



PULASKI COUNTY BOARD OF SUPERVISORS 2025 RULES OF PROCEDURE

Be it resolved that the Pulaski County Board of Supervisors does hereby accept and adopt these Rules of Procedure in order to better facilitate its powers and duties in accordance with the provisions of Title 15.2, Code of Virginia of 1950, as amended.

ARTICLE I - TITLE

- 1.1 The official title of this board shall be the Pulaski County Board of Supervisors.

ARTICLE II - MEMBERS

- 2.1 The Pulaski County Board of Supervisors shall consist of five (5) members, one elected from each of the five magisterial districts. The terms of office for all Supervisors shall be four (4) years.

ARTICLE III – OFFICERS AND MEMBERS

- 3.1 Chair and Vice Chair. A Chair and a Vice Chair of the Board shall be elected from its members at the first meeting of each calendar year. The Chair shall preside over all meetings and the Vice Chair shall preside in the absence of the Chair.
- 3.2 Term of Office. The Chair and Vice Chair shall be elected for a one-year term. Either, or both, may be re-elected for one or more additional one-year terms.
- 3.3 Clerk and Deputy Clerk. The Board shall appoint the Clerk of the Governing Body at the first meeting of each calendar year. His/her duties shall be those set forth in the Code of Virginia, 1950 as amended, and by resolution of the Board as adopted from time to time. The Deputy Clerk shall serve the governing body in the absence of the Clerk and shall be appointed by the Board at the first meeting of each calendar year.
- 3.4 Parliamentarian. The Board shall appoint the Parliamentarian of the Governing Body at the first meeting of each calendar year. His/her duties shall be to assist and advise the Board on matters involving parliamentary procedure, By-laws and the Rules of Procedure and shall preside over the meeting in the event there is an absence of both the Chair and Vice Chair. The Parliamentarian shall be appointed by the Board at the first meeting of each calendar year.
- 3.5 Code of Conduct and Code of Ethics. Each member of the Board, the Clerk, Deputy Clerk, County Administrator, County Attorney, Parliamentarian and any Assistant County

Administrators shall sign and date with each adoption of these Rules of Procedures, a Code of Conduct and Code of Ethics. Furthermore, these positions, from time to time, may be privileged to information that is confidential and not subject to the provisions of FOIA, said information shall be kept in the strictest of confidence and shall not be shared with any other person, party, or organization. Any knowing violation of these Codes or confidentiality may result in an annulment to an office, board, authority, commission and/or committee if deemed appropriate by a majority vote of the Board and may further result in the separation of service if deemed appropriate by the Board and/or through appropriate administrative action. (*The term 'office' is not intended to convey the Board Member's elected office)

ARTICLE IV - MEETINGS

- 4.1 Annual Organizational Meeting. The first meeting held after the newly elected members of the Board has qualified, and the first meeting held of each succeeding year shall be known as the Annual Organizational Meeting. At said annual meeting, the Board shall establish the days, times, and places for the regular meetings of the Board for the ensuing twelve months and the times and places for Public Hearings.
- 4.2 Regular Meetings. The Board will meet in regular session on the fourth Monday of each month. If the regular meeting of the Board is unable to occur because of inclement weather conditions or other extenuating circumstances which make it hazardous for members to attend, the Board will meet in regular session on the Thursday following the fourth Monday to conduct its business, including public hearings, without further advertisement. The Board may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on the third Monday of the month (May and December), without action of any kind by the Board.
- 4.3 Special Meetings. A special meeting of the Board shall be called either by the Chair or at the request of two or more members pursuant to the Code of Virginia 1950, as amended. Upon receipt of the request, the Clerk shall immediately notify each member of the Board, the County Administrator and the County Attorney to attend the special meeting at the given time and place and for the given purpose. Such notice shall be given at least three (3) days before the date of the special meeting. No matters other than those specified in the notice shall be considered at such meetings unless all members are present and agree to such action by unanimous vote.
- 4.4 Emergency Meetings. The Chair, the County Administrator or a majority of the Board may call an emergency meeting pursuant to invoking a declaration of emergency or in response to a declared federal, state or local emergency in which it is deemed to be in the interest of protecting life and property within the County of Pulaski and such notice shall be provided contemporaneously to the public and the media as set forth in the Code of Virginia 1950, as amended.

