

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
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

D. CONSENT CALENDAR

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. 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 Directors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: 2022 Board Organization

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution
☐	Draft Calendar of Meetings 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 - 2:41 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 Directors

FROM: Adam R. Kinsman, James City Service Authority Attorney

SUBJECT: Organizational Meeting for the Board of Directors

The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2022 as established in the attached resolution, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

ARK/md
2022JCSAOrgMtg-mem

Attachment

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 1:00 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.

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Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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

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 Work Sessions:

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

ITEM SUMMARY

DATE: 1/3/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

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 - 4:01 PM