

January 2026

BOARD OF SUPERVISORS
Goochland County, Virginia

RULES OF PROCEDURE

The following Rules of Procedure are adopted by the Goochland County Board of Supervisors to enable the Board to discharge its duties and responsibilities effectively and efficiently, and to facilitate the exercise of its authority and power provided by the Virginia Code. The Board's parliamentary procedures shall conform with the law, these Rules, and the historical practices of the Board. The County Attorney shall act as parliamentarian to decide questions involving the application or interpretation of procedural rules.

ARTICLE 1. ORGANIZATIONAL MEETING

- 1.1 **Annual Meeting.** The Board shall elect a chair and vice-chair at the annual meeting in the month of January for a one-year term, as provided for in Virginia Code § 15.2-1422. If sufficient interest is expressed by the members, fair consideration shall be given to rotating the offices of chair and vice-chair among the members of the Board.
- 1.2 **Chair.** The Chair shall preside at all meetings and hearings of the Board; he or she shall decide all points of order or procedure, but the full Board shall appoint any committees that may be necessary or desired.
- 1.3 **Vice-Chair.** The Vice-Chair shall assume the duties of the Chair in his or her absence or disability.
- 1.4 **Clerk.** The Clerk to the Board shall conduct all official correspondence at the direction of the Board; send out all notices required by these Rules; keep all minutes of the Board's proceedings; and keep files on all matters which come before the Board.
- 1.5 **Documents.** At its annual meeting every year, the Board will review, revise, if necessary, and adopt both its Rules of Procedure, and its Code of Ethics and Standards of Conduct.

ARTICLE 2. MEETINGS

- 2.1 **Regular Meetings.** A regular meeting of the Board of Supervisors will be held at the County Administration Building on the first Tuesday of each month, beginning in the afternoon at a time set and publicized at least 7 days beforehand, except that, when the regular meeting date falls on a holiday, the day after a holiday, or on an election day, the meeting may be held on a different date, announced and publicized in advance. The Board may schedule other dates and times for regular meetings as necessary. All meetings are open to the public and all business shall be conducted publicly, except certain specific exempt topics identified in Virginia Code § 2.2-3711, which may be discussed in closed meeting.

- 2.2 Reserved Date. The third Tuesday of each month is hereby established as a Reserved Date on which the Board may, at its option, hold a regular meeting if (i) there were public hearings advertised but not held at that month's regular meeting, either because they were not begun before the 11:00 p.m. deadline, or for another reason; or (ii) there are public hearings or other matters which are perceived to be too lengthy to complete at the regular monthly meeting. Any public hearing originally publicized for that month's regular meeting may be carried over or moved to the Reserved Date without further advertising when the date and time of the reconvened meeting is publicly announced at a preceding meeting.
- 2.3 Canceling Meetings. The Chair may cancel any meeting because of inclement weather or other conditions which make it hazardous for Board members or the public to attend. A canceled meeting may be carried over to a rescheduled date, and public hearings previously advertised can be conducted at the rescheduled meeting, pursuant to Virginia Code § 15.2-1416 .
- 2.4 Quorum. A quorum shall consist of three members. If disqualifications of Board members should occur as a result of the provisions of the State and Local Government Conflict of Interests Act, the remaining members shall have authority to act for the Board by majority vote, unless a unanimous vote of all members is required by law, in which case, authority to act shall require a unanimous vote of remaining members as provided in Virginia Code § 2.2-3112(D).
- 2.5 Special Voting Requirements. In accordance with Virginia Code § 15.2-1428, a recorded affirmative vote of a majority of all elected members of the Board shall be required to approve an ordinance or resolution (i) appropriating money exceeding the sum of \$500; (ii) imposing taxes; or (iii) authorizing the borrowing of money.
- 2.6 Order of Business. These categories will be included at all regular meetings of the Board in any order and subject to modification by the Chair: Afternoon: (a) call to order; (b) invocation; (c) pledge of allegiance; (d) citizens' comment period; (e) request to postpone agenda items and additions, deletions or changes in the order of presentation; (f) approval of minutes; (g) county administrator's comments; (h) reports; (i) consent items (j) new business; (k) presentations; (l) if needed, closed meeting and certification; Evening: (m) citizens' comment period; (n) public hearings; and (o) adjournment.
- 2.7 Work Sessions. Work sessions, if needed, will be scheduled by the Chair or the Board. Generally, the Board will take no action at work sessions; matters may be referred for consideration of action during the regular meeting that same day or at a subsequent meeting.
- 2.8 Voting. Each supervisor shall be entitled to cast one vote on any questions before the Board. Voting shall be by voice, recorded in a statement that indicates a member's intent, such as by "yea," "aye," or "yes" in the affirmative; "nay," or "no" in the negative; or "abstain."

