

COUNTY OF NORTHAMPTON
VIRGINIA

BOARD MEMBER MANUAL

Adopted: January 8, 2019

Amended January 28, 2019

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RESOLUTION ADOPTING THE BOARD MEMBER MANUAL

WHEREAS, there is a need for a manual that encompasses procedures, responsibilities and Board-Administrator-staff relationships and to augment the Virginia County Supervisor’s Manual and the Code of Virginia; and

WHEREAS, the Board of Supervisors desires to ensure a standardized process is in place for the convening and holding of Board meetings, including the content of the agenda structure; and

WHEREAS, the Board of Supervisors desires to maintain a complete listing of Boards, Committees and Commissions and the process of filling appointments to the various Boards, Committees and Commissions both local and regional; and

WHEREAS, the Board of Supervisors desires to maintain open communication to the extent possible with the community regarding its ordinances, policies, procedures, and appointments;

NOW THEREFORE, we commit to adhere to the Northampton County Code of Conduct at all times in our professional lives and to use the Board Member Manual as the basis for conducting meetings and interacting with the employees of Northampton County and the media.

NAME	SIGNATURE	DATE
Oliver H. Bennett	_____	_____
John Coker	_____	_____
H. Spencer Murray	_____	_____
Dave Fauber	_____	_____
Robert G. Duer	_____	_____

MISSION STATEMENT

The mission of the Northampton County Government is to provide the necessary services to protect the health, safety, welfare, environment and quality of life of all of our citizens consistent with the communities' values and priorities. This mission is accomplished by encouraging citizen involvement, by preserving the County's fiscal stability, traditional values and unity of all our people through the implementation of effective and efficient government programs; consensus building; managing the County's natural, cultural, and historic resources; planning for the future; and representing citizen needs and desires to other levels of government.

ARTICLE I: CODE OF CONDUCT

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Northampton County Board of Supervisors will adhere to the following Code of Conduct.

1. Uphold the Constitution and laws of the United States, the laws of the Commonwealth of Virginia and all ordinances, regulations and policies of the County of Northampton.
2. Place loyalty to a moral principle of ethical conduct to the County above loyalty to self, other individuals, groups, districts or sections of Northampton County.
3. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, religion, creed, country of origin or handicapping condition.
4. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not, in accordance with the Conflict of Interest Act in the Code of Virginia, as amended.
5. Make no private promise of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on public duty.
6. Never use any information gained confidentially in the performance of governmental duties as a means of making a private profit.
7. Pay all taxes due to one's town of residence, county, state or national government.
8. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act (FOIA) using closed sessions only to deal with sensitive personnel, legal, contractual, or matters as provided by the Code of Virginia, as amended.
9. Attend all regularly scheduled meetings of the Board or committees to which you have been assigned, resigning whenever personal circumstances preclude regular attendance. As per the Board's Non-Attendance Policy, no member of any board or commission shall accumulate an annual total of more than three (3) unexcused absences, or be absent from more than one-fourth of the total number of meetings held by such board or commission within a given calendar year, for reasons other than personal illness, the illness or death of a relative, or other circumstances beyond the member's control. If this limitation is exceeded, the board or commission will advise the County Administrator who will notify

such member in writing, with a copy of such notification to the Board of Supervisors, that due to unexcused absences in excess of the number allowed, his or her term of membership on the board or commission has terminated.

10. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations; be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views in a professional and courteous manner.

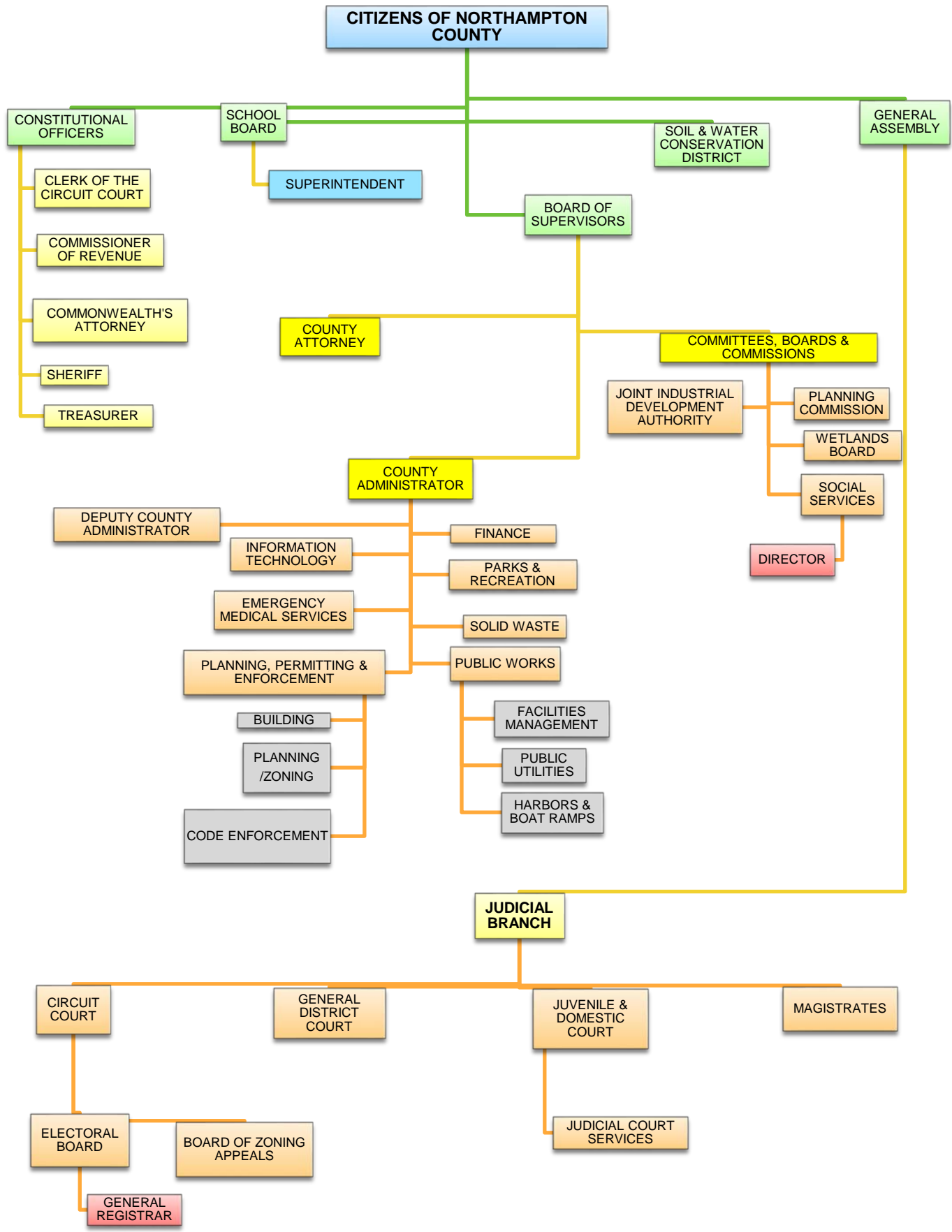
11. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens, or employees, impugning their integrity or vilifying their personal beliefs; make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.

