internal control structure should be designed to give assurance that cash is safeguarded against unauthorized use or disposition, and that transactions are executed in accordance with the organization's Board of Director's (or other executive body) authorization.

c. The recipient organization is responsible for compliance with applicable laws, regulations, and risk management. Compliance requirements include but are not limited to Internal Revenue Code section 501(C) 3 status, the filing of required tax returns and/or reports, and maintaining adequate insurance coverage.

d. The recipient organization is responsible for engaging the services of a certified public accountant who is not an employee or member of the recipient organization to undertake the audit.

7.10.2. Audit Standards:

a. The audit period shall span at least one (1) complete County fiscal year period (July 1 through June 30).

b. The auditor (certified public accountant) shall give an opinion as to the fair presentation of the recipient organization's Statement of Cash Receipts and Disbursements. Generally Accepted Auditing Standards will be followed in issuing the opinion.

c. The auditor shall conduct a study and evaluation of the recipient organization's internal control structure over cash receipts and disbursements as it relates to the Statement of Cash Receipts and Disbursements. The auditor shall issue a report in regard to the internal control structure and make recommendations, if any, on ways to strengthen said internal controls.

d. The auditor will test the organization's compliance with laws, regulations, and risk management that are material to the organization. A report shall be issued by the auditor as to the organization's compliance or non-compliance.

e. The auditor shall issue a report which at a minimum will include: (1) the recipient organization's Statement of Cash Receipts and Disbursements, (2) the auditor's opinion on the Statement of Cash Receipts and Disbursements, (3) the auditor's report on internal controls, and (4) the auditor's report on compliance.

f. The auditor will use applicable professional standards in conducting the audit and issuing the reports.

Article 8. County Seal and County Flag

8.1. The official Great Seal of the County of Washington, Virginia shall be that designed by Arthur DuBois and adopted by the Washington County Board of Supervisors (hereinafter the Board) on January 4, 1978. The official Flag of the County of Washington, Virginia shall be that designed by Jennifer Holliday and adopted by the Board on July 14, 1998. The emblem appearing in the center of the official Flag is designated as the Minor Seal of the County.

8.2. The Great Seal shall be used for the embossing of all official documents of the County where appropriate or required. The Great Seal and Flag shall be displayed in the Board of Supervisors Meeting Room within the County Administration Building and may be displayed within the buildings and upon the grounds of other public facilities of the County government.

8.3. Any office, department, board, authority or commission of the County government, or any entity originating from same, may display and use the Great Seal or Great Seal and Minor Seal together on its official stationary and other documents. The Great Seal or Great Seal and Minor Seal together may be displayed to denote proprietary possession of or official designation and use by the County government. The Great Seal, Minor Seal and Flag may also be displayed to promote the County generally at appropriate locations and functions.

8.4. Any private person, group or organization, or non-County governmental entity wishing to reproduce, display and/or use the Great Seal, Minor Seal or official Flag of the County rendered upon any physical or electronic media shall obtain permission through the Office of County Administrator or Board. Nothing herein shall be construed to prohibit the sale or distribution, display and use of the Great Seal, Minor Seal and Flag rendered on media produced by and made available through the Office of County Administrator.

Great Seal of the County of Washington, Virginia

Flag of the County of Washington, Virginia

Article 9. Display and Distribution of Materials

9.1 In the interest of preserving the orderly conduct of business, it is the policy of the Washington County Board of Supervisors (hereinafter the Board) to prohibit certain expressive activities as described in this policy in the Board Meeting Room, the Executive Conference Room, areas immediately adjoining these rooms, and any area within fifty (50) feet of the main entrance to the Board Meeting Room one (1) hour before and after and during meetings of the Board. Prohibited activities include, but are not limited to, any of the following: petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls or surveys. Such restrictions shall be applied to any building and grounds owned or leased by the Board or County where a meeting of the Board is conducted.

9.2. Nothing herein shall be construed to preclude persons addressing the Board during Board Meetings in the manner set forth by the Board's By-Laws or from delivering to the Board or the County Administrator, County Attorney, and/or Recording Clerk written materials including reports, statements, exhibits, letters, or signed petitions. Use of display materials and/or media in the course of presentation of information as an approved Agenda Item shall be permitted.

9.3. Any violation of the provisions herein this Article shall enable the County Administrator, Acting County Administrator, Chairman or Acting Chairman to cause the confiscation of prohibited materials and, if necessary to allow the orderly conduct of business, the removal of parties who refuse to comply with this policy from the building and grounds where the meeting is being conducted. Confiscated materials shall be returned to their owner upon adjournment or recess of the meeting.

9.4. Any public body of the County, including Board committees and advisory boards may limit expressive activities in a like manner upon approval of a majority of the members appointed thereto. Such public bodies, committees and advisory boards may adopt similar policies or may apply the provisions of this Article.