- 4.5 Notices to Public. The Clerk or his/her designee shall notify the general news media of the time and place of all meetings, and the matters to be considered.
- 4.6 Public Hearings. Public hearings shall be held at 7:00 *p.m.* after proper public notice has been given pursuant to the Code of Virginia, 1950, as amended.
- 4.7 Continued Meetings. Any regular or special meeting may be continued by a majority of the members of the Board present to a date and time prior to the next regular meeting.
- 4.8 Place of Meetings. All regular meetings shall be held in the Boardroom of the Pulaski County Administration Building in Pulaski, Virginia, unless a different meeting place has been established and notice posted as required by the Code of Virginia, 1950, as amended.
- 4.9 Open Meetings. All meetings shall be open to the public, provided that the Board may, for purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded, and duly adopted, meet in closed session. No closed session discussion concerning the adoption of any resolution, ordinance, rule, contract, regulation or motion shall have any legal effect or be binding upon the Board. Any action to adopt any resolution, ordinance, rule, contract, regulation, or motion shall be taken in open session.
- 4.10 Board Members shall make every reasonable effort to attend all meetings as scheduled by the Board for the purpose of efficiently and effectively conducting County business, insuring a quorum and representing the public's interests. Whenever possible, Board Members shall communicate to the Chair, Vice Chair, Clerk and/or Deputy Clerk their inability to attend with as much time as possible to adequately adjust to the absence. A Board Member's frequent or routine inability to attend meetings may result in an annulment to an *office, board, authority, commission and/or committee if deemed appropriate, by a majority vote of the Board. (*The term 'office' is not intended to convey the Board Member's elected office)

ARTICLE V - QUORUM AND ACTIONS

- 5.1 Quorum. A majority of all the members of the Board shall constitute a quorum. A quorum shall not be established with less than three (3) members of the Board.
- 5.2 Required Absence. No action shall be taken by the Board unless there shall be present at least a quorum, provided; however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Board. The Clerk shall suggest the absence of quorum prior to the taking of any action by the Board. Failure of the Clerk, or any member of the Board, to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.

- 5.3 Policy on Remote Participation in Board Meetings. The policy set forth in this Section 5.3 is adopted pursuant to authority granted to public bodies by Virginia Code Section 2.2-3708.3(B) and (D). Except as provided by this policy, no member shall participate in a meeting by electronic communication means from a remote location.
- 5.3.1 Circumstances Under Which Remote Participation May Be Allowed. A member of the Board may participate remotely in a Board meeting in the following circumstances:
- a) The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
 - b) A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance; or
 - c) The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
- 5.3.2 Notice to Chair. At least 24 hours prior to any meeting for which remote participation is requested, any member seeking to remotely participate in the meeting shall notify the Chair, in writing, of the circumstances requiring remote participation and request, in writing, that they be allowed to participate in the meeting remotely.
- 5.3.3 Approval of Request for Remote Participation; Disapproval. Requests for remote participation may be approved by majority vote of the members physically attending the meeting. The roll call vote of the members present at the meeting shall be recorded in the meeting minutes. The meeting minutes shall also record:
- a) If remote participation is approved pursuant to 5.3.1(a), that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance;
 - b) If remote participation is approved pursuant to 5.3.1(b), that the member participated through electronic communication means due to a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance;
 - c) If remote participation is approved pursuant to 5.3.1(c), the specific nature of the personal matter cited by the member participating remotely;
 - d) A general description of the remote location from which the member is participating, which remote location need not be open to the public.
- 5.3.4 Disapproval of Request to Participate Remotely. If a member's request for remote participation is disapproved by the members physically attending the meeting, the meeting minutes shall record the disapproval.
- 5.3.5 Effect of Remote Participation on Quorum. For purposes of determining whether a quorum is physically assembled, a member who is a person with a disability as defined in Virginia Code

Section 51.5-40.1 and uses remote participation, or who is a caregiver for a person with a disability and uses remote participation, counts toward the quorum as if the individual was physically present. Otherwise, only those members physically present at the meeting count toward a quorum.

