



**- MEETING DECORUM –**

**All official meetings conducted within these chambers are to be observed by the following decorum:**

- Behavior during all official meetings shall be consistent with the behavior exercised in any court or legislative room found within the Commonwealth of Virginia; and,
- There shall be no outbursts, booing, heckling or other forms of disrespectful behavior by any individuals present within these chambers; and,
- Persons wishing to speak shall do so respectfully and in accordance with the applicable Rules of Procedures and/or at the specific direction of the presiding official; and,
- Out of respect for the official business being conducted, for those conducting the official business and for those present for same purpose, there shall be no private conversations taking place in the audience or other forms of distracting behavior or nuisance; and,
- Please turn off cell phones and other such devices before entering these chambers.



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# **GRAYSON COUNTY BOARD OF SUPERVISORS**

## **REMOTE PARTICIPATION POLICY**

### **1.0 Purpose and Need**

- a. Except as provided in this policy, the Grayson County Board of Supervisors, (the "Board") does not and shall not conduct any meeting wherein public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means where the Supervisors are not physically assembled. In accordance with the Virginia Freedom of Information Act, § 2.2-3701 *et seq.* of the Code of Virginia of 1950, as amended (the "FOIA"). The Board desires to adopt this policy to describe the conditions under which (1) individual Supervisors may participate remotely in public meetings and (2) virtual public meetings, with no quorum of the membership being physically assembled, may be conducted.
- b. This policy is intended to apply to Board meetings, committee, subcommittee or other Board established public meetings (collectively referred to as "Public Board Meetings"). As permitted under VA Code §2.2-3708.3(D), the Board adopts this policy on behalf of its committees, subcommittees, and any other entity however designated of the Board that performs delegated functions of the Board or advises the Board. This policy shall apply to any committee, subcommittee, or other designated entity's use of individual remote participation and all-virtual public meetings and shall be interpreted to give it such effect.
- c. This policy shall apply to the entire membership of the Board and without regard to the identity of the Supervisor requesting remote participation or the matters that will be considered or voted on at the Public Board Meeting.
- d. The policy shall not prohibit or restrict any individual member of the Board who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the Board.

## 2.0 Definitions

- a. **Caregiver-** means an adult who provides care for a person with a disability as defined in Va. Code § [51.5-40.1](#) and is related by blood, marriage, or adoption to, or is the legally appointed guardian of, the person with a disability for whom they are caring.
- b. **Personal matter** – Examples include but are not limited to personal, family or business matters that prevent attendance at the meeting location; severe weather conditions or unexpected traffic or travel conditions that prevent travel to the meeting location.
- c. **Physical disability or other medical condition of a Supervisor** – Examples include but are not limited to illness or injury resulting in temporary hospitalization or confinement to home, contagious illness, or any temporary or permanent physical disability that prevents travel to the meeting location by the Supervisor.
- d. **Medical condition of a family member of a Supervisor** – is limited to those situations in which the family member’s medical condition requires the Supervisor to provide care for the family member and thus prevents the Supervisor from physically attending the meeting.
- e. **Quorum** – Three members of the Board physically assembled in one location shall constitute a quorum for a Board Meeting. For purposes of determining whether a quorum is physically assembled, a Supervisor who uses remote participation counts toward the quorum as if they were physically present *if the Supervisor is (i) a Caregiver , or (ii) a person with a disability as defined in Va. Code § [51.5-40.1](#).*

**3.0 Guiding Principles for Individual Supervisors to Participate Remotely in Public Board Meetings when a Quorum is Physically Present**

- a. Supervisors shall make reasonable efforts to physically attend every meeting of the Board. However, the Board desires to adopt this policy to allow for Supervisors to participate remotely in those circumstances recognized under Va. Code § 2.2-3708.3(B) when physical attendance is not reasonably possible.
- b. When a Supervisor participates remotely in a Public Board Meeting, the Supervisor shall avoid using a mobile device while driving.

**3.1 Procedures for an Individual Supervisor to Participate Remotely in a Public Board Meeting**

- a. In order to permit a Supervisor to participate in an Public Board Meeting by electronic means, a quorum must be physically assembled at the noticed meeting location. Arrangements also must be made for the voice of the remote participant to be heard by all persons at the noticed meeting location.
- b. In advance of a properly noticed Public Board Meeting, a Supervisor who is unable to attend shall notify the Chair of the Board or the Committee one of the following reasons the Supervisor cannot attend:
  - i. the Supervisor has a physical disability or medical condition that prevents the Supervisor from physically attending the meeting;
  - ii. the Supervisor is a person with a disability as defined in Va. Code § [51.5-40.1](#) and the disability prevents the member's physical attendance;
  - iii. a family member of the Supervisor has a medical condition that requires the Supervisor to provide care for the family member and prevents the Supervisor from attending the meeting;