9.5. The administrative offices section of the County Administration Building is not a forum for general public announcements or other expressive activities of the general public. These offices shall operate in a non-partisan manner. The County Administrator has the authority to designate area(s) for public announcements and to limit the time for posting of such announcements and notices. The posting of statements of political opinions are prohibited in the administrative offices section of the County Administration Building and on the grounds thereof during regular business hours. Any material posted in violation of this policy shall be confiscated by the County and, if possible, returned to its owner. If confiscated materials are not claimed within twenty-four hours of confiscation or if the materials are of negligible value, then the County Administrator may authorize disposal of such materials.

Article 10. Enforcement of County Code

10.1. It is the policy of the Washington County Board of Supervisors (hereinafter the Board) that County administrative officials responsible for the enforcement of various provisions of the Washington County Code do so fairly and equitably. To these ends the provisions of this Article are intended to serve as guidelines for such enforcement activities.

10.2. Compliance with the provisions of the County Code shall be the primary objective in all County Code enforcement activities. Punitive measures where provided by law need not be sought or imposed in each case for minor first-time violations as determined by the County Attorney.

10.3. Initial investigation of possible County Code violations shall be initiated upon receipt of a verbal or written complaint or information from identifiable party(ies) with whom subsequent contact by the County may be made if necessary (name, residential street and mailing address and telephone number required). Verbal complaints or information provided by identifiable party(ies), whether delivered in person or telephonically, shall be requested to be committed to writing and submitted by the identifiable party(ies) either on forms provided by the County or freeform (name, residential street and mailing address and telephone number required). Anonymous complaints or information whether made in person, telephonically or in written form and verbal-only complaints or information from identifiable party(ies) shall generally be given secondary priority with respect to initial investigation.

10.4. To the extent manpower resources will permit County administrative employees charged with County Code enforcement responsibilities shall proactively identify and initially investigate possible County Code violations. The head of each County administrative department with County Code enforcement responsibilities shall establish administrative guidelines or protocols with the offices of County Administrator and County Attorney with respect to enforcement priorities within the area(s) of the County Code they are responsible for, the personnel within the department responsible for County Code enforcement activities, the role of the County Administrator and County Attorney in determining possible violations, guiding investigations and prosecuting possible violations, and such other matters related to overall coordination and efficacy of the County Code enforcement efforts. Such protocols may be in the form of general understandings between the involved officials and employees or may be set out in writing in the form of administrative policies and procedures.

10.5. Unless otherwise prescribed by law or specific Board policy, no less than five (5) consecutive calendar days nor more than ninety (90) consecutive calendar days shall be permitted for an alleged violation to achieve compliance with provisions of the County Code after written notice by the County has been received. The amount of time permitted to achieve compliance shall be determined by the County administrative employee responsible for enforcement of the specific County Code provision(s) consistent with the guidelines or protocols developed pursuant to 10.3. herein. Alleged violations of the same general character should be granted approximately the same amount of time to achieve compliance. The amount of time to achieve compliance may be modified where an immediate threat to public health, safety or welfare is determined.

10.6. Identification of complainants or person(s) supplying information related to a possible County Code violation to the party(ies) subject of the possible violation shall be in accordance with Article 3 of these General Policies.

WASHINGTON COUNTY, VIRGINIA
BOARD OF SUPERVISORS

OPERATING PROCEDURES FOR CALENDAR YEAR 2002

Section 1. Designated Holidays

The holidays for Administrative Division employees (defined in the **Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees)** ***for Calendar Year 2002 are as follows:***

Lee-Jackson Day…….. January 18

Martin Luther King Day..... January 21

President=s Day ……..	***February 18***
Good Friday.....	***March 29***
Memorial Day.....	***May 27***
Independence Day.....	***July 4***
Labor Day.....	***September 2***
Columbus Day.....	***October 14***
Veteran=s Day.....	***November 11 (observed)***
Thanksgiving.....	***November 28 and 29***
Christmas.....	***December 24 and 25***
New Year=s Day 2003.....	***January 1, 2003***

County administrative offices shall be closed on designated holidays (certain Administrative Division personnel and/or administrative departments may be required to work on such designated holidays). Additional holidays may be added by action of the Board of Supervisors.

The holidays set forth above shall be only for Administrative Division employees. These holidays are not intended to be established for county employees of other Divisions of the county government as defined in the **Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees.**

Section 2. Designated Recessed, Adjourned and/or Special Meetings of the Board of Supervisors

The following Select Committee Meetings and Board Recessed, Adjourned and/or Special Meetings have been designated and scheduled for Calendar Year 2002:

<u>FY 2002-2003 County Operating Budget Meetings:</u>

Board of Supervisors Workshop Meeting to Review County FY 2002- 2003 Operating Revenue Estimates.....	***March 26, 6:00 PM***
Joint Board of Supervisors/School Board Workshop Meeting on Proposed FY 2002-2003 School Budget.....	***To Be Arranged***
Board of Supervisors Regular Meeting - Presentation of County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***April 23***
First Board of Supervisors Workshop Meeting to Receive Departmental and Agency Reports Concerning FY 2002-2003 County Operating Budget Requests.....……	***May 2***

