

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, desire to establish rules for conducting its business during the year of 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following rules shall apply for the year 2022.

1. Meetings of the Board shall be held on those dates shown on the attached 2022 calendar. The meetings shall be held in the Board Room of the James City County Government Center at 5:00 p.m. or as soon thereafter as the Board of Directors may determine.
2. The General Manager shall prepare and share the Board's draft agenda no later than 11 days (generally a Friday) prior to the meeting of the Board with the Chair of the Board. The Chair of the Board shall approve, deny, or modify the draft agenda as he or she determines to be appropriate and shall cause the final agenda to be publicized at least seven days prior to the meeting of the Board, or as soon thereafter as reasonably possible. Following publication, the agenda may only be modified at the meeting of the Board upon a majority vote. Any member of the Board may have an item included on a future agenda by making such request during a meeting of the Board, such request being approved by general assent or upon a majority vote.
3. The Board of Directors agrees to follow Robert's Rules of Order, Newly Revised 11th Edition, 2011, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 487 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 leaving the chair; and can make motions and votes on all questions.

Ruth M. Larson

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Teresa J. Saeed
Deputy Secretary to the Board

SADLER
ICENHOUR
HIPPLE
MCLENNON
LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 3rd day of January, 2022.

2022JCSAOrgMtg-res



2022 Board of Directors' Calendar of Important Dates

Regular Meeting at 5:00 p.m. unless otherwise noted

January 2022

Organizational Meeting – **Jan. 3 @ 1 p.m.**

BOD Regular Meeting – **Jan. 11**

County Holiday – Jan. 17

February 2022

BOD Regular Meeting – **Feb. 8**

County Holiday – Feb. 21

March 2022

BOD Regular Meeting – **March 8**

April 2022

BOD Regular Meeting – **April 12**

Budget Business Meeting – **April 26**

May 2022

BOD Regular Meeting – **May 10**

County Holiday – May 30

June 2022

BOD Regular Meeting – **June 14**

County Holiday – June 20

July 2022

County Holiday – July 4

BOD Regular Meeting – **July 12**

August 2022

No Meeting Scheduled

September 2022

County Holiday – Sept. 5

BOD Regular Meeting – **Sept. 13**

October 2022

BOD Regular Meeting – **Oct. 11**

November 2022

BOD Regular Meeting – **Nov. 8**

County Holiday – Nov. 11

County Holiday – Nov. 24-25

December 2022

BOD Regular Meeting – **Dec. 13**

County Holiday – Dec. 23-26

January 2023

County Holiday – Jan. 2

BOD Organizational Meeting – **Jan. 10 @ 4 p.m.**

BOD Regular Meeting – **Jan. 10 @ 5 p.m.**

Location:

Regular Meetings and Business Meetings:

Government Center Board Room/Work Session Room, 101 F Mounts Bay Road, James City County, VA

BOD Contact Information:

Mailing Address:

P.O. Box 8784, Williamsburg, VA 23187

Phone: (757) 253-6609

Email: jccboard@jamescitycountyva.gov