- 5.3.6 Frequency of Remote Participation. Subject to approval by the Board with respect to each separate meeting, a member may participate remotely pursuant to 5.3.1(c) in no more than three meetings each calendar year.
- 5.3.7 The Board shall make arrangements for the voice of the remotely participating member to be heard by all persons in attendance at the meeting location during the open portion of the Board meeting in which the member participates and by those in attendance in the closed portion of the Board meeting in which the member participates.
- 5.4 Action of the Board. Action of the Board shall be taken in one of the following ways:
1. Ordinances. Where required by law, action shall be by the adoption of ordinances.

Ordinances shall be proposed for adoption, notice given, and adoption accomplished as provided for by general law.
 2. Resolutions. Where it is not required by law or desired by the Board to act by the adoption of an ordinance, action may be taken by the adoption of a resolution. Resolutions shall be proposed in writing and a copy shall be delivered to the Clerk and all members of the Board prior to the proposing of adoption.
 3. Contracts. In certain instances, action may be required by contract. Contracts shall be proposed in writing; and a copy shall be delivered to the Clerk and all members of the Board prior to the proposing of adoption.
 4. Motions. Where action of the Board is required on a matter simply stated, action may be taken by oral motion.
- 5.5 Voting. Votes shall be taken on all motions made and seconded (*Refer to Section 7.11 for Exceptions*). Votes shall not be tendered nor shall a motion be in order to call the question until every member of the Board has had an opportunity to speak at least once to the underlying motion.
- 5.6 Roll Call Vote. A roll call vote shall be taken at the request of any member when such a request is made prior to the taking up of any other business. A roll call vote shall be taken on the final vote on any ordinance, resolution, or contract.
- 5.7 Restating the Question. The Chair shall restate the question prior to the taking of a vote.

The chair may request that another member or the Clerk or Deputy Clerk restate the question if, in his/her opinion, that will expedite the decision thereof.

- 5.8 Unanimous Consent. Where no formal action is required, and no objection is heard, a request of a member shall be deemed a request of the Board without further action, when such request is made at a meeting with a quorum present, and the Chair states that such a request shall be deemed a request of the Board.
- 5.9 Tie Votes. When a tie vote occurs, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again. If the tie remains unbroken, the question is defeated and the Clerk will record it as defeated.
- 5.10 Reconsideration. An action may be reconsidered only upon a motion of a member voting with the prevailing side on the original vote. A motion to reconsider may be made by a member voting on the losing side of the original vote after a 6-month period has elapsed. A motion to reconsider may be seconded by any member. A motion for reconsideration will be acted on only after following notice of not less than required by law.
- 5.11 Appointments to Boards, Authorities, Commissions and Committees. All appointments to any board, authority, commission or committee shall require a majority vote of the members present constituting a quorum. Any member of the Board may make nomination(s) for the Board's consideration of appointment for any qualified and eligible individual(s) to serve. In instances where an appointment is required to be made from within a defined voting district, it will be the responsibility of the Board member representing that district to identify candidates for nomination to be affirmed through appointment by majority of the Board. If a district specific nomination is not provided by a Board member representing that district or if the nomination(s) fails to achieve affirmation by majority vote, it will then be the responsibility of any member of the Board to offer up a nomination(s) for the Board's consideration. Whenever possible, it shall be the responsibility of a Board member to provide the name(s) of individual(s) they wish for the Board to consider for appointment with as much advance notice of the action as possible, along with any support information that would be of benefit in assisting the Board to consider a candidate(s) for appointment. Appointment recommendations made in advance by Board members shall chronologically be included in the Board's Packets in the order that they are tendered. The Chair shall take up the appointment recommendations as presented by way of a motion and majority vote to include the recommendations as nominations, as well as take up any additional nominations that may be offered up from the floor.
- 5.12 Voluntary Resignation of Appointment at time of Separation. The expiration of term or the separation of service of a Board of Supervisor, and the separation of service of a county employee, shall constitute a voluntary resignation from any board/authority/ commission/committee appointment as a representative of Pulaski County.