12. Maintain professional relationships with one another and with the County Administrator and Constitutional Officers of Northampton County.

13. Communicate directly with the County Administrator and the Chairman of the Board on County matters. Board members can contact members of the staff for specific questions relative to their responsibilities. Board members should be sensitive to time consumed in answering questions and requests for detailed research should be coordinated through the Chairman and County Administrator. There are no restrictions on the data or information available to a Supervisor.

14. Offer criticism of colleagues or county employees only in private meetings with appropriate individuals or in closed sessions.

ARTICLE II: ORGANIZATIONAL CHART



CONSTITUTIONAL OFFICERS

In the Commonwealth of Virginia, Constitutional Officers are elected locally and work on behalf of the County and the Commonwealth as is mandated by the Constitution of the Commonwealth of Virginia. As a Board Member, your authority and control of a Constitutional Officer and his or her department is limited to budgetary appropriations. As such, it is critically important that lines of communication and a shared vision be implemented and supported by the Board of Supervisors, the County Administrator and staff so that duplications of services and/or expenditures can be minimized in the greater interest of the citizens that the governing body and Northampton's Constitutional Officers jointly serve. Finally, the Board in all cases retains the authority to call for a special audit for County contributions. The Board has no legal authority to address the day-to-day operations of any of the Constitutional Officers and as previously mentioned, communication therefore takes on added importance. Northampton County's Constitutional Officers include:

Clerk of Court:	Traci L. Johnson (2016 - 2023)
Commissioner of Revenue:	Charlene Gray (2016 – 2019)
Commonwealth's Attorney:	Bruce D. Jones, Jr. (2016 - 2019)
Sheriff:	David L. Doughty, Jr. (2016 - 2019)
Treasurer:	Cynthia S. Bradford (2016 - 2019)

SCHOOL BOARD

Under the Constitution of Virginia, School Boards are created as separate and distinct public entities. Northampton County School Board members are elected by the community for four-year terms. Like Constitutional Officers, the only legal authority exercised by the governing body is budget control for local contributions.

This funding control, however, prohibits the Board from line item authority although it may approve annual budget appropriations, individually within six broad categories or in total on a monthly, quarterly, semi-annual, or annual basis.

The Board of Supervisors may also require that the School Board budget be presented in a format that is compatible to or reflects the desire of the Board; i.e. line item budget, and/or by category. The governing body also bears sole responsibility for authorizing any debt service and statutorily the County/governing body retains ownership of all purchased property.

Additionally, the Board in all cases retains the same authority to call for a special audit for County contributions, as it does with the Constitutional Offices.

ARTICLE III: BOARD MEETINGS & RULES OF PROCEDURE

SECTION I: RULES OF PROCEDURE

These rules of procedure are promulgated with the intent of establishing a format for orderly meetings and the creation of an atmosphere for constructive public debate of issues considered by the Northampton County Board of Supervisors.

A. CODE OF VIRGINIA

The Northampton County Board of Supervisors shall strictly adhere to the requirements of the Code of Virginia, as amended, concerning meetings, rules of order, and powers and duties of the Board. Requirements of the Code of Virginia, as amended, shall in all cases prevail over the rules of procedures and Robert's Rules of Order for Small Organizations.

B. VIRGINIA COUNTY SUPERVISORS' MANUAL

The Northampton County Board of Supervisors shall use the Virginia County Supervisors' Manual, published by the Virginia Association of Counties and the Center for Public Service, University of Virginia, as a guideline for interpreting the Code of Virginia concerning meetings, rules of order, and powers and duties of the Board.

C. ROBERT'S RULES OF ORDER FOR SMALL ORGANIZATIONS

These rules of procedure hereby embrace Robert's Rules of Order for Small Organizations and specify rules of order as the procedural determinant in cases where both the Code of Virginia, as amended, and these rules of procedure are silent. Robert's Rules of Order for Small Organizations are less formal. Please see Appendix A for particulars about these rules of order as well as a template of motions.

D. PARLIAMENTARIAN

The County Attorney shall serve as Parliamentarian. In the absence of the County Attorney, the County Administrator may act as Parliamentarian.

E. CLERK OF THE BOARD OF SUPERVISORS & COMMITTEES

The County Administrator shall be clerk to the Board of Supervisors; the County Administrator, or the Deputy County Administrator, or his or her designee, shall be clerk to all county standing and special committees.