Second Board of Supervisors Workshop Meeting to Receive Departmental and Agency Reports Concerning FY 2002-2003 County Operating Budget Requests.....	***May 7***
Board of Supervisors Public Hearing on County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***May 14***
First Board of Supervisors Workshop Meeting for Adjustments to County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***May 21***
Second Board of Supervisors Workshop Meeting for Adjustments to County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***May 22***
Third Board of Supervisors Workshop Meeting for Adjustments to County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***May 30***
Fourth Board of Supervisors Workshop Meeting for Adjustments to County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***June 4***
Fifth Board of Supervisors Workshop Meeting for Adjustments to County Administrator=s Recommended FY 2002-2003 County Operating Budget.....	***To Be Arranged***
Board of Supervisors Regular Meeting - Adoption of FY 2002-2003 County Operating Budget and Establishment of County Tax Rates for FY 2002-2003.....	***First Regular June Meeting***
Board of Supervisors Regular Meeting - Approval of the FY 2002-2003 County Appropriations Resolution.....……	***Second Regular June Meeting***

The above schedule is tentative and subject to change. All Select Committee and Board Adjourned and Special Meeting times are tentatively set for 7:00 PM (unless otherwise noted) and meeting locations shall be announced and appropriately publicized where required.

Section 3. Designated Public Hearings of the Board of Supervisors

The Board of Supervisors shall conduct all required Public Hearings on matters relating to zoning and subdivision within twenty-one (21) calendar days of the date of such matters= first public hearing or reading before the Washington County Planning Commission, or as soon as may be practical and lawful. Should any zoning or subdivision matter be deemed to require expedient disposition, either due to circumstances of necessity or where a Joint Public Hearing and Meeting would appear to be in the interests of both the Planning Commission and Board of Supervisors, the County Administrator, in consultation with the County Zoning and Subdivision Official, County Attorney and Chairmen of the

Board of Supervisors and Planning Commission, may at his discretion schedule a Joint Public Hearing and Meeting where action on the matter may be taken concurrently.

Section 4. Schedule of Invocations at Meetings of the Board of Supervisors

Month of January	***Bobby D. Ingle***
Month of February	***Jackson H. Barker***
Month of March	***Phillip B. McCall***
Month of April	***Joe W. Derting***
Month of May	***Tony Rector***
Month of June	***John B. Roberts***
Month of July	***Dulcie M. Mumpower***
Month of August	***Bobby D. Ingle***
Month of September	***Jackson H. Barker***
Month of October	***Phillip B. McCall***
Month of November	***Joe W. Derting***
Month of December	***Tony Rector***

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

6 **Establishing of Committees and Advisory Board of the Board of Supervisors and Appointments Thereto, Calendar Year 2002**

The following action was taken on establishment of Committees and Advisory Boards of the Board of Supervisors and Appointments for Calendar Year 2002.

a. Adoption of Resolution No. 2002-01, Establishing/Re-Establishing Committees and Advisory Boards of the Board of Supervisors for Calendar Year 2002

On motion of Mr. Ingle, second by Mr. McCall it was resolved to adopt Resolution 2002-01, Establishing/Re-Establishing Committees and Advisory Boards of the Board of Supervisors for Calendar Year 2002 with the correction to the Board representatives of Bobby D. Ingle and Phillip B. McCall on the Joint Comprehensive Plan Steering Committee:

RESOLUTION 2002-01

ESTABLISHING COMMITTEES AND ADVISORY BOARDS OF THE BOARD OF SUPERVISORS FOR CALENDAR YEAR 2002

WHEREAS, pursuant to the By-Laws of the Washington County Board of Supervisors for Calendar Year 2002, Committees and Advisory Boards of the Board of Supervisors may be formed for the purposes of in-depth review, investigation, oversight, research, development and/or reporting on or about matters of interest to the Board or County, and

WHEREAS, the Board of Supervisors has determined there are such matters that warrant the establishment of Committees and Advisory Boards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Washington County, Virginia that it hereby establishes and makes the following appointments to Committees and Advisory Boards as of January 8, 2002:

<u>County Facilities Committee</u>, for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining to County office and other building facilities, including assessing the immediate and long-term needs of such facilities.

This Committee shall consist of Joe Derting and John Roberts from the Board of Supervisors. The County Administrator and County General Services Manager shall coordinate and assist in the work of this Committee. These Committee members may seek additional Committee participants as deemed necessary and appropriate in pursuit of Committee matters. All meetings of this Committee shall be open to the public unless such matters come before the Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

<u>County Emergency Services Committee</u>, for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining fire and emergency medical rescue services in Washington County.