- iv. the Supervisor is a Caregiver who must provide care for a person with a disability at the time the Public Board Meeting is being held;
  - v. the Supervisor's principal residence is located more than 60 miles from the meeting location identified in the required notice for the meeting and the Supervisor accordingly desires to participate remotely; or
  - vi. the Supervisor has a personal matter which prevents the Supervisor from attending the meeting. The Supervisor shall identify with specificity the nature of the personal reason the Supervisor cannot attend. Remote participation due to a personal matter is limited to two meetings per Supervisor per calendar year, or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.
- c. The specific reason that the Supervisor is unable to attend the meeting and the remote location from which the Supervisor participates will be recorded in the meeting minutes. The remote location does not need to be open to the public and it may be identified in the minutes by a general description.
- d. Individual participation from a remote location must be approved by majority vote of a quorum of the Supervisors physically assembled at the noticed meeting location. If the Board membership votes to disapprove of a Supervisor's participation from a remote location because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

#### **4.0 Guiding Principles for All-Virtual Public Board Meetings**

- a. The Board desires that whenever possible all Public Board Meetings should be conducted in person in accordance with FOIA and all laws and regulations governing open public meetings. However, the Board recognizes that certain circumstances may arise where it is in the best interest of the Board that an all-virtual meeting be held. This policy recognizes in accordance with Va. Code § 2.2-3708.2 when all virtual meetings may be held due to a

declared emergency. Except during such emergency circumstances, the Board shall not conduct all-virtual meetings.

#### **4.1 Procedures for All-Virtual Public Board Meetings When There is a Declared Emergency**

- a. The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the Board is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided:
  - i. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
  - ii. The purpose of the meeting is to provide for the continuity of operations of the Board or the discharge of its lawful purposes, duties, and responsibilities.
- b. If it holds a meeting pursuant to this section, the Board shall:
  - i. Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided Supervisors;
  - ii. Make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the Board; and
  - iii. Provide the public with the opportunity to comment at those meetings when public comment is customarily received; and
  - iv. Otherwise comply with the provisions of this policy and Va. Code §§ 2.2-3708.2 and 2.2-3708.3.
- c. For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.



- d. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to Va. Code § 44-146.17 or § 44-146.21.

**5.0 Responsibility and Authority**

In accordance with Va. Code § 2.2-3708.3(D) this policy must be reviewed and adopted annually. Accordingly, the Board shall review this policy annually for consideration and readoption.

Approved this 2nd day of January, 2025.

\_\_\_\_\_  
Board of Supervisors Chair

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Stephen A. Boyer  
Clerk to the Board

\_\_\_\_\_  
Date

**GRAYSON COUNTY  
BOARD OF SUPERVISORS  
2025 RULES OF PROCEDURE**

Be it resolved that the Grayson 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 Grayson County Board of Supervisors.

**ARTICLE II - MEMBERS**

- 2.1 The Grayson County Board of Supervisors shall consist of five (5) members, one elected from each of the four election districts and one (1) elected at-large. 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. In compliance with the Code of Virginia, 1950, as amended, the County Administrator shall serve as Clerk of the Governing Body. 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 Code of Conduct and Code of Ethics. Each Member of the Board, the Clerk and Deputy Clerk shall sign and date with each adoption of these Rules of Procedures, a Code of Conduct and Code of Ethics. A knowing violation of these Codes may result in an annulment to an office, board, authority, commission and/or committee if deemed appropriate by a majority vote of the Board.

**ARTICLE IV - MEETINGS**

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- 4.1 Annual 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 Meeting or 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 shall meet in regular session on the second Thursday 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 Tuesday following the second Thursday 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 Tuesday following the second Thursday, 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 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 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 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.
- 4.5 Public Hearings. Public hearings shall be held at 6:05 p.m. after proper public notice has been given pursuant to the Code of Virginia, 1950, as amended.
- 4.6 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.
- 4.7 Place of Meetings. All meetings shall be held in the Boardroom of the Grayson County Courthouse in Independence, Virginia, unless a different meeting place has been established and notice published as required by the Code of Virginia, 1950, as amended.
- 4.8 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 resolution, ordinance, rule, contract, regulation, or motion adopted, passed or agreed to in closed session shall become effective unless following such meeting the Board reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion.
- 4.9 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,