ARTICLE VI - ORDER OF BUSINESS

- 6.1 Commencement of Meeting. *At 7:00 PM*, Eastern Standard Time, and at the specified hour for adjourned or special meetings, the presiding officer shall call the meeting to order, provide for the invocation and Pledge of Allegiance, and direct the Clerk to note the presence or absence of members. A quorum shall be required to commence the meeting at the appointed hour.
- 6.2 Agenda. The Clerk, along with the Chair and in consultation with the County Administrator, shall prepare an agenda for each meeting. Any member having matters he/she desires to have considered at the next meeting shall submit them to the Clerk for inclusion in the agenda.
- 6.3 Public Comments. There may be agenda items known as Public Comments to allow citizens time to address the Board regarding any matter on the agenda as well as matters that are not agenda items and over which the Board has influence. This period should not be used to request specific Board action at that meeting. The speaker shall state their full name, place of residency and the subject in which they will speak. The speaker shall be subject to a time limitation of three (3) minutes per citizen. No speaker shall be permitted to yield time to another speaker. Each speaker is allowed only one appearance under the respective agenda item per meeting. There shall be no comment during Public Comment on a matter for which a public hearing is scheduled during the same meeting. Public Comment shall not serve as a forum for debate with the Board. Public Comment, as an agenda item, is not a requirement of the Commonwealth and is a privilege granted at the discretion of the Board. Citizens desiring an opportunity to speak during the Public Comment period should register with the Office of the Pulaski County Administrator at least five (5) days prior to the meeting at which they wish to speak to allow for proper inclusion on the Agenda. Registering or signing up to speak does not necessarily guarantee an opportunity to speak.
- 6.4 County Administrator's Report. Insofar as it is possible, the County Administrator Reports shall be scheduled in the period from 8:00 pm to 9:00 pm.
- 6.5 Supervisors' Time. The Chair shall provide in each regular meeting's agenda, a period during which each Board member shall be entitled to time for such purposes as each member may deem appropriate subject to such time limitation as the Chair may impose. Matters not included on the agenda and not disposed of during each members' unrestricted time, shall be taken up only if the presiding officer determines that:
1. They are emergency in nature; or
 2. They involve persons present who would not be present at a subsequent meeting; or
 3. By the unanimous consent of the members present.
- 6.6 Orders on Agenda. The Chair, in consultation with the Clerk, shall establish the order of the

agenda, taking into account the need for staff or other presentations, and probable public interest, in order to maximize convenience to the public and minimize adverse impact on conducting the public's business or the performance of normal staff functions, insofar as it is practicable.

- 6.7 Preparation of Agenda. Except where emergency circumstances require otherwise, every item to be placed on the Agenda shall be received in the Office of the County Administrator by no later than noon on the Thursday prior to any regular meeting of the Board.
- 6.8 Delivery of the Agenda. Each member of the Board, if at all possible, shall receive the Agenda on or before the Friday before any regularly scheduled meeting.
- 6.9 Minutes. The Clerk shall keep the minutes of the meetings of the Board. At the request of any member made at the time of said presentation of discussion, the minutes shall include a summary of the substance of the presentation or debate with the exception of Executive Sessions. A copy of the minutes of the transcribed proceedings shall be kept on file in minute record books in the Circuit Clerk's vault for use by the general public. Citizens may purchase copies.
- 6.10 Approval of Minutes. The Clerk shall promptly transcribe the minutes following completion of the meeting and shall submit copies for distribution with the following month's Meeting Agenda, at which their approval will be on such Agenda. The minutes may be approved, or corrected and approved without reading or as part of the Consent Agenda.

ARTICLE VII - ORDER IN THE CONDUCT OF BUSINESS

- 7.1 Persons Addressing the Board. These persons shall limit their presentation to the time allotted by the Chair on the agenda, unless the Board by unanimous consent, shall extend such time. The Chair, in fixing such time, shall take into account the complexity of the matter, its importance in relation to other business of the Board, and time available on the meeting date sought. Insofar as it is practicable, persons addressing the Board shall furnish the Clerk and members of the Board with a written copy of their remarks.
- 7.2 Public Hearings. Citizens wishing to provide comment during a scheduled public hearing shall be subject to a time limitation of three (3) minutes and all other stipulations of Section 6.3 of these Rules. No speaker shall be permitted to yield time to another speaker. Public hearings shall not serve as a forum for debate with the Board. Each speaker shall be allowed only one appearance at each public hearing.
- 7.3 Recognition. Shall be given only by the presiding officer. No person shall address the Board without having first been recognized. When all public testimony has concluded, and the

Board is representative and discussing the matter, no person shall thereafter be recognized to address the Board.