F. OPERATING HOURS FOR THE COUNTY ADMINISTRATOR'S OFFICE

Normal operating hours for the County Administrator's Office shall be Monday-Friday, 9:00 a.m. to 5:00 p.m.

SECTION II: BOARD MEETINGS

A. MEETING SESSION

A Session of the Board of Supervisors shall include the regular monthly meeting, held on the second Tuesday of each month at 5:00 p.m., a work session, if called, on the fourth Tuesday of each month at 5:00 p.m., and all other recessed meetings held by the Board prior to the next regular monthly meeting. The Regular Session of the Board of Supervisors meets in the Board Room, 16404 Courthouse Road, Eastville, Virginia. Work Sessions are held in the Board Room, 16404 Courthouse Road, Eastville, Virginia. Regular, adjourned and special meetings of the Board shall sit with open doors and begin at the times previously agreed by the Board or in accordance with the notice given for special meetings.

B. ATTENDANCE

Board members, who are unable to attend a scheduled meeting of the Board, whether regular or special, shall notify either the Chairman or the County Administrator prior to the meeting. At any meeting, a majority of the supervisors shall constitute a quorum. After the name of any member of the Board has been recorded as present, he shall not absent himself prior to adjournment unless by consent of the Board.

As authorized by Virginia Code § 2.2-3708.2, it is the policy of the Board of Supervisors that individual Board members may participate in meetings of the Board by electronic communications means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.2, as amended, and this policy. This policy shall apply strictly and uniformly to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

An individual member may participate from a remote location only if a quorum (3 members) of the Board is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central location.

Remote participation in a meeting due to an emergency or personal matter may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter.

Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to

attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

As required by law, in the event of any such participation of a member from a remote location, the Board shall record in its minutes the specific nature of the emergency, personal matter, temporary or permanent disability or other medical condition, and the location from which the board member participated remotely.

As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings or 25 percent of the meetings of the Board, whichever is fewer. This limitation shall apply separately with respect to the meetings of each of the Board's committees.

An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chairman of the board, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

C. ORGANIZATIONAL MEETING OF THE BOARD

Each January, at the first regular monthly meeting, the Board of Supervisors shall conduct an organizational meeting, electing Chairman and Vice-Chairman from its ranks. Additionally, at this meeting, the Board shall adopt this Manual, and make all liaison appointments of the Board members to Boards and Committees, as necessary.

D. CHAIRMAN DUTIES & RESPONSIBILITIES

The responsibilities of the Chairman are as follows:

- Preside at all meetings of the Board, maintain order in the meeting room by recognizing speakers, calling for votes and presiding over the discussion of the agenda items and generally being guided by Robert's Rules of Order for Small Organizations, except as modified herein.
- Sign official documents that require the signature of the Chairman, following a vote of the Board as required.
- Call special meetings of the Board in accordance with the Freedom of Information Act. The Chairman shall also set the regular meeting Agenda and coordinate with and provide a copy to the County Administrator.
- Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chairman.

The Chairman shall have the same rights as other members to discuss questions, and to vote thereon.

E. PROCEDURES IN ABSENCE OF CHAIRMAN

In the absence of the Chairman, the Vice-Chairman shall preside until the arrival of the Chairman. In the event that both the Chairman and the Vice-Chairman are absent, the County Administrator shall preside for the purpose of processing a motion to select a temporary Chairman who shall preside until the arrival of the Chairman or the Vice-Chairman.

Should the Chairman leave office, the Vice-Chair shall assume the duties of the Chairman until the Board elects a successor.

F. AGENDA – ORDER OF BUSINESS

It shall be the duty of the County Administrator to prepare the agenda at the Direction of the Chairman of the Board of Supervisors with input from other supervisors and staff. Agenda and supporting documentation shall be distributed by the County Administrator at least five (5) working days before meetings of the Board unless unusual circumstances in which the five working days' protocol cannot be maintained. Simultaneously, the agenda will be posted on the County's website. Items that can be electronically distributed prior to the Board packet should be electronically distributed to all regular packet recipients, as soon as received and/or complete. This will give supervisors more time to read and formulate questions prior to the meeting.

The Chairman and County Administrator shall assign a number to items delineating the order in which each item shall be considered by the Board. The Board may, by consensus or majority vote, alter the order of consideration. The order of business shall generally be as follows:

5:00 p.m. – 6:00 p.m.

Call to Order

Adoption of the Agenda

Closed Session

NOTE: Closed meetings are statutorily permitted, but NOT required, for 21 specific purposes and the Board can only go into closed session by using specified procedures and must reasonably identify the substance of the topics discussed. The public body must certify each closed session by individual vote of its members that it discussed only permissible issues in closed session and for only those purposes that were identified in the motion to go into closed session. No action can be taken in closed session.

6:00 p.m. – Forward

Reconvene

Moment of Silence

Pledge of Allegiance

Board & Agency Presentations

Consent Agenda (to include items such as A-95 reviews, approval of minutes)

County Officials' Reports

(1) Director of Finance

(2) Other Departments as Necessary

(These reports from staff and County Administrator shall be considered for the purpose of allowing the Board to be briefed on any ongoing project or to discuss emergency items that matured after the preparation of the agenda as well as emergency items as agreed to by the Chair.)

Public Hearings (consider action)

Citizens' Information Period (no prior appointment is necessary to speak during this period; however, it is not a debatable interchange with the Board but a forum for the citizens to raise comments regarding issues that are not part of that evening's agenda)

County Administrator's Report (informational items only; setting work sessions)

Tabled Items (consider action)

Action Agenda (consider action)

Matters Presented by the Board (Allows Board members an opportunity to bring additional items of discussion or action to the agenda by consensus or majority vote.

Citizens Information Period #2 (in which the public can again address the Board for an additional two minutes concerning what happened at that night's meeting.