This Committee shall consist of Jack Barker and Tony Rector from the Board of Supervisors. The County Administrator and County Emergency Services Coordinator shall coordinate and assist in the work of this Committee. All meetings of this Committee shall be open to the public unless such matters come before the Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

<u>County Personnel Committee</u>, for the purposes of for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining to personnel needs, policies and practices within the Administrative Division of the Washington County government.

This Committee shall consist of Dulcie Mumpower and John Roberts from the Board of Supervisors. The County Administrator, County Attorney, Assistant County Administrator, County Personnel Services Manager and County Accounting & Purchasing Manager shall coordinate and assist in the work of this Committee. All meetings of this Committee shall be open to the public unless such matters come before the Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

<u>Joint Comprehensive Plan Steering Committee</u>, for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining to revising the Washington County Comprehensive Plan in coordination with the Washington County Planning Commission.

This Joint Committee shall consist of Bobby Ingle and Phillip McCall from the Board of Supervisors. The Washington County Planning Commission shall appoint two Commissioners to this Joint Committee. The County Administrator, Assistant County Administrator, County Attorney and County Planner and County Zoning & Subdivision Official shall coordinate and assist in the work of this Joint Committee. These Joint Committee members may seek additional participants as deemed necessary and appropriate in pursuit of matters to which the Joint Committee is charged. All meetings of this Joint Committee shall be open to the public unless such matters come before the Joint Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

Joint County Employee Health Insurance Committee, for the review, oversight, investigation, development of recommendations and reporting on matters pertaining to County employee health insurance matters in coordination with the Washington County School Board.
This Joint Committee shall consist of Jack Barker, Dulcie Mumpower and Tony Rector from the Board of Supervisors. The Washington County School Board shall appoint three School Board members to this Joint Committee. The County Administrator, County Personnel Services Manager and County Accounting & Purchasing Manager, Superintendent of Schools, School Board Directors of Personnel and Finance, and such other School Board staff as deemed appropriate shall coordinate and assist in the work of this Joint Committee. These Joint Committee members may seek additional participants as deemed necessary and appropriate in pursuit of matters to which the Joint Committee is charged. All meetings of this Joint Committee shall be open to the public unless such matters come before the Joint Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

Joint County Parks & Recreation Committee, for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining to County recreational facilities needs in coordination with the Washington County Park Authority.

This Joint Committee shall consist of Tony Rector and John Roberts from the Board of Supervisors. The Washington County Park Authority shall appoint two Authority Board members to this Joint Committee. The County Administrator, County Recreation Manager and Superintendent of the Washington County Park Authority shall coordinate and assist in the work of this Joint Committee. These Committee members may seek additional Committee participants as deemed necessary and appropriate in pursuit of Committee matters. All meetings of this Joint Committee shall be open to the public unless such matters come before the Joint Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

Joint County School Budget Committee, for the purpose of the review of the proposed Washington County School Board budget and the development of recommendations for funding of same for presentation in the County Administrator's Proposed and Recommended County Operating Budget, in coordination with the Washington County School Board.

This Joint Committee shall consist of Jack Barker and Tony Rector from the Board of Supervisors. The Washington County School Board shall appoint two School Board members to this Joint Committee. The County Administrator, County Accounting & Purchasing Manager, Superintendent of Schools, School Board Director of Finance, and such other School Board staff as deemed appropriate shall assist in the work of this Joint Committee. All meetings of this Joint Committee shall be open to the public.

Joint School Board Early Retirement Plan Committee, for the purpose of oversight of and reporting on or about matters pertaining to the Washington County School Board Early Retirement Plan, including the investment of Plan funds in coordination with the Plan Trustee, in coordination with the Washington County School Board.

This Joint Committee shall consist of the Chairman of the Board of Supervisors, County Accounting & Purchasing Manager, County Attorney and such appointees as may be made by the Washington County School Board. These Joint Committee members may seek additional participants as deemed necessary and appropriate in pursuit of matters to which the Joint Committee is charged. All meetings of this Joint Committee shall be open to the public unless such matters come before the Joint Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

Joint County Utilities Committee, for the purpose of review, oversight, investigation, development of recommendations and reporting on matters pertaining to the provision of public water and sanitary sewer services throughout Washington County, in coordination with the Washington County Service Authority and Washington County Industrial Development Authority.

This Joint Committee shall consist of Joe Derting and Bobby Ingle as representatives of the Board of Supervisors. The Washington County Service Authority shall appoint two Commissioners and the Washington County Industrial Development shall appoint one Authority Board member to this Joint Committee. The County Administrator, Assistant County Administrator, County Planner and General Manager of the Washington County Service Authority shall coordinate and assist in the work of this Joint Committee. These Joint Committee members may seek additional Committee participants as deemed necessary and appropriate in pursuit of Joint Committee matters. All meetings of this Joint Committee shall be open to the public unless such matters come before the Joint Committee as may be exempt from disclosure pursuant to the Virginia Freedom of Information Act.