ensuring 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 Remote Participation in Board Meetings. A member of the Board may participate remotely in open sessions and may participate in a closed meeting of the Board, and participate in the open portion of the Board meeting to discuss and vote upon the motion to convene in closed session and the motion to return to open session and the certification required pursuant to Code of Virginia § 2.2-3712, through electronic communications from a remote location that is not open to the public as provided in Code of Virginia § 2.2-3708.1 subject to the following requirements:
  1. A supervisor wishing to participate from a remote location in a meeting of the Board shall notify the Board Chair on or before the date of a meeting that the supervisor is unable to attend the meeting due to a personal matter, identify with specificity the nature of the personal matter and confirm that at the time of the Board meeting the member will physically be unable to attend in person.
  2. The Board shall record in its minutes the specific nature of the personal matter and the remote location from which the absent supervisor participated. If the absent supervisor's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes.
  3. Such participation by the absent supervisor shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer.
  4. A quorum of the Board must be physically assembled at the primary or central meeting location.

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5. The Board shall make arrangements for the voice of the absent supervisor to be heard by all persons in attendance at the primary or central meeting location during the open portion of the Board meeting in which the absent supervisor participates and by those in attendance in the closed portion of the Board meeting in which the absent supervisor participates.
  6. Other than as provided by this policy, no Board member shall otherwise participate in a Board meeting by electronic communications from a remote location and, specifically, if participation is allowed by this policy, the Board member's participation in the open portion of the meeting shall be limited to participation in the motion to convene the closed session, the motion to exit from the closed session and the adoption of the certification motion required pursuant to § 2.2-3712 of the Code of Virginia.
- 5.3(a) The Board will allow remote and virtual participation in meetings in accordance with the Virginia Freedom of Information Act and county duly adopted remote participation policy.
- 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 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.

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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 shall 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, then it shall then be the responsibility of the At-Large 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 Chairman 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.

- 6.1 Commencement of Meeting. *At 6:00 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 Chair, with the Clerk, 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 an agenda item known as Public Comments to allow citizens time to address the Board regarding any matter that is not an agenda item 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 minutes per citizen or five minutes for a group representative. The Board of Supervisors may add two minutes of question and answer for clarification purposes. No speaker shall be permitted to yield time to another speaker. Each speaker is allowed only one appearance under this 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 wishing to ensure an opportunity to speak during the Public Comment period must register with the Office of the Grayson County Administrator at least seven (7) 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 guarantee an opportunity to speak.
- 6.4 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.
- 6.5 County Administrator's Report. Insofar as it is possible, the County Administrator Reports shall be scheduled in the period from 6:00 pm to 7:30 pm.
- 6.6 Administrative and Informational Matters. Administrative and Informational Matters shall not be placed on the agenda, or considered by the Board, until the interested member has ascertained from the County Administrator that all administrative actions have been taken;

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or following a request for action until an unreasonable time has elapsed and insufficient administrative action has been taken. Matters having to do with actions or failures to act by the Administrative Staff shall not be placed on the agenda or considered by the Board until the County Administrator shall have been given a reasonable opportunity to furnish the interested member or members with an explanatory statement.

- 6.7 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 performance of normal staff functions, insofar as it is practicable.
- 6.8 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 Wednesday prior to the week of any regular meeting of the Board.
- 6.9 Delivery of the Agenda. Each member of the Board and the County Attorney, if at all possible, shall receive the Agenda on or before the Monday before any regularly scheduled meeting.
- 6.10 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. The Clerk shall maintain for one year an electronic recording of the proceedings of all Board meetings except the 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.
- 6.11 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. Approval of the minutes shall be one of the first items on each Agenda, following the roll call, and may be approved, or corrected and approved without reading.
- 6.12 Agency Matters. Agencies, which are not under the administrative supervision of the County administrator, shall not be placed on the agenda or considered by the Board until the affected agency has been given a reasonable opportunity to furnish the interested members of the Board with background information or data. Any department of the County government, agency, or organization who wishes to submit a request for funds that have not been budgeted will submit their request at a regular meeting. The request will not be considered at the same meeting it is presented. The request will be placed on the agenda to be considered by the Board at a future meeting.

ARTICLE VII - ORDER IN THE CONDUCT OF BUSINESS



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- 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 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 minutes or five minutes for a group representative 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

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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 Person. 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. 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

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- 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 to 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 \*immediate family. It is the sole responsibility of each Board member to fully disclose any familial relationships prior to any consideration of employment or appointment.

(\*Immediate family member is defined as spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent.)