Recess/Adjourn

G. AGENDA – PLACEMENT OF ITEMS ON AGENDA

Individuals, groups or agencies wishing to make presentations to the Board or have items placed on the Board's agenda, shall submit these items to the Chairman and County Administrator seven (7) days prior to the scheduled meeting. Appointments will usually be scheduled in intervals of no longer than fifteen (15) minutes. Items of business not received seven (7) days in advance of the meeting will be deferred until the next meeting of the Board unless the Chairman deems it expedient to deal with the matter sooner. Any such additions to the agenda must be accepted by consensus of the Board or majority vote.

When a resolution has been put forward for Board approval or ratification, the Chairman will determine if a majority of the Board approval is required for consideration of the proposed item. If a majority of the Board approval is required and the Chairman determines it is not forthcoming, the item will not be placed on the Board agenda.

Guidelines for Matters Presented by the Board Including Committee Reports & Appointments

1. *Matters Presented* must be listed on the published Agenda.
2. *Matters Presented* must concern county business which is not currently under consideration or which has not previously been resolved by action of the Board.
3. *Matters Presented* shall be in writing and submitted to the Chairman in a timely manner to be included on the published Agenda.
4. Last minute *Matters* by a Board member shall be formally adopted as "Changes to the Agenda" at the beginning of the current meeting.
5. *Matters Presented* must be clear, concise statements of items for the Board's consideration. If further work by staff is needed, the matter will be deferred to a future meeting.
6. *Matters Presented* do not have to be current meeting Action Items.
7. If it's the consensus of the Board, a *Matter Presented* may be approved as an Agenda item for consideration and action at a future meeting.

H. CONDUCT OF BOARD MEMBERS DURING MEETINGS

No member shall hold the floor longer than five minutes without yielding to another member's request for the floor. This does not include time reasonably expended in asking for and receiving information from staff or other presenters.

In the debate, each member may speak as often as he or she wishes on any question but cannot make a subsequent speech if any other member desires the floor who has spoken a fewer number of times on the question.

At his or her discretion, a member may recognize any person in attendance at the meeting to speak for up to three minutes on any matter which is not the subject of a public hearing during the time that the member has the floor. The speaker's time will be deducted from the five minutes that such member is allowed to hold the floor. If requested by the Chair, the speaker must yield the floor after the time granted to him has expired.

The Chair shall designate the Clerk to be responsible for advising the Chair of the board when any time limit established in these standing rules has expired, or if a member wishing to speak again during any discussion must yield to another member who has spoken fewer times.

Any member of the board present at the time of a discussion, prior to a vote, who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the Board's consideration of the matter.

It is desirable that the board member will state the reason for abstaining or not participating. Also see Appendix G: Statements of Disclosure

A motion which has already been voted on may be brought back for further consideration through the adoption of a Motion to Reconsider, as provided in Robert's Rules of Order; however, the reconsideration may take place only during the same meeting at which the vote to be reconsidered was taken. At any time, any Member can make a Motion to Rescind (strikeout) an action previously adopted, or to Amend Something Previously Adopted (change only part of an action or adopt a substitution), as provided in Robert's Rules of Order; and the Board may choose to require a majority vote of the entire membership for passage.

Members of the Board of Supervisors may respond at the conclusion of Citizens' Information Period to comments or questions offered by citizens and information that is readily available in response to citizen comments may be provided at this time.

SECTION III: BOARD MEMBER REQUESTS FOR STAFF ASSISTANCE

Notice of requests by Board members for assistance from administrative staff members, including department heads, specifically projects requiring substantial amounts of time, shall be provided to the Chair and the County Administrator. Such requests may include, but are not limited to, requests for research, the compilation of information, the preparation of ordinances, resolutions or policies to be presented to the Board of Supervisors, attendance or presentations at meetings other than Board meetings, preparation of documents, etc. It shall be the responsibility of the County Administrator to assure that the request has been made to the appropriate department or departments, and that the request is fulfilled in an adequate and timely manner. Requests requiring substantial amounts of time shall be scheduled so that regular Staff work

responsibilities are considered. If necessary, the matter shall be placed on the next available Board agenda for further guidance.

Requests for assistance in legal matters shall be directed to the County Attorney.

ARTICLE IV: COMMITTEES AND BOARDS

The Board of Supervisors has established a number of permanent and temporary boards, commissions and committees whose purpose is to assist county government through volunteer efforts. In addition, the Board of Supervisors has entered into regional agreements that require appointments from the membership of the Board of Supervisors as well as appointments from the general public on behalf of the Board of Supervisors.

The County Administrator will maintain a list of all committees, commissions and boards and their term of expiration. The Board of Supervisors will be provided a list of upcoming vacancies 30-60 days prior to expiration of terms, indicating any term limitations of current appointees, attendance records of current appointees, and interest for re-appointment of current appointees, if eligible.

The County Administrator will advertise as necessary to promote and provide opportunities for citizens to submit an application for consideration to serve a Board, Commission or Committee as identified. Additionally, Board members are encouraged to forward names of individuals for consideration to a Board, Commission or Committee for the full Board to consider.

Upon notification of a resignation from an unexpired term, the Board of Supervisors shall work diligently to fill the vacancy expeditiously. The Board recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board shall make every effort to make appointments during the month in which they are due.

SECTION 1: LOCAL BOARDS, COMMISSIONS AND COMMITTEES

The following represent the Boards, Commissions and Committees that have been organized by the Northampton County Board of Supervisors; appointments are governed by their respective organizational mission and the Code of Virginia, as amended, if applicable.