Washington County Transportation Advisory Board, for the purpose of review, investigation, development of recommendations and reporting on matters pertaining to primary and secondary road improvements and transportation planning in Washington County, including coordination with planning activities of other localities and jurisdictions within and adjoining Washington County. The terms of Advisory Board members shall be for two years, subject to annual re-establishment of this Advisory Board.

Appointees to this Advisory Board shall be Byrd Preston, Jr. representing the A-91 Election District with term ending December 31, 2002, Frank Stophel representing the B-91 Election District with term ending December 31, 2002, Don Montgomery representing the C-91 Election District with term ending December 31, 2002, Otis Price representing the D-91 Election District with term ending December 31, 2002, Don Stout representing the E-91 Election District with term ending December 31, 2002, Thomas Ilowicki representing the F-91 Election District with term ending December 31, 2002, and Leonard Harmon representing the G-91 Election District with term ending December 31, 2002. The Mayors and/or Town Managers of Abingdon, Damascus and Glade Spring, and representatives of the City of Bristol, Virginia may serve as ex-officio members of this Committee. The County Administrator and/or Assistant County Administrator and County Attorney shall coordinate and assist in the work of this Advisory Board. All meetings of this Advisory Board shall be open to the public.

Washington County Recreation Advisory Board, for the purpose of review, investigation, development of recommendations and reporting on matters pertaining to youth and adult recreational needs in Washington County, including review and recommendations concerning annual County funding of recreational organizations. All meetings of this Advisory Board shall be open to the public. The terms of Advisory Board members shall be for four years, subject to annual re-establishment of this Advisory Board.

Appointees to this Advisory Board shall be [***Scribner's Note:*** *Appointments tabled to the January 22, 2002 regular meeting*]. ***The County Administrator and/or County Recreation Manager shall coordinate and assist in the work of this Advisory Board. These Advisory Board members may seek additional Advisory Board participants as deemed necessary and appropriate in pursuit of Advisory Board matters. All meetings of this Advisory Board shall be open to the public.***

***Washington County Historic Preservation Advisory Board*, for the purpose of identification of the most important historic structures and scenic areas within the County, and to make recommendations to the Board of Supervisors as to actions related to the recognition and preservations of such structures and areas.**

Appointees to this Advisory Board shall be Bucky Edmondson and Betsy White as representatives of the Washington County Historic Preservation Foundation, Inc.; John Gregory and Mary Lou Preston as representatives of the Washington County Historic Society; and Virginia Williamson, Everette Hagy and Susan Chase as at-large representatives. These Advisory Board members may seek additional participants as deemed necessary and appropriate in pursuit of matters to which the Advisory Board is charged. All meetings of this Advisory Board shall be open to the public.

BE IT FURTHER RESOLVED that these Committees and Advisory Boards organize and conduct themselves in the manner they deem appropriate in pursuit of matters in their charge and in accordance with all state and local law.

DONE this the 8th day of January 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

b. Appointments to Committees and Advisory Boards for Calendar Year 2002

(1) Appointments to County Facilities Committee

On motion of Mr. Ingle, second by Mr. Barker, it was resolved to reappoint Supervisors Dulcie Mumpower and Joe Derting to the County Facilities Committee for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

(2) Appointments to Emergency Services

On motion of Mrs. Mumpower, second by Mr. Roberts, it was resolved to reappoint Supervisors Jack Barker and Tony Rector to the Emergency Services Committee for Calendar Year 2002.

The vote on this motion was as follows: (5-0-2)

Mr. Barker	***Abstained***
Mr. Derting	***Aye***

Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Abstained***
Mr. Roberts	***Aye***

(3) Appointments to Personnel Committee

On motion of Mr. Ingle, second by Mr. Rector, it was resolved to reappoint Supervisors Dulcie Mumpower and John Roberts to the County Personnel Committee for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

(4) Appointments to Joint Comprehensive Plan Steering Committee

On motion of Mr. Rector, second by Mr. Barker, it was resolved to reappoint Supervisors Phillip McCall and Bobby Ingle to the Joint Comprehensive Plan Steering Committee for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

(5) Appointments to Joint County Employee Health Insurance Committee

On motion of Mr. Roberts, second by Mr. Ingle, it was resolved to reappoint Supervisors Tony Rector, Jack Barker and Dulcie Mumpower to the Joint Employee Health Insurance Committee for Calendar Year 2002.

The vote on this motion was as follows: (5-0-2)

Mr. Barker	***Abstained***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Abstained***
Mr. Roberts	***Aye***

(6) Appointments to Joint County Parks & Recreation Committee

On motion of Mr. Ingle, second by Mrs. Mumpower, it was resolved to reappoint Supervisors Tony Rector and John Roberts to the Joint County Parks & Recreation Committee for Calendar Year 2002.

