

**A G E N D A**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**County Government Center Board Room**

**January 3, 2011**

**4:00 P.M.**

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. ORGANIZATIONAL MEETING**
  - 1. Board of Supervisors
- D. ADJOURNMENT to 7:00 p.m. on January 11, 2011**

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**MEMORANDUM COVER**

**Subject:** Organizational Meeting

**Strategic Management Plan Pathway:** N/A

**Action Requested:** Shall the Board approve the resolution to organize at its first meeting in January?

**Summary:** The Code of Virginia, Section 15.2-1416, requires the Board of Supervisors to organize at its first meeting in January. At this meeting, the Board elects its Chairman and Vice Chairman, establishes meeting dates, place and times, make appointments to commissions and committees, and agrees on specific provisions of Robert's Rules of Order for conducting its meetings.

Staff recommends adoption of the resolution.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Assistant County Administrator**  
  
Doug Powell \_\_\_\_\_

**County Administrator**  
  
Robert C. Middaugh \_\_\_\_\_

**Attachments:**  
1. Memorandum  
2. Resolution  
3. Calendar

**Agenda Item No.:** C-1  
  
**Date:** January 3, 2011

MEMORANDUM

DATE: January 3, 2011  
TO: The Board of Supervisors  
FROM: Leo P. Rogers, County Attorney  
SUBJECT: Organizational Meeting

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The Code of Virginia, Section 15.2-1416, requires the Board of Supervisors to organize at its first meeting in January.

The meeting should proceed generally as follows:

1. Seek nominations for Chairman and Vice Chairman and then hold elections for such offices.
2. Establishment of meeting dates, place and times (this is accomplished by adopting the attached resolution).
3. Commission/Committee appointments, usually handled in closed session.
4. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et seq., in particular, the "Procedure in Small Boards" as follows:
  - Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - Motions need not be seconded.
  - There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - Informal discussion of a subject is permitted while no motion is pending.
  - The Chairman can speak in discussion without rising or leaving the chair; and can make motions and votes on all questions.

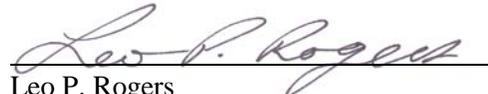
In addition, the Board for the last several years has chosen to follow the following:

- Motions to rescind shall not be in order after the Board has made a decision on land use matters involving rezonings or special use permits. A motion to reconsider such matters must be made at the same meeting the original decision is made by the Board.
- Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued forty-eight hours to the same time and place.

Organizational Meeting  
January 3, 2011  
Page 2

I believe these rules have worked effectively for these Boards and recommend its continuation.

I have attached the appropriate resolution for your consideration.

  
Leo P. Rogers

LPR/gb  
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Attachments

## RESOLUTION

### ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by State law to organize at the first meeting in January.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the following rules shall apply for the Year 2011:

1. Regular meetings of the Board shall be held as shown on the attached 2011 calendar, in the Board Room of the James City County Government Center. The meeting time shall be 7:00 p.m.

Work session meetings of the Board shall be held at 4:00 p.m., Tuesday before the second regular meeting in the Board Room of the James City County Government Center.

2. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
  - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - b. Motions need not be seconded.
  - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - d. Informal discussion of a subject is permitted while no motion is pending.
  - e. The Chairman can speak in discussion without rising or leaving the chair; and can make motions and votes on all questions.
3. In addition, the Board agrees to the following:
  - a. A motion to rescind shall not be in order in a land use decision involving a rezoning or a special use permit. A motion to reconsider such a decision must be made at the same meeting the original decision is made by the Board.
  - b. Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued forty-eight hours to the same time and place.

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Chairman, Board of Supervisors

ATTEST:

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Robert C. Middaugh  
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 3rd day of  
January, 2011.

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# 2011 Board of Supervisors' Calendar



## KEY



Months with change



BOS Meeting



Holiday

## More Information

- 2nd & 4th Tuesday meeting 7 p.m.

- 4th Tuesday Work Session 4 p.m.

- January 3 BOS Organizational Meeting 4 p.m.

## Location

101-F Mounts Bay Road Williamsburg, Virginia 23185

## Mailing Address

P.O. Box 8784 Williamsburg, Virginia 23187-8784

## Website

www.jccEgov.com/BOS

## JANUARY

S	M	T	W	T	F	S
						1
2	<b>3</b>	4	5	6	7	8
9	10	<b>11</b>	12	13	14	15
16	<b>17</b>	18	19	20	21	<b>22</b>
23	24	<b>25</b>	26	27	28	29
30	31					

BOS Meetings - 3, 11, 25

BOS Retreat - 22

Martin Luther King, Jr. Day - 17

## FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	<b>8</b>	9	10	11
12	13	14	15	16	17	18
19	20	<b>21</b>	<b>22</b>	23	24	25
26	27	28				

BOS Meetings - 8, 22

VML - VACo Legislative Day - 3

Presidents' Day - 21

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	<b>8</b>	9	10	11
12	13	14	15	16	17	18
19	20	21	<b>22</b>	23	24	25
26	27	28	29	30	31	

BOS Meetings - 8, 22

## APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	<b>12</b>	13	<b>14</b>	15	16
17	<b>18</b>	<b>19</b>	<b>20</b>	21	22	23
24	25	<b>26</b>	27	28	29	30

BOS Meetings - 12, 26

Budget Work Sessions - 14, 18, 20

## MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	<b>10</b>	11	12	13	14
15	16	17	18	19	20	21
22	23	<b>24</b>	25	26	27	28
29	<b>30</b>	31				

BOS Meetings - 10, 24

Memorial Day - 30

## JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	<b>14</b>	15	16	17	18
19	20	21	22	23	24	25
26	27	<b>28</b>	29	30		

BOS Meetings - 14, 28

## JULY

S	M	T	W	T	F	S
						1
2	3	<b>4</b>	5	6	7	8
9	10	11	<b>12</b>	13	14	15
16	17	18	19	20	21	22
23	24	25	<b>26</b>	27	28	29
30	31					

BOS Meetings - 12, 26

Independence Day - 4

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	<b>10</b>	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOS Meeting - 9

## SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	<b>5</b>	6	7	8	9
10	11	12	<b>13</b>	14	15	16
17	18	19	20	21	22	23
24	25	26	<b>27</b>	28	29	30

BOS Meetings - 13, 27

Labor Day - 5

## OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	<b>11</b>	12	13	14	15
16	17	18	19	20	21	22
23	24	<b>25</b>	26	27	28	29
30	31					

BOS Meetings - 11, 25

VML - 2-4

## NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	<b>8</b>	9	10	<b>11</b>
12	<b>13</b>	<b>14</b>	<b>15</b>	16	17	18
19	20	21	<b>22</b>	23	<b>24</b>	<b>25</b>
26	27	28	29	30		

BOS Meetings - 8, 22

VACo - 13-15

Veteran's Day - 11

Thanksgiving - 24 & 25

## DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOS Meeting - 13  
Christmas - 23 & 26

New Year's Day Holiday - Jan. 2

BOS Organizational Meeting - 1/3/12 at 4pm