

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 3, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. 2022 Board Organization
2. Supervisor Seats for Regional Boards and Commissions
3. Seating Assignments

D. BOARD CONSIDERATION(S)

E. CLOSED SESSION

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Planning Commission

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 11, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 1/3/2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: 2022 Board Organization

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution
☐	Draft Meeting Calendar and Important Dates	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	11/23/2021 - 2:38 PM
Publication Management	Daniel, Martha	Approved	11/23/2021 - 2:40 PM
Legal Review	Kinsman, Adam	Approved	11/23/2021 - 2:53 PM
Board Secretary	Saeed, Teresa	Approved	12/28/2021 - 8:34 AM
Board Secretary	Purse, Jason	Approved	12/28/2021 - 8:49 AM
Board Secretary	Saeed, Teresa	Approved	12/28/2021 - 3:50 PM

MEMORANDUM

DATE: January 3, 2022
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Organizational Meeting for the Board of Supervisors

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 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:
 - 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 48 hours to the same time and place.

Organizational Meeting for the Board of Supervisors
January 3, 2022
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I believe these rules have worked effectively for these Boards and recommend its continuation.

I have attached the appropriate resolution for your consideration.

ARK/md
2022BOSOrgMtg-mem

Attachment

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by the Code of Virginia to organize at its 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 2022:

1. Meetings of the Board shall be held on those dates shown on the attached 2022 calendar. Meetings occurring on the second Tuesday of the month 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 may determine. Meetings occurring on the fourth Tuesday of the month shall be held in the Board Room or the Board Work Session Room of the James City County Government Center at 1:00 p.m. or as soon thereafter as the Board may determine.
2. The County Administrator 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 Supervisors 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 rising or leaving the chair; and can make motions and votes on all questions.
4. 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 48 hours to the same time and place.

 ???
 Chairman, Board of Supervisors

ATTEST:

 Teresa J. Saeed
 Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
SADLER	___	___	___	___
ICENHOUR	___	___	___	___
LARSON	___	___	___	___
MCGLENNON	___	___	___	___
HIPPLE	___	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 3rd day of January, 2022.

2022BOSOrgMtg-res



2022 Board of Supervisors' Calendar of Important Dates

Regular Meeting (2nd Tuesday) at 5:00 p.m. & Business Meeting (4th Tuesday) at 1 p.m. unless otherwise noted

January 2022

Organizational Meeting – **Jan. 3 @ 1 p.m.**
BOS Regular Meeting – **Jan. 11**
County Holiday – Jan. 17
BOS Business Meeting – **Jan. 25**

February 2022

VACo Local Government Day – Feb. 3
BOS Regular Meeting – **Feb. 8**
County Holiday – Feb. 21
BOS Business Meeting – **Feb. 22**

March 2022

BOS Retreat – TBD
BOS Regular Meeting – **March 8**
Joint Meeting @ 9 a.m. – **March 11***
BOS Business Meeting – **March 22**

April 2022

BOS Regular Meeting – **April 12**
BOS Budget Business Meeting – **April 26**

May 2022

BOS Regular Meeting – **May 10**
BOS Business Meeting – **May 24**
County Holiday – May 30

June 2022

BOS Regular Meeting – **June 14**
(CA/CAO Evaluations)
County Holiday – June 20
BOS Business Meeting – **June 28**

July 2022

County Holiday – July 4
BOS Regular Meeting – **July 12**
BOS Business Meeting – **July 26**

August 2022

No meeting scheduled

September 2022

County Holiday – Sept. 5
BOS Regular Meeting – **Sept. 13**
BOS Business Meeting – **Sept. 27**

October 2022

BOS Regular Meeting – **Oct. 11**
BOS Business Meeting – **Oct. 25**

November 2022

BOS Regular Meeting – **Nov. 8**
County Holiday – Nov. 11
VACo Annual Conference – Nov. 13-15
BOS Business Meeting – **Nov. 22**
County Holiday – Nov. 24-25

December 2022

Joint Meeting @ 9 a.m. – **Dec. 2** (location TBD)
BOS Regular Meeting – **Dec. 13**
County Holiday – Dec. 23-26