- 7.4 Cumulative or Repetitive Testimony. Shall not be permitted on any matter, and persons of the same position, as a previous speaker shall state their name and the position with which they agree.
- 7.5 Questions. By Board members, shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
- 7.6 Oaths and Affirmations. May be administered and taken by the Chair or person presiding in his/her stead, when a majority of the Board deems it appropriate to take sworn testimony. The Chair may place an individual under oath at any time before or during his/her presentation. Any such person shall be deemed to remain under oath as to the matter with respect to which he/she was sworn, for the remainder of the duration of the meeting.
- 7.7 Discussions and Debate by the Board. Shall be conducted following the presentation of testimony on the item of business pending, in which each member of the Board shall have the opportunity to speak to the matter. After the Board has acted, any member has the right to state a protest against the action, and his/her reasons therefore.
- 7.8 Decisions on Points of Order. The Chair, when presiding at a meeting of the Board, without vacating the chair, may give his/her reasons for any decision made by him/her on any point of order and such decision shall be made without debate.
- 7.9 Points of Order and Appeal to Board. Any member of the Board may appeal to the Board from the decision of the Chair on any question of order, a majority vote of those present being necessary to over-rule the Chair.
- 7.10 The Chair may, as he/she sees necessary or at the request of a member of the Board, call a brief recess. In the case of an identified emergency, the Chair may adjourn the meeting subject to appeal upon motion of any Board member.
- 7.11 Motion to Adjourn. At a meeting of the Board, a motion to adjourn shall be always in order and shall be decided without debate.
- 7.12 Motions While a Question is Under Debate. When a question is under debate at a meeting of the Board, no motion shall be received unless it be one to amend, to commit or to postpone the previous question, for a substitute motion to be laid on the table or to adjourn. When there is an objection to consideration of a dilatory motion, the disposition of the motion shall require a majority vote of the Board and the underlying motion shall not be considered for

the duration of the meeting.

- 7.13 Voting on Appointments to Office. Every appointment by the Board shall be by oral vote and recorded by name in the minutes of the Board.

ARTICLE VIII - DECORUM

- 8.1 Of Board Members. Shall be maintained in order to expedite disposition of the public's business before the Board. Questions, and remarks, shall be limited to only those relevant to the pending business. Members shall not converse with other members or with other persons in any manner having a disturbing effect on the conduct of such business. Members shall address all remarks to the Chair as the presiding officer. The Board shall further refer and adhere to the Code of Conduct and Code of Ethics.
- 8.2 Of Other Persons. Shall be maintained by the Chair, who may request such assistance as to him/her appears necessary and may request the Sheriff or one of his/her deputies to attend meetings to preserve order. Persons addressing the Board shall limit their remarks to those relevant to the pending items. No persons in attendance shall be allowed to voice remarks except as recognized by the presiding officer after audibly stating their full name, place of residency and whom they represent. Individuals or groups in the audience creating an atmosphere detrimental or disturbing the conduct of the meeting will be asked to leave by the presiding officer. No person shall bring into the Board Room any sign, banner, or other such item; provided, that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted. The Chair may order an expulsion of any citizen from the premises that he/she deems disorderly, subject to appeal to the full Board, for the safety and protection of the Board and its citizens, and to maintain proper decorum.

ARTICLE IX - MISCELLANEOUS

- 9.1 Roberts Rules of Order. Newly revised Roberts Rules of Order shall govern the conduct of all meetings of the Board to the extent that they are not inconsistent with these rules and the laws of the Commonwealth of Virginia.
- 9.2 Amendment of the Rules. May be accomplished by a majority vote of the entire membership, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented in at least one previous meeting at which the date for a vote has also been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.
- 9.3 Suspension of the Rules. May occur whenever the Board shall by a majority vote to adopt a

motion to suspend the rules. In such event, the rules shall be deemed suspended only with respect to the specific matter or question not then in accord with the rules.

- 9.4 In the interest of objectivity and to avoid any conflict of interest or the appearance thereof, the Board shall not hire or appoint to any office, board, authority, commission or committee, any member of a Board member's *family or any close business associate. It is the sole responsibility of each Board member to fully disclose any familial or close business relationships prior to any consideration of employment or appointment.

*(*Family member is defined as spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, uncles, aunts, nieces, nephews, as well as adopted, half, and step members of the immediate family.)*

Adopted by the Board on: January 6, 2025

By: Lana W. Walden
Chair

Attest: Arlene Edwards
Clerk of the Board