**Adopted:** \_\_\_\_\_

**Attest:** \_\_\_\_\_  
**Clerk of the Board**

**CODE OF CONDUCT**  
**GRAYSON COUNTY BOARD OF SUPERVISORS**

RECOGNIZING THAT PERSONS HOLDING A POSITION OF PUBLIC TRUST ARE UNDER CONSTANT OBSERVATION, AND RECOGNIZING THAT MAINTAINING THE INTEGRITY AND DIGNITY OF THE PUBLIC OFFICE IS ESSENTIAL FOR MAINTAINING HIGH LEVELS OF PUBLIC CONFIDENCE IN OUR INSTITUTIONS OF GOVERNMENT, EVERY MEMBER OF THE GRAYSON COUNTY BOARD OF SUPERVISORS PLEDGES TO ADHERE TO THE FOLLOWING CODE OF CONDUCT.

1. Regularly attend all scheduled meetings of the Grayson County Board of Supervisors as well as special or called meetings relevant to the office.
2. Properly prepare for each meeting.
3. Create a positive environment in meetings of the Grayson County Board of Supervisors.
4. Maintain an attitude of courtesy and consideration toward colleagues, citizens and staff during all discussions and deliberations.
5. Allow citizens, colleagues and staff sufficient opportunity to present their views within the prescribed rules for conduct of meetings of the Grayson County Board of Supervisors.
6. Avoid the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Respect all local, state and federal laws, rules and other regulations.
9. Submit completed financial disclosure forms to the Grayson County Administrator's Office by the specified deadline.
10. Publicly acknowledge and respect the adopted position when asked about a decision of the Grayson County Board of Supervisors.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Code of ETHICS

## GRAYSON COUNTY BOARD OF SUPERVISORS

MEMBERS SHALL ETHICALLY SERVE THE PUBLIC INTEREST BY MAKING DECISIONS AND TAKING ACTIONS WHICH WILL ENHANCE THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE REGION AND THE CITIZENS SERVED BY THE GRAYSON COUNTY BOARD OF SUPERVISORS AND BY PROMOTING PUBLIC CONFIDENCE IN THE INTEGRITY, \*INDEPENDENCE ABILITY, AND IMPARTIALITY OF THE BOARD OF SUPERVISORS.

1. Members shall uphold the prestige of their office, and avoid impropriety and the appearance of impropriety.
2. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the Grayson County Board of Supervisors and shall not attempt to use their office to influence or sway the professional staff recommendation.
3. Members shall not disclose their determination nor render their intended vote on any agenda item prior to the agenda item being heard and voted on by the collective body of the Board.
4. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to have impact upon their conduct or decisions in connection with Grayson County Board of Supervisors business and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of family, friends or business associates.
5. Members shall avoid creating the appearance of impropriety by refraining from engaging in private discussions with the applicant or their representatives about specific upcoming Board of Supervisors agenda items. If a Member receives a private written, telephonic or electronic communication about an agenda item, the Member will promptly forward the information to the Board Secretary so that it may be shared with all other Board Members.
6. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment, business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member during the Board of Supervisors proceedings. The same standard shall apply to a gift, loan, favor, etc., for the spouse, child or any relative or business partner of the Member.
7. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the Grayson County Board of Supervisors shall seek the advice and counsel of the County Attorney, if such a relationship could conceivably influence the Member's impartiality during the Board of Supervisors' discussion of the subject. The provisions set forth by The Code of Virginia shall govern conflict of interest determinations.
8. Members shall remain vigilant against deviations from Grayson County Board of Supervisors by-laws, policies, and purpose.

*\*Freedom from dependence on or control by another person, organization, or state.*

Print Names: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Grayson County Board of Supervisors

FY 25-26 Budget Calendar

Grayson County Board Room

**Meetings begin at 3:00 p.m. unless otherwise noted**

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- 01/02/25** Board of Supervisor Organization Meeting – Location – GATE Center Conference Room  
**@ 5:30pm**
- 02/03/25** Disburse budget request memo to all departments
- 02/12/25** County Administration to hear request from departments, boards, authorities, commissions, organizations and/or agencies, and school
- 02/14/25** All budget requests due to County Administration for insertion into the draft budget
- 03/06/25** Budget Work Session – FY 25-26 – Goals & Objectives Revenue
- 04/03/25** Budget Work Session – FY 25-26 – General Operation Budget
- 04/10/25** Request public hearing for FY 25-26 Budget
- 04/17/25** Budget Work Session – FY 25-26 – PSA & Special Projects (CIP)
- 04/23/25** Legal ad due into the Gazette & Declaration notifying the holding of a public hearing on the FY25-26 budget (to meet advertising guidelines)
- 05/08/25** Board of Supervisors to hold public hearing on the County Budget
- 05/29/25** Hold final work session for FY 25-26 Budget  
Approve School Budget
- 06/12/25** Board of Supervisors to approve the County budget
- 06/16/25** Approved FY 25-26 budget figures to be sent to each respective department
- 07/01/25** FY 25-26 Budget Implementation