January 2023

County Holiday – Jan. 2
Organizational Meeting – **Jan. 10 @ 4 p.m.**
BOS Regular Meeting – **Jan. 10 @ 5 p.m.**

Location:

Regular Meetings and Business Meetings:

Government Center Board Room/Business Meeting Room, 101 F Mounts Bay Road, James City County, VA

BOS Contact Information:

Mailing Address:

P.O. Box 8784, Williamsburg, VA 23187
Phone: (757) 253-6609

Email: jccboard@jamescitycountyva.gov

Webpage: <https://jamescitycountyva.gov/212/Board-of-Supervisors>

***March 11 Joint Meeting** will be held at the James City County Recreation Center, 5301 Longhill Road, Williamsburg, VA

ITEM SUMMARY

DATE: 1/3/2022
TO: The Board of Supervisors
FROM: Teresa J. Saeed, Deputy Clerk
SUBJECT: Supervisor Seats for Regional Boards and Commissions

ATTACHMENTS:

	Description	Type
📎	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/28/2021 - 3:50 PM

MEMORANDUM

DATE: January 3, 2022
 TO: The Board of Supervisors
 FROM: Teresa J. Saeed, Deputy Clerk
 SUBJECT: List of Supervisor Seats for Boards and Commissions for 2021

Below is a listing of Board/Commission/Committee appointments for the Board of Supervisors (BOS) for the 2021 calendar year.

Staff recommends that new appointments be made for the 2022 calendar year.

Board/Commission Committee	Board Member 2020	Board Member 2021
<i>Community Action Agency Board of Directors</i>	Charvalla West appointed to serve in lieu of BOS Member - expires 9/25/2022	Charvalla West appointed to serve in lieu of BOS Member - expires 9/25/2022
<i>Hampton Roads Military and Federal Facilities Alliance (HRMFFA)</i>	Jim Icenhour	Michael Hipple
<i>Hampton Roads Planning District Commission (HRPDC)</i>	Jim Icenhour	Jim Icenhour
<i>Hampton Roads Transportation Planning Organization (HRTPO)</i>	Michael Hipple	Jim Icenhour
<i>Hampton Roads Transportation Accountability Commission (HRTAC)</i>	Michael Hipple	Michael Hipple
<i>School Liaison</i>	Ruth Larson and Jim Icenhour	Ruth Larson and John McGlennon
<i>Agricultural and Forestal District (AFD) Advisory Committee</i>	Sue Sadler	Sue Sadler
<i>Economic Development Authority</i>	Sue Sadler	Sue Sadler
<i>Williamsburg Tourism Council</i>	Ruth Larson	Ruth Larson

List of Supervisor Seats for Boards and Commissions for 2020

January 2, 2020

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Board/Commission Committee	Board Member 2020	Board Member 2021
<i>Community Services Coalition Board of Directors</i>	Barbara Watson as BOS Representative until 01/01/2023	Barbara Watson as BOS Representative until 01/01/2023
<i>Greater Peninsula Workforce Board</i>	John McGlennon	John McGlennon
<i>Virginia Peninsula Regional Jail Authority</i>	Ruth Larson	Sue Sadler
<i>Historic Virginia Land Conservancy</i>	John McGlennon	John McGlennon
<i>Greater Williamsburg Business Council</i>	Jim Icenhour	Jim Icenhour
<i>High Growth Coalition</i>	John McGlennon	John McGlennon
<i>Williamsburg Area Medical Assistance Corp (WAMAC)</i>	Sue Sadler	Ruth Larson

TJS/md

BCC-BOS2022-mem

ITEM SUMMARY

DATE: 1/3/2022
TO: The Board of Supervisors
FROM: Teresa J. Saeed, Deputy Clerk
SUBJECT: Seating Assignments

The Board shall draw numbers to determine seating assignments on the dais. The Chairman, historically, sits to the right of the County Administrator.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/28/2021 - 10:11 AM

ITEM SUMMARY

DATE: 1/3/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Planning Commission

ATTACHMENTS:

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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/28/2021 - 10:11 AM

ITEM SUMMARY

DATE: 1/3/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Adjourn until 5 p.m. on January 11, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/28/2021 - 10:07 AM