1. Agricultural & Forestal District Advisory Committee *
2. Agriculture Advisory Board##
3. Aquaculture Advisory Board ##
4. Architectural Review Board ##
5. Board of Appeals for the Building Inspector/Tradesman Board
6. Community Policy and Management Team (§2.2-5205)
7. Disability Services Board *##
8. Eastern Shore of Virginia Public Service Authority (ESVA PSA) ##
9. Johnsongrass Control Committee ##
10. Joint Industrial Development Authority of Northampton County and Towns (IDA)
11. Northampton County Planning Commission

12. Northampton County Community Housing Committee ##
13. Northampton County Social Services Board
14. Parks & Recreation Advisory Board
15. Purchase of Development Rights (PDR) Committee * ##
16. Wetlands Board
17. Willis Wharf Harbor Committee ##

**Requires member(s) of Board of Supervisors be appointed to serve*
Inactive

SECTION II: REGIONAL BOARDS, COMMISSIONS & COMMITTEES

The following represent the Boards, Commissions and Committees that have been organized as a regional entity that comprises representation from the two county governments for the Eastern Shore and may include greater representation of the community, as dictated by its mission and purpose. These regional boards, commissions and committees may have been formed through an agreement or joint resolution that dictates the terms of appointment and representation and will take precedence over any conditions contained in this manual regarding appointments.

Elected officials of the County of Northampton are requested to serve on regional boards, commissions, and committees to facilitate communication and provide interaction with other governmental bodies. The boards, commissions and committees that require a sitting Board member serve as a voting member are designated by a (*) below.

1. Northampton Fire & Rescue Commission*
2. Accomack-Northampton Planning District Commission*
3. Accomack-Northampton Regional Housing Authority
4. Accomack-Northampton Transportation District Commission*
5. Eastern Shore Alcohol Safety Action Program
6. Eastern Shore Area Agency on Aging/Community Action Agency (ESAAA/CAA)*
7. Eastern Shore Community College Board of Directors
8. Eastern Shore Community Services Board
9. Eastern Shore Groundwater Committee*
10. Eastern Shore Housing Alliance*
11. Eastern Shore of Virginia 911 Commission*
12. Eastern Shore Public Library Board of Directors
13. Eastern Shore Regional Jail Board*
14. Eastern Shore Resource Conservation & Development Council (RC&D)
15. Eastern Shore Tourism Commission
16. Local Emergency Planning Committee*
17. Tidewater Emergency Medical Services Council
18. Workforce Investment Group
19. Eastern Shore Broadband Authority

SECTION III: AD HOC COMMITTEES

The Board of Supervisors may establish various ad hoc committees for the purpose of gathering information and assisting the rest of the Board members in decision-making. The purpose of these committees is to develop greater expertise and more widespread participation than might otherwise be available. All ad hoc committees appointed by the Board are advisory for it is the Board's ultimate responsibility to discharge its obligations.

The Board will give each ad hoc committee a written charge, which shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Board. The Board will discharge the ad hoc committee(s) upon completion of their work.

These ad hoc committees meet on an on-call basis at the request of the ad hoc committee chairman. There is a designated time established for committee presentations at the regularly scheduled Board meetings under Board and Agency Presentations.

ARTICLE V: MEDIA RELATIONS

As an elected official of Northampton County, you may receive requests from the media for interviews about county matters. Please use the following guidelines to handle such requests:

- a) Refer the media to the Chairman of the Board. The County Administrator will provide information about breaking news (e. g., police actions, emergencies) to the Chairman and other Supervisors.
- b) It is your prerogative to talk directly to the media about your personal vision for the county, local issues, disagreements and problems, as well as pending political initiatives and legislation. However, it is important that you speak only for yourself, not for the Board.

Most of your interactions with the media will involve journalists from the two local newspapers, the *Eastern Shore News* and *Eastern Shore Post*. Reporters for both papers work under tight deadlines. To minimize confusion and error, consider the following:

- 1) If you plan to make a lengthy statement about an issue at a meeting, consider giving the media a typed copy of your motion and/or statement.
- 2) At the end of any one-on-one interview, ask the reporter to read back the quotes ascribed to you and correct any errors immediately.
- 3) Consider recording interviews with reporters, but understand that a correction printed in a subsequent edition of a newspaper does little to reverse the damage from an incorrect front-page story.
- 4) If you say something colorful, inflammatory, or confrontational, realize that it will run as the lead in the story. In fact, the entire article may be written around the comment, which may give the story an unintended and inaccurate representation.
- 5) Do not provide any “off the record” information to a journalist that you do not know or trust. Furthermore, do not provide any “off the record” information that you do not ultimately expect to read in a story, even if you are not cited as the source.
- 6) Maintain friendly relations with local journalists, even when you feel you have been wronged. You will end up on the losing side of any feud with the media.

Letters to the Editor

At times, a letter to the editor is an effective way to reach the public without having to go through the filter of a journalist:

- a) A letter to the editor is an effective way to correct errors in an article that has previously appeared in the newspaper.
- b) Do not overuse the Letters page. In particular, avoid using the Letters page as the forum for back-and-forth discussions that are more properly aired at Board meetings.
- c) Any letter to the editor should be clearly identified as reflecting just your opinion, not that of the Board itself. Letters reflecting the opinion of the Board (and approved by a Board majority) should be signed by the Chair.
- d) Avoid ad hominem attacks and negative comments. Be statesmanlike in your writing.

TV Appearances

Rarely, if ever, will Supervisors be asked to appear on TV. In the event of a disaster or emergency, refer TV journalists to the Chairman of the Board. Under other circumstances, contact the Chairman and the County Administrator to discuss the scheduled TV appearance and how best you can prepare for it. Where appropriate, the Sheriff and or other public officials should be included and invited to report on their specific actions.

APPENDICES

APPENDIX A: ROBERT' S RULES OF ORDER FOR SMALL BOARDS

Please note that the following information is from Robert's Rules of Order for large organizations. Northampton County has adopted the *Rules for Small Boards* which is less formal and requires no seconds to motions.