2.9 Motions. All motions require a second in order to be considered by the Board. When a motion is under discussion, no additional motions may be made except a procedural motion to withdraw, defer, substitute, or amend. Procedural motions take precedence in the listed order. Only one substitute motion may be made for any principal motion.

All questions submitted to the Board must be determined by a majority of the members voting, unless otherwise provided by law. A tie vote on any motion defeats the motion and another substantive motion on the item may be made; however, successive tie votes on a motion to approve and a motion to deny any proposed ordinance, ordinance amendment, rezoning, or conditional use shall defeat the proposed ordinance, ordinance amendment, rezoning or conditional use..

After a vote on any motion, resolution, or ordinance has been announced, a motion to reconsider can be made, but only at the same Board meeting at which the original vote was taken and only one motion to reconsider can be made. A motion to reconsider, if adopted, places the original question in the same position it occupied before it was voted upon.

2.10 Participation by Electronic Communications.

A. A Board member may participate in a Board meeting through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B below:

1. On or before the day of a meeting, a member of the Board notifies the Chair that the member is unable to attend the meeting due to a personal matter, and identifies with specificity the nature of the personal matter, and upon receiving the request and qualifying information, the Chair is authorized to approve the request. However, any member of the Board may challenge the Chair's decision and request a roll-call vote on the approval of the member's request as the first order of business.

If the member's participation from a remote location is disapproved by the Board because such participation would violate this policy, the disapproval shall be recorded in the minutes with specificity.

If a member participates remotely, the Board must record in its minutes the member participating remotely, the specific nature of the personal matter, and the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Remote participation by a Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Board held per calendar year rounded up to the next whole number, whichever is greater.

2. If a member of the Board notifies the Chair that the member is unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition, or (ii) a family member's medical condition that requires the member to provide care for such family member or (iii) the member is a caregiver who must provide care for a person with a disability at the time of the public hearing that prevents the member's physical attendance. The Board must record this fact and the remote location from which the member participated in its minutes.
- B. Participation by a member of the Board as authorized under subsection A shall occur only under the following conditions:
1. The Board has adopted this written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this Rule. The policy contained in this Rule shall be applied strictly and uniformly, without exception, to the entire membership of the Board 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;
 2. A quorum of the Board is physically assembled at the primary meeting location; however, for purposes of determining whether a quorum is physically assembled, a remotely participating member counts toward the quorum if the member is participating remotely either because he/she is (i) a person with a disability, or (ii) a caregiver for a person with a disability; and
 3. The Board makes arrangements for the voice of the member participating remotely to be heard at the primary meeting location.

ARTICLE 3. PUBLIC COMMENTS AND HEARINGS

- 3.1 Decorum. All persons attending or participating in a Board of Supervisors meeting are expected to conduct themselves in a professional and collegial manner that demonstrates respect for others and is not disruptive. Communications, whether comments or signs, shall be directed to the Board and not to the audience or any other attendee.
- 3.2 Citizens' Comment Period. A reasonable period of time intended to be not more than an hour will be allocated to individuals at the beginning of each regular meeting to provide a public forum for the Board to listen to citizens who wish to present to the Board about matters pertinent to the services, activities, issues and/or policies of Goochland County, but comments or materials related to an item scheduled for public hearing at the same Board meeting need to be made during the public hearing and not during the citizens' comment period. Each person may present once for up to three minutes, thus allowing a maximum number of participants in the allocated time; however, if a citizen wishes to present as a representative of a group, then he or she may extend their presentation time up to 10 minutes by having up to four other citizens come to the podium, identify himself/herself and cede their time to the group representative; the representative's time is