The vote on this motion was as follows: (5-0-2)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Abstained***
Mr. Roberts	***Abstained***

(7) Appointments to Joint School Budget Committee

On motion of Mrs. Mumpower, second by Mr. Roberts, it was resolved to reappoint Supervisors Jack Barker and Tony Rector to the Joint School Budget Committee for Calendar Year 2002.

The vote on this motion was as follows: (5-0-2)

Mr. Barker	***Abstained***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Abstained***
Mr. Roberts	***Aye***

(8) Appointments to Joint County Utilities Committee

On motion of Mrs. Mumpower, second by Mr. Rector, it was resolved to reappoint Supervisors Joe Derting and Bobby Ingle to the Joint County Utilities Committee for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

(9) Appointments to the Washington County Recreation Advisory Board

On motion of Mr. Roberts, second by Mr. Barker, it was resolved to change the term ending date of all appointment/reappointments to the Washington County Recreation Advisory Board to December 31, 2006 and to table making the appointments/reappointments until the January 22, 2002 regular meeting

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***

Mr. McCall *Aye*
Mrs. Mumpower *Aye*
Mr. Rector *Aye*
Mr. Roberts *Aye*

(10) Appointments to Washington County Historic Preservation Advisory Board

On motion of Mr. Ingle, second by Mr. McCall, it was resolved to reappoint the following members to the Washington County Historic Preservation Advisory Board for Calendar Year 2002:

Bucky Edmondson and Betsy White as Washington County Historic Preservation Society representatives; John Gregory and Mary Lou Preston as Washington County Historical Society representatives, and Virginia Williamson, Everette Hagy and Susan Chase as Board of Supervisors At-Large representatives.

The vote on this motion was as follows: (7-0)

Mr. Barker *Aye*
Mr. Derting *Aye*
Mr. Ingle *Aye*
Mr. McCall *Aye*
Mrs. Mumpower *Aye*
Mr. Rector *Aye*
Mr. Roberts *Aye*

7 Consideration of Other Board Appointments for Calendar Year 2002

a. Appointment of County Director of Emergency Services

On motion of Mr. Ingle, second by Mr. Roberts, it was resolved to reappoint County Administrator Mark Reeter as Director of Emergency Services for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker *Aye*
Mr. Derting *Aye*
Mr. Ingle *Aye*
Mr. McCall *Aye*
Mrs. Mumpower *Aye*
Mr. Rector *Aye*
Mr. Roberts *Aye*

b. Appointment of Board Representative to Abingdon Senior Services, Inc.

On motion of Mr. Ingle, second by Mr. McCall, it was resolved to reappoint Mr. L. B. Atkins to represent Washington County on the Abingdon Senior Services, Inc. Board of Directors for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker *Aye*
Mr. Derting *Aye*
Mr. Ingle *Aye*

Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

c. <u>Appointment of Board Representative to Abingdon Day Care Center Advisory Board</u>

On motion of Mrs. Mumpower, second by Mr. Rector, it was resolved to reappoint Mr. L. B. Atkins to represent Washington County on the Abingdon Day Care Center Advisory Board for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

d. <u>Appointment of Board Representative to People, Inc. of Southwest Virginia</u>

On motion of Mr. Ingle, second by Mr. Barker, it was resolved to reappoint Supervisor Phillip McCall to represent Washington County on the Board of Directors of People Incorporated of Southwest Virginia for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

e. <u>Appointment of Board Representative and Alternate to District III Governmental Cooperative</u>

On motion of Mr. Rector, second by Mrs. Mumpower, it was resolved to reappoint Supervisor Jack Barker to represent Washington County on the District III Governmental Cooperative Board of Directors for Calendar Year 2002.

The vote on this motion was as follows: (6-0-1)

Mr. Barker	***Abstained***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

f. Appointment to the Mount Rogers Planning District Commission Board of Directors from the Town of Glade Spring

On motion of Mr. Rector, second by Mr. Ingle, it was resolved to appoint Mr. Rick Call to represent the Town of Glade Spring on the Mount Rogers Planning District Commission Board of Directors for Calendar Year 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

g. Appointment of Third County Representative to the Smyth-Washington Regional Industrial Facilities Authority

Lucy Bright, County Attorney, explained that a motion to appoint a third representative to the Smyth Washington Regional Industrial Facilities Authority would need to be subject to the adoption of the proposed ordinance to amend Chapter 2, Section 2-121(B) of the 1997 Washington County Code. She further explained that the Board would be considering adoption of the proposed ordinance at their January 22, 2002 regular meeting.

On motion of Mr. Rector, second by Mrs. Mumpower, it was resolved to appoint Supervisor Bobby Ingle as the third Washington County representative to the Smyth-Washington Regional Industrial Facilities Authority subject to the adoption of the proposed ordinance to amend Chapter 2, Section 2-121(B) of the 1997 Washington County Code.