PROCEDURE IN SMALL BOARDS. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

- Members are required to obtain the floor before making motions or speaking, which they can do while seated.
- 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.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method of such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair; and subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This:	You Say This:	May You Interrupt Speakers?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting	I move that we adjourn	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	I move that we recess until ...	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp., etc.	Point of privilege	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Suspend further consideration of something	I move we table it	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	I move the previous question	May not interrupt speaker	Must be seconded	Debatable	Amendable	$\frac{2}{3}$'s vote required
Postpone consideration of something	I move we postpone this matter until ...	May not interrupt speaker	Must be seconded	Debatable	Amendable	$\frac{2}{3}$'s vote required
Have something studied further	I move we refer this matter to a committee	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	I move that this motion be amended by...	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	I move that...	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Object to procedure or to a personal affront	Point of Order	May interrupt speaker	No second required	Not debatable	Not amendable	No vote required, Chair decides

To Do This:	You Say This:	May You Interrupt Speakers?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Request information	Point of Info	If urgent, may interrupt	No second required	Not debatable	Not amendable	No vote required
Ask for a vote by actual count to verify a voice vote	I call for a division of the house	May not interrupt speaker	No second required	Not debatable	Not amendable	No vote required unless someone objects
Object to considering some undiplomatic or improper matter	I object to consideration of this question	May interrupt speaker	No second required	Not debatable	Not amendable	$\frac{2}{3}$'s vote required
Take up a matter previously tabled	I move we take from the table	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Reconsider something already disposed of	I move we now (or later) reconsider our action relative to ...	May interrupt speaker	Must be seconded	Debatable if orig. motion is debatable	Not amendable	Majority vote required
Consider something out of its scheduled order	I move we suspend the rules and consider ...	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	$\frac{2}{3}$'s vote required
Vote on a ruling by the chair	I appeal the chair's decision	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision
Rescind or Amend Something Previously Adopted	I move we...	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote of entire membership

APPENDIX B: CITIZEN PARTICIPATION PROCEDURES AT BOARD MEETINGS

The Citizens' Information Period, a portion of the Board of Supervisors' Regular Monthly meeting, shall be for the purpose of allowing members of the public to present any matter pertaining to County business or items that are not on the Board agenda for public hearing that evening. This period shall not serve as a forum for debate with the Board.

Remarks shall be addressed directly to the Board and not to the staff, the audience or the media.

Each speaker shall clearly state his or her name, address. Each speaker will be allowed three (3) minutes to provide his or her remarks. Speakers will be allowed to receive one additional three-minute donation of time from someone else.

The Board may accept written comments in lieu of oral statements. Written statements can be delivered to County staff in advance of the meeting, provided at the meeting or mailed to County Administration at P.O. Box 66, Eastville, VA, 23347 or submitted via e-mail to info@co.northampton.va.us. When a written statement includes a request that it be read into the Minutes, it will be at the discretion of the Chair whether to read the comments aloud or summarize. Comments will be entered into the record after consensus or majority vote of the Board.

Speakers appearing before the Board will not be allowed to:

- Campaign for public office
- Promote private business ventures
- Use language of a personal nature which insults or demeans any person or which, when directed at a public officials, is not related to his or her official duties.
- Present materials that are pertinent to a legal action or appeal.

All cell phones, pagers and other electronic devices shall be set on silent mode while in the Board Room. Prior to approaching the podium or a microphone, please turn off the aforementioned devices or leave them in the seating area.

APPENDIX C: PUBLIC HEARING PROCEDURES FOR BOARD MEETINGS

The principal purpose of a public hearing is to provide an opportunity for members of the public to provide input to the Board of Supervisors regarding the subject to the public hearing. Members of the Board of Supervisors may ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the public hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents. At the close of the public hearing, the Chairman may inquire to the County staff whether there is any additional information to convey, or written statements with requests that they be read into the Public Record.

A hearing is not a debate. Its express purpose is to receive additional facts, comments and opinions on agenda items. Hearings before the Board shall be conducted in accordance with the following procedures, unless statutory requirements compel additional actions.

1. The Chairman or designee will read aloud the specific ordinance title, zoning issue or other public hearing notice being considered at the beginning of the hearing and will then open the public hearing.
2. The County Administrator or applicable staff designee will present a staff report on the proposed public hearing matter.
3. The applicant or his designee will be asked to present their proposal under consideration. They will be allotted up to fifteen (15) minutes to present their proposal and respond to any comments or issues raised by the staff presentation.
4. Questions may be posed to the applicant and the staff at this time.
5. The Chairman will then recognize any members of the public desiring to speak on the proposed public hearing matter. The Chairman will first recognize those members of the public who have signed up to speak from the sign-up sheet that had been located in the Courtroom entrance prior to the start of the 7:00 p.m. reconvened meeting.
6. Each speaker will state his full name and address and identify any economic or professional relationship he or she has with the applicant, person, association, corporation or other entity that would benefit by the subsequent adoption of the ordinance or zoning issue or permit. Each speaker shall be allotted three (3) minutes to speak. Speakers will be allowed to receive one additional three-minute donation of time from someone else.
6. Speakers are not to engage in debate with the applicant, staff or the Board. Speakers are to speak directly to the issue before the Board and are not to engage in any campaigning for political office, promotion of a private business venture or use language of a personal nature which insults or demeans any person or which, when directed at a public official, is not related to his or her official duties.

7. After all speakers have been heard that wish to speak at the public hearing, the Board shall vote to close the hearing and the Board will then take up discussion on the proposed matter for a potential vote of adoption, denial, or other action as allowed under Robert's Rules of Order.