increased by two minutes for each person ceding their time, but the maximum time is 10 minutes. Persons who wish to present a video, audio, slides or other presentation as part of their remarks, must submit their materials electronically to the Deputy Clerk by noon on the business day before the Board meeting. Materials not timely received will not be allowed to be presented at the Board meeting.

Citizen questions will be responded to by appropriate county staff as soon as practicable after the meeting. Citizens are encouraged to work through problems at the department and/or administrative levels before coming to the Board. Board meetings are neither trials nor testimonials directed toward a Board member or individual employee. Persons wishing to discuss a personnel matter should contact the County Administrator. If someone wishes to discuss an issue concerning the County Administrator or County Attorney, then they should communicate with a Board member or members on an individual basis. Public participation at any special meeting shall be determined by the Board upon recommendation of the Chair.

3.3 Public Hearings on Matters of Public Interest. In addition to those required by law, the Board of Supervisors may hold public hearings on matters when it decides that such hearings will be in the public interest.

3.4 Proffer Submission Deadline. In the event rezoning applicants want to add, delete, or revise proffered conditions associated with their application, they must submit a signed revised proffer statement by the close of business 5 county business days before the scheduled public hearing. If the applicant submits proffers after the deadline, deferral of the public hearing is appropriate. Staff will notify the Board of any untimely proffer submission. The Board has the authority to waive the deadline and agree to consider the late proffers by making and passing that motion prior to the opening of the public hearing on the application. The Board retains the authority to accept proffer revisions made by the applicant at the public hearing if, in the Board's discretion, the proffer revisions positively address one or more areas of concern and have been sufficiently evaluated by county staff.

3.5 Public Hearings. When conducting public hearings, the presentation typically occurs as outlined below; however, the Chair may alter the order, procedure, and time limits as needed to assure that public hearings are conducted in an orderly, fair, and expeditious manner:

Brief description and presentation of issue by County staff or other appropriate persons, and County staff analysis or recommendation;

Presentation by the applicant or applicant's representative of up to 15 minutes;

Comments and/or presentation by proponents and opponents, typically limited to 3 minutes per person; Persons who wish to present a video, audio, slides or other presentation as part of their remarks must submit their materials electronically to the Deputy Clerk by noon on the business day before the Board meeting. Materials not timely received will not be allowed to be presented at the Board meeting;

Rebuttal remarks and/or presentation by applicant or applicant's representative of up to 10 minutes;

Decision of Board.

- 3.6 Length of Time for Public Hearing Remarks. Generally, a citizen may speak one time for three minutes at any public hearing. If a citizen wishes to speak as a representative of a group, then he or she may extend their time for remarks up to 10 minutes by having up to four other citizens come to the podium, identify himself/herself and cede their speaking time to the group representative; the representative's time to speak is increased by two minutes for each person ceding their time.
- 3.7 Written Statements. The Board appreciates its citizens' attending and participating in its meetings. Citizens may submit written statements for consideration by the Board by providing sufficient copies to the Clerk before or during the public hearing, or by submitting their statements, video files, audio files, or presentations electronically by email or through the County's website. A citizen not attending a meeting should not expect that another person will be permitted to read his/her statement or make his/her presentation to the Board during the public hearing, though the Chair may, in his or her discretion, choose to permit that to occur.
- 3.8 Length of Meeting. It is not the Board's intent to begin any public hearing after 11:00 p.m. Any public hearing advertised for a regular meeting but not conducted can be carried over and heard on the Reserved Date, or rescheduled to another earliest possible convenient date without further advertising when the date and time of the reconvened meeting is publicly announced at the preceding meeting.

