

January 9, 2012

TO: Honorable Members of the County of Sussex Board of Supervisors
FROM: Thomas E. Harris, County Administrator
SUBJECT: Sussex County Board of Supervisors' Special Meeting
Monday, January 9, 2012 – 7:30 p.m.
General District Courtroom - Sussex Judicial Center

SPECIAL MEETING AGENDA

A. 7:30 P.M. CALL TO ORDER/DETERMINE QUORUM – CHAIRMAN

B. APPROVAL OF AGENDA

- 1. Reorganization of the Board:** Please find enclosed DRAFT BY-LAWS for the Board. This document has been developed after review/research of Board By-Laws/Rules of Procedures from around the Commonwealth. I have used Dinwiddie County as the Template and have placed in “*red*” those specific items that I believe you should look at.

I realize that this all looks new since staff could not recall or find anything after 1972 in the County Offices (also attached), but is really “standard procedure” for Boards at their Annual Organizational Meetings.

Please review and if you have any questions please let me know.

Additionally I have included your adopted Code of Ethics and Standards of Conduct since these were items that you committed to reviewing publicly on an annual basis. I would also note that the Board may wish to reconsider the use of “censure” in the Standards of Conduct since there are no Code Provisions in State Law to grant such authority.

And finally, I have taken the liberty of adding two items for your consideration:

- a. **Rules of Debate:** This is merely a commitment to follow the referenced protocol in Public Meeting when dealing with the oftentimes sensitive and/or polarizing issues facing this or any Governing Body.

As County Administrator, I believe that it would go a long way in healing the wounds in Sussex.

- b. **A Covenant between the Board and County Employees:** This is a “part B” of the Rules of Debate and commits the Board to equal respect for Staff.

Again, as County Administrator, I think it would help change the image of the Board, if adopted.

2. Legal Matters

3. Personnel Matters

4. INTRODUCTION OF ATTORNEYS

The urgency of this meeting is to a large extent based on legal needs. As such I would suggest that the Attorneys who have assisted the Board since the 17th be introduced before going into Closed Session to discuss:

5. CLOSED MEETING

To move into a Closed Session the Chairman will need a motion stating the specific paragraph. The motion shall read:

I make a motion that this Board now convene to a Closed Meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act. The purpose of the Closed Meeting is to discuss the subject matters identified as

A-1: Personnel Matters – appointment and performance compensation of County Attorney, County Administrator and Deputy County Administrator under Section 2.2-3711 of the Code of Virginia, 1951, as amended.

A-1: Legal Matters – as provided under Section 2.2-3711 of the Code of Virginia, 1951, as amended.

5. RETURN TO OPEN MEETING

Upon return from the closed meeting, the Chairman will need a motion to return to the open meeting.

6. CERTIFICATION OF CLOSED MEETING

A motion is required for certification of the closed meeting.

WHEREAS, the County of Sussex Board of Supervisors has convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 of the Code of Virginia, 1950, as amended, requires a certification by the County of Sussex Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the County of Sussex Board of Supervisors hereby certifies that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies, and (2) only such public business matters, as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting to which this certification applies.

- Vote is to be made by roll call

7. MOTIONS FROM CLOSED MEETING

Once the Closed Meeting is certified, the Board may proceed, if necessary, with any action resulting from the closed meeting.

8. RETURN TO CLOSED SESSION (IF NEEDED)

9. MOTION TO CONTINUE OR ADJOURN MEETING

A motion will be necessary to continue or adjourn this meeting.