APPENDIX D: CONTACT LIST OF NORTHAMPTON OFFICIALS

NORTHAMPTON COUNTY BOARD OF SUPERVISORS

<u>Member</u>	<u>District</u>
Mr. John Coker 1530 Elliotts Creek Lane Cape Charles, VA 23310 757-331-1937 (h) jcoker@co.northampton.va.us	1
Mr. Dave Fauber 6545 Broadwater Circle Cape Charles, VA 23310 757-331-1235 (h) dfauber@co.northampton.va.us	2
Mr. Oliver H. Bennett 9436 Red Bank Road P. O. Box 211 Birdsnest, VA 23307 757-442-6512 (h) obennett@co.northampton.va.us	3
Mr. H. Spencer Murray 8429 Denwood Road P. O. Box 10 Franktown, VA 23354 757-678-6458 (cell) smurray@co.northampton.va.us	4
Mr. Robert G. Duer 12224 Lincoln Avenue P. O. Box 606 Exmore, VA 23350 757-442-3114 (w) 757-999-1737 (cell) rduer@co.northampton.va.us	5

Administrator (678-0440)
Charles Kolakowski
P. O. Box 66
Eastville, VA 23347
kolakowski@co.northampton.va.us

Building Official (678-0445)
John Outten
P. O. Box 66
Eastville, VA 23347
Joutten@co.northampton.va.us

Commissioner of the Revenue (678-0448)
Charlene Gray
P. O. Box 65
Eastville, VA 23347
cgray@co.northampton.va.us

Commonwealth's Attorney (678-0455)
Beverly P. Leatherbury.
P. O. Box 690
Eastville, VA 23347
bpleatherbury@co.northampton.va.us

County Attorney (678-0455)
Beverly P. Leatherbury
P. O. Box 690
Eastville, VA 23347
bpleatherbury@co.northampton.va.us

County Treasurer (678-0450)
Cynthia S. Bradford
P. O. Box 598
Eastville, VA 23347
cbradford@co.northampton.va.us

Circuit Court (678-0465)
Traci Johnson, Clerk
P. O. Box 36
Eastville, VA 23347
tljohnson@courts.state.va.us

Extension Service (678-7946)
Ursula Deitch
7247 Young St., Ste A
Machipongo, VA 23405
utankard@vt.edu

General District Court (678-0466)
Karen Merritt, Clerk
P. O. Box 125
Eastville, VA 23347
kmerritt@courts.state.va.us

General Registrar (678-0480)
Terrence Flynn
P. O. Box 510
Eastville, VA 23347
vote@co.northampton.va.us

Juvenile Probation (678-0481)
Erica Lawson
District 2A CSU
Eastville, VA 23347
Erica.lawson@dji.virginia.gov

Parks & Recreation (678-0468)
Laura Jenrette, Director
P. O. Box 847
Eastville, VA 23347
parks@co.northampton.va.us

Planning, Permitting & Enforcement (678-0443)
Susan McGhee, Director.
P. O. Box 538
Eastville VA 23347
smcghee@co.northampton.va.us

Director of Public Works (678-0414)
Chris Thomas
P. O. Box 66
Eastville, VA 23347
cthomas@co.northampton.va.us

School Administration (678-5151)
Eddie Lawrence, Supt.
7207 Young Street
Machipongo, VA 23405
elawrence@ncpsk12.va.us

Sheriff (678-0458)
David Doughty, Jr.
P. O. Box 68
Eastville, VA 23347
ddoughty@co.northampton.va.us

Social Services (678-5153)
Mozella Francis, Director
P. O. Box 568
Eastville, VA 23347
mozella.francis@dss.virginia.gov

Solid Waste Mgmt. & Recyc. (331-2699)
Ronald Rowe (Director)
P. O. Box 66
Eastville, VA 23347

Director of Finance (678-0444)
John Chandler
P. O. Box 66
Eastville, VA 23347
jchandler@co.northampton.va.us

Emerg. Medical Svcs. (678-0411)
Hollye Carpenter, Director
P. O. Box 235
Eastville, VA 23347
hcarpenter@co.northampton.va.us

IT Administrator (678-0440 x 530)
Mark Heneghan
P. O. Box 66
Eastville, VA 23347
mheneghan@co.northampton.va.us

Health Department (442-6228)
Position Vacant
P. O. Box 248
Nassawadox, VA 23413

APPENDIX E: COUNTY HOLIDAYS

PLEASE NOTE: The Holiday Calendar for County Employees is adopted as part of the Personnel Policy and is included in the Board Member Manual as a point of reference.

The Holiday Calendar may be amended, by vote as the Board, as necessary. If a holiday should fall on a Saturday, then it is observed on the preceding Friday. If a holiday should fall on a Sunday, then it is observed on the following Monday.

NEW YEAR'S DAY (January 1)

LEE-JACKSON DAY (Friday preceding the Third Monday in January)

MARTIN LUTHER KING DAY (Third Monday in January)

WASHINGTON'S BIRTHDAY (Third Monday in February)

MEMORIAL DAY (Last Monday in May)

INDEPENDENCE DAY (July 4)

LABOR DAY (First Monday in September)

COLUMBUS DAY (Second Monday in October)

VETERAN'S DAY (November 11)

THANKSGIVING HOLIDAY (Fourth Thursday and Friday in November)

CHRISTMAS DAY (December 25)

APPENDIX F: TRAVEL POLICY

PLEASE NOTE: The Travel Policy for County Employees is adopted as part of the Personnel Policy and is included in the Board Member Manual as a point of reference.

1. General

Per diem is the allowance paid to employees for meals, and incidental expenses incurred when travelling overnight. This allowance is paid in lieu of actual travel expenses. Lodging and per diem levels are set by the federal government and vary by location and season. Lodging and per diem may be approved and paid in excess of the published amounts, however, the amount greater than the published allowable amount is taxable as ordinary income. Travel expenses in excess of published amounts must be approved by the department head prior to the start of travel. Also a travel expense report must be completed by the traveler within 60 days or the entire travel amount is taxable as ordinary income. This policy pertains to all Northampton County funded travel.