The vote on this motion was as follows: (6-0-1)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Abstained***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

h. Appointment to Highlands Regional Small Business Incubator Board

On motion of Mr. Ingle, second by Mrs. Mumpower, it was resolved to appoint Mr. Jack Phelps to replace Mr. Sam Berry as a Washington County representative on the Highlands Regional Small Business Incubator Board.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***

Mrs. Mumpower ***Aye***
Mr. Rector ***Aye***
Mr. Roberts ***Aye***

8. Consideration of Appointments to Boards and Commissions

a. Washington County Board of Building Code of Appeals

- Term of R. Leon Denton, F-01 "Tyler" Election District, Expires January 11, 2002.

Mr. Barker requested that action on appointment of F-01 "Tyler" Election District representative on the Board of Building Code of Appeals be postponed to January 22, 2002.

- Term of James Necessary, E-01 "Taylor" Election District, Expires January 13, 2002.

On motion of Mr. Ingle, seconded by Mr. Barker, it was resolved to reappoint Mr. James Necessary to the Washington County Board of Building Code of Appeals representing the E-01 "Taylor" Election District for a term to be effective January 13, 2002 to January 13, 2006.

The vote on this motion was as follows: (7-0)

Mr. Barker ***Aye***
Mr. Derting ***Aye***
Mr. Ingle ***Aye***
Mr. McCall ***Aye***
Mrs. Mumpower ***Aye***
Mr. Rector ***Aye***
Mr. Roberts ***Aye***

At this point Mr. Ingle commended the Washington County Leadership Class that was in attendance at the Board meeting and invited any of the class interested in serving on the County's Boards, Authorities and Commissions to contact their respective Board of Supervisors member.

9. Consideration of Request for Incorporation of Streets into State System of Secondary Highways, Heron Circle, Heron Pointe Subdivision

Mr. Reeter presented Resolution 2002-02 for consideration of incorporating Heron Circle, Heron Pointe Subdivision into the State System of Secondary Highways. Mr. Reeter stated that the road meets all criteria.

On motion of Mr. Roberts, second by Mr. Rector, it was resolved by a 7-0 vote to adopt the following Resolution 2002-02:

RESOLUTION 2002-02

ADDITION OF 2,400 LINEAR FEET OF HERON CIRCLE
TO SECONDARY SYSTEM OF STATE HIGHWAYS
HERON POINTE SUBDIVISION

WHEREAS, the street(s) described on the attached Additions Form SR-5A, fully incorporated herein by reference, are shown on the plats recorded in the Clerk=s Office of the Circuit Court of Washington County, and

WHEREAS, the Resident Engineer for the Virginia Department of Transportation has advised this Board the street(s) meet the requirements established by the <u>Subdivision Street Requirements</u> of the Virginia Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED this Board requests the Virginia Department of Transportation to add the street(s) described on the attached Additions Form SR-5A to the secondary system of state highways, pursuant to Section 33.1-229, Code of Virginia, and the Department=s <u>Subdivision Street Requirements</u>, and

BE IT FURTHER RESOLVED this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easement for cuts, fills and drainage, and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

DONE this the 8th day of January 2002.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

Scribner's Note: Additions Form SR-5A referenced above is included as Minutes Exhibits Item 01-08-02-A

10. <u>Approval of Certificate of Records Destruction, County Administrator's Office, 1982-1998</u>

On motion of Mrs. Mumpower, second by Mr. Ingle, it was resolved to approve the Certificate of Records Destruction for the County Administrator's Office for the years 1982-1998.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

Scribner's Note: The Certificate of Records Destruction referenced above is included as Minutes Exhibits Item 01-08-02-B

11. <u>Consideration of Resolution of Support for Smyth Washington Regional Industrial Facilities Authority (SWIFA) Application for Virginia Tobacco Commission Grant Funds for Glade Highlands Industrial Park</u>

Ms. Christianne Parker, Assistant County Administrator, addressed the Board explaining that Smyth Washington Regional Industrial Facilities Authority (SWIFA) was applying for Virginia Tobacco Commission Grant Funds for Glade Highlands Industrial Park for improvements to the entrance at the Industrial Park. These improvements will include paving a portion of the access road from Route 11 into the Park, a gravel pull-off area just inside the park with an informational kiosk, signage, landscaping, and streetlights.

Ms. Parker stated that the improvements will create a better first impression and to make it look more like an industrial park and less like a farm. Ms. Parker further stated that the improvements will help SWIFA market the Park.

Ms. Parker presented Resolution 2002-03 to the Board for consideration and stated that Smyth County had adopted the exact Resolution. In addition, Ms. Parker distributed a diagram to the Board showing the proposed improvements.

Responding to a question about the estimated time that the improvements would begin, Ms. Parker explained that they would occur after the shell building was completed and the heavy equipment moved from the site.