ARTICLE 4. CLAIMS AGAINST THE COUNTY

- 4.1 Monetary claims against the County will be handled in accordance with Virginia Code § 15.2-1243 et. seq.
- 4.2 After receipt of a claim, the County Attorney will consult with the Chair and County Administrator to determine a date and time during a regular meeting for presentation of the claim to the Board. The County Attorney shall notify the claimant by certified mail of the time, date, and place that the Board will consider the claim. Throughout this article, the term "claimant" refers to either claimant or claimant's representative.
- 4.3 Claimant may provide written materials, photographs, or other documents to be presented to the Board, but only if such materials (i) are delivered to the County Attorney at least eight days prior to the Board meeting at which the claim will be presented, and (ii) are identified as materials that the claimant seeks to have presented to the Board. Materials properly identified and timely provided to the County Attorney will be sent to Board members at the same time as or before the other agenda materials for that regular meeting. The County Attorney, or other County personnel, may also provide Board members with

any other documents or materials pertinent to the claim.

- 4.4 If claimant wishes to make an oral presentation at the Board meeting, he or she shall notify the County Attorney at least eight days prior to the Board meeting at which the claim will be presented. At the meeting, the claimant may present first, followed by the County Attorney, and then the claimant shall have an opportunity for rebuttal. The time periods for these presentations shall be established by the Chair based on the nature and complexity of the claim as well as the length of time needed for other items on the agenda for that meeting. The County Attorney shall present the Board his or her recommendation regarding the claim.
- 4.5 The Board may approve the claim as submitted, deny the claim in whole or in part, refer the claim to County personnel for additional investigation, or take the claim under advisement. The Board shall make a final decision on the claim within 90 days from the date that the claim is received by the Board or its clerk, unless the claimant agrees to a longer time. The Clerk of the Board shall notify the claimant, in writing, of the Board's decision, unless the claimant is present when the Board renders its decision.

ARTICLE 5. AMENDMENT

- 5.1 Amendments. The Rules of Procedure may be amended at any meeting of the Board of Supervisors provided that notice of the proposed amendment is given to each member in writing at least five days prior to the meeting.
- 5.2 Suspension of Rules. The Rules of Procedure may be suspended in whole or in part only upon the majority vote of the members of the Board of Supervisors present and only when consistent with state law.
- 5.3 Procedural Issues. Only Board members have standing to raise noncompliance with the Rules of Procedure, and only at the time of the violation. Failure of the Board to comply with these Rules of Procedure shall not invalidate any action taken by the Board. Procedural issues not covered by the Rules of Procedure may be guided, first, by the Board's historical practice, then by the determination of the parliamentarian which will be generally based on the latest edition of Robert's Rules of Order. The failure, however, of the Board to comply with Robert's Rules of Order shall not invalidate any action taken by the Board.

ADOPTED:	November 3, 1976
EFFECTIVE:	November 3, 1976
AMENDED:	January 5, 1982
AMENDED:	February 5, 1991
AMENDED:	March 2, 1993
AMENDED:	January 4, 1994
AMENDED:	February 6, 1996
AMENDED:	January 6, 1998

AMENDED: January 5, 1999
AMENDED: March 7, 2000
AMENDED: January 15, 2002
AMENDED: January 3, 2006
APPROVED: January 3, 2007
AMENDED: February 5, 2008
APPROVED: January 6, 2009
AMENDED: January 5, 2010
AMENDED: January 4, 2011
AMENDED: January 3, 2012
ADOPTED: January 2, 2013
ADOPTED: January 7, 2014
AMENDED: January 6, 2015
ADOPTED: January 5, 2016
AMENDED: January 3, 2017
AMENDED: March 7, 2017
AMENDED: January 3, 2018
ADOPTED: January 2, 2019
ADOPTED: January 7, 2020
ADOPTED: January 5, 2021
AMENDED: January 19, 2022
AMENDED: January 3, 2023
AMENDED: January 2, 2024
AMENDED: January 21, 2025
AMENDED: January 6, 2026