2. Standards

- a. General Services Administration for lodging and per diem amounts by location (see gsa.gov).
- b. Internal Revenue Service for taxability of excess lodging and per diem.

3. Planning and Performance

a. Transportation costs – Transportation costs are reimbursed at the actual incurred costs. In the case of a personally owned vehicle, the traveler shall be reimbursed at the approved mileage rate. Other associated costs such as tolls and parking or the use of a taxi are also reimbursable. A receipt for public transportation and associated costs incurred must be provided for reimbursement.

b. Lodging - Prior to the execution of overnight travel for any official government reason, the traveler shall determine the allowable lodging amount before making reservations. This can be done by using the tables available at gsa.gov. The tables set the maximum allowable amount for lodging. The allowable amount for lodging can be exceeded with appropriate approval; however, the amount above the published lodging amount is taxable as ordinary income. The lodging amount is paid for each night's stay and requires documentation to be submitted with the expense report in order to be reimbursed.

c. Determination of the total per diem amount – Per diem is only provided when there is overnight travel. Prior to the execution of overnight travel for any official government reason, the traveler shall determine the allowable per diem rate. This can be done by using the tables available at gsa.gov. The tables set the maximum allowable amount for the full daily meals and incidental expenses (M&IE) rate. M&IE includes all meals, room service, laundry/dry cleaning and fees and tips. The M&IE amount is calculated at 75% of the rate for each travel day and the full rate for each full day. The reimbursement for M&IE will be made up to the prescribed amount. When submitting a travel expense report, documentation for daily expenses must be submitted up to the maximum or approved amount for a particular day. Carrying expenses over to another day is not permitted. Any MI&E amount approved in excess of the published MI&E rate is taxable as ordinary income.

d. Reporting expenses – A travel expense report must be submitted to the Finance department with all necessary documentation within 60 days of completing the travel. The travel report shall contain:

- i. The purpose of the trip.
- ii. The date(s) and place(s) of the trip.
- iii. Receipts for travel, lodging and daily MI&E.

A copy of the required expense report form is attached. The report shall be signed by the traveler and their supervisor and submitted to the Finance department.

e. Local travel with no overnight stay – When an employee travels for a meeting and uses their own vehicle, they will be reimbursed at the approved mileage rate plus any other expenses such as tolls or parking. When travel is outside Northampton or Accomack counties, the traveler shall be entitled to \$12 for meal(s). The traveler is required to complete and submit a travel report and include a meal receipt, and toll and parking receipts when applicable.

4. Use of County automobiles must be approved by the department head, constitutional officer or County Administrator. A minimal amount of personal use such as driving to and from dinner will be allowed during travel. Spouses and children of employees may not accompany employees in County vehicles unless authorized by the County Administrator. Use of personal vehicles must be approved in advance by the department head, constitutional officer or County Administrator. The use of rental vehicles in conjunction with travel for official business shall require pre-approval by the department head, constitutional officer or County Administrator.

5. Other Costs

- a. Long distance phone bills for County business will be reimbursed along with emergency personal calls and one personal call home per day during the trip.
- b. Registration fees or other conference fees not prepaid must be adequately documented and filed for reimbursement on the Travel Advance Request.

APPENDIX G: STATEMENTS OF DISCLOSURE

Declaration of interest with respect to transactions in which Members of the Board of Supervisors may participate in accordance with Section 2.2-3112 (A)(2) VA Code Ann.

This Declaration is made with respect to those transactions in which a Member of the Board may participate even though he or she is a member of a business, profession, occupation, or group the members of which are affected by the transaction.

“The Virginia State and Local Government Conflict of Interests Act requires that I make disclosure of certain interests in order to participate in a transaction which otherwise affects my personal interest as a member of certain defined groups. Therefore, I make the following disclosure:

1. The transaction involved is:

2. My personal interest affected by this transaction is:

3. I am a member of the following business, professional, occupation, or group, the Members of which are affected by this transaction:

4. I affirmatively state that, notwithstanding my personal interest, and the effect it may have on the aforementioned group, I am able to participate in the transaction fairly, objectively, and in the public interest.”

Date: _____

_____ Member of the Board of Supervisors

* * * * *

This form may be used verbally at meetings of the Board of Supervisors, and the substance thereof included by the Clerk in the Board’s minutes. Alternatively, this form may be completed, signed and dated by the Supervisor and provided to the Clerk not later than the next business day after any meeting where disclosure is required. The Supervisor shall orally disclose the existing of the interest during each Board meeting at which the transaction is discussed and this disclosure shall be recorded in the minutes.

STATEMENT OF COMPLETE DISQUALIFICATION

Declaration of interest with respect to transactions in which Members of the Board of Supervisors may not participate in accordance with Section 2.2-3112 (A)(1) VA Code Ann.

This Declaration is made with respect to those transactions in which a Member of the Board may not participate at all, by virtue of law or by reason of his or her choice.

“The Virginia State and Local Government Conflict of Interests Act requires that I make disclosure, to be recorded in the County records in any case in which I am forbidden, or choose not, to participate. Therefore, I make the following disclosure:

1. The transaction involved is:

2. My personal interest affected by this transaction is (if the interest involves a business or real estate, give the full name and address of business and the address and parcel number for the real estate involved):

OR

3. I choose not to participate for the following reasons:

4. I affirmatively state that I will not vote or in any manner act on behalf of the Board in this matter.”

Date: _____

Member of the Board of Supervisors

* * * * *

This form may be used verbally at meetings of the Board of Supervisors, and the substance thereof included by the Clerk in the Board’s minutes. Alternatively, it may be completed, signed and dated by the Board Member and provided to the Clerk.