On motion of Mr. Ingle, second by Mr. Roberts, it was resolved by a 7-0 vote to adopt the following Resolution 2002-03:

RESOLUTION 2002-03

RESOLUTION SUPPORTING SMYTH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY (SWIFA) APPLICATION FOR VIRGINIA TOBACCO INDEMNIFICATION AND COMMUNITY REVITALIZATION COMMISSION FUNDS

WHEREAS, the Smyth-Washington Regional Industrial Facilities Authority (SWIFA) has undertaken the site development of the Glade Highlands Regional Industrial Park, including the construction of an industrial shell building; and

WHEREAS, the Smyth-Washington Regional Industrial Facilities Authority (SWIFA) is in need of funding for additional improvements that will enhance the marketability of the regional park to industrial prospects; and

WHEREAS, these improvements include the construction and landscaping of the park entrance, including signage, vegetation, and an informational kiosk; fiber optic conduit; road paving; and the installation of street lights; and

WHEREAS, the Virginia Tobacco Indemnification and Community Revitalization Commission is currently soliciting proposals for its Economic Development Funds Grant Program; and

WHEREAS, the project falls into one of the five categories that the Commission has focused upon as critical for economic renewal of Southside and Southwest Virginia -- that of "Building and Utility Infrastructure Creation or Improvements."

THEREFORE BE IT RESOLVED that the Washington County Board of Supervisors recognizes the need to enhance the marketability and appearance of the Glade Highlands Regional Industrial Park; and

BE IF FURTHER RESOLVED that the Washington County Board of Supervisors supports the application of the Smyth-Washington Regional Industrial Facilities Authority (SWIFA) to the Virginia Tobacco Indemnification and Community and Revitalization Commission for Economic Development Funds in the amount of $239,000 for the proposed project. The Washington County Board of Supervisors has already committed a total of $1,272,400 toward development in the Park including $425,400 in matching funds for an ISDF grant; $247,000 for land acquisition costs; and $600,000 in development costs for water, sewer, gas, and grading for the shell building site.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

12. <u>County Administrator Reports</u>

a. <u>Reminder: VML/VACO Legislative Day, January 30-31, 2002, Richmond</u>

Mark Reeter, County Administrator, reminded the Board of the VML/VACo Legislative Day. He stated that he, Supervisors Derting and Ingle will be attending and there was still time to register if other Board members wished to attend.

b. <u>Reminder: Virginia Board Chairman's Institute, January 31-February 2, 2002</u>

Mr. Reeter informed the Board that Dr. Mike Chandler, Agricultural and Applied Economics, Virginia Tech invited Washington County to make a presentation on "external relationships" with other jurisdictions – specifically the Smyth-Washington Regional Industrial Facilities Authority and the City of Bristol on the Clear Creek Voluntary Settlement Agreement. Mr. Reeter further commented that it was a compliment to be asked to share experiences with other localities.

13 <u>County Attorney Reports</u>

Lucy Bright, County Attorney, reported that County District Court Judge Tate had dismissed the perjury charges against County Zoning & Subdivision Official Cathy Freeman and further reported that the court had found former Deputy Animal Control Officer Donny Allison guilty on one count of criminal animal abuse.

14 <u>Consent Agenda</u>

On motion of Mr. Rector, second by Mr. Barker, it was resolved to approve the following Consent Agenda Items:

a. Payment of Bills for January 2001

b. Supplemental Appropriation, $12,350, Washington County Public Library State Grants

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

15 Board Member Reports

Mr. Roberts asked Mr. Reeter to submit letter to VDOT-Abingdon Area Resident Engineer Steve Buston requesting a speed study for Zion Church Road which is located on Route 712.

Mr. Roberts expressed concerns about Mock Hollow Project in Damascus. He stated that the deadline for drawing down the Community Development Block Grant (CDBG) money for this project is near and progress had been slow. He stated that officials from the Virginia Department of Transportation and the Town of Damascus indicated they are ready to begin the project. Mr. Reeter explained that the County could obtain a contract extension from the Department of Housing and Community Development for the CBDG funds and possibly be granted an additional six months.

Mr. McCall stated that Byrd T. Preston, Jr. has requested to be removed from the Transportation Advisory Board. Mr. McCall requested the appointment to replace Mr. Preston be placed on the January 22, 2002 agenda.

Mr. McCall reported that meetings of the Joint Comprehensive Plan Steering Committee are going well.

Mr. Derting reported that he had obtained the latest sales tax figures for Washington County and there was a slight increase from this same time last year.

16. Adjourn

On motion of Mr. Ingle, second by Mr. Rector, it was resolved to adjourn.

The vote on this motion was as follows: (7-0)

Mr. Barker	***Aye***
Mr. Derting	***Aye***
Mr. Ingle	***Aye***
Mr. McCall	***Aye***
Mrs. Mumpower	***Aye***
Mr. Rector	***Aye***
Mr. Roberts	***Aye***

****

Prepared by:

_____
Naoma A. Cook, Recording Clerk

Approved by the Washington County Board of Supervisors:

_____
Joe W. Derting, Chairman