



BYLAWS

THE SURRY COUNTY BOARD OF SUPERVISORS

I. SCHEDULE AND TIME OF MEETINGS

A. Regular Meetings:

Regular meetings of the Board of Supervisors shall be held in the Surry County General District Courthouse on the first Thursday each month. If a regular meeting day falls on legal holiday, the Board shall select an alternate meeting date. Regular meetings shall begin at 6:00 p.m. The Board may hold work sessions at 5:00 p.m. prior to the Board meeting or at other times as long as the meetings are properly noticed as provided in the Freedom of Information Act. Regular meetings may be continued to another date to complete the business of the Board.

B. Annual Meeting Schedules:

At the first meeting of each calendar year, the Board will adopt a schedule for its regular meetings during the year. This schedule may modify the time, date, or place of a regular meeting as described above and add or delete one or more additional regular meetings in order to accommodate the requirements of anticipated Board business. A copy of the annual meeting schedule will be posted on the County's website. The annual schedule of regular meetings may be subsequently modified by the Board, as necessary, and such modifications will also be posted. The Board may amend the time, date or place of any scheduled meeting by motion, provided that the change is properly noticed as provided in the Freedom of Information Act.

C. Postponement of Regular Meetings:

If the Chair, or Vice Chair in the event the Chair is unavailable or unable to act, finds and declares that the weather or other conditions are such that it is hazardous for Board members and the public to attend a regular meeting, the meeting shall be postponed to the following Thursday. Board members and the news media will be notified as promptly as possible, and notice will be posted on the front door of the General District Court. All hearings and other matters previously advertised will be conducted at the rescheduled meeting, and no further advertisement or notice is required.

D. Special Meetings:

Special meetings of the Board shall be held when requested by the Chair or two or more members. Such request shall be in writing, addressed to the Clerk of the Board, and shall specify the matters to be considered at the meeting. Following the determination of a time and place for a meeting, the Clerk shall immediately notify each member of the Board and the County Attorney, in writing. The Clerk's notice shall specify the matters to be considered at the meeting. No matter that was not specified in the notice shall be considered at such a special meeting, unless all of the members of the Board are present. Notice to the public of the special meeting shall be provided in accordance with the Virginia Freedom of Information Act.

II. CONDUCT OF MEETINGS

A. The rules of parliamentary procedure set forth in Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings of the Board of Supervisors, except where otherwise specified by these rules or otherwise mandated by state law. Any rule of parliamentary procedure may be suspended by a two-thirds vote of the Board.

B. For any meeting, a majority of the members of the Board shall constitute a quorum.

C. The Chair of the Board shall conduct the meetings and shall rule on interpretations of the rules of parliamentary procedure and these Bylaws. Any member of the Board may appeal from a decision of the Chair interpreting the rules of parliamentary procedure or these Bylaws. Such an appeal requires a second and will be determined by majority vote. The County Attorney shall advise the Chair and the Board on parliamentary matters.

D. The Vice-Chair shall preside over meetings of the Board in the absence of the Chair. In the event that neither the Chair nor Vice-Chair of the Board should be in attendance at a meeting where a quorum is present, any member of the Board may call the meeting to order, and members present shall elect a Chair pro tempore to preside over the meeting until the Chair or Vice-Chair arrives.

E. Members of the Board must be recognized by the Chair before proceedings to speak. After being recognized by the Chair, a member of the Board shall not be interrupted during the time allowed for him to speak, except when a point of order is called or being requested to yield the floor by another member.

F. The Chair may participate in the discussion and vote on any matter before the Board without being required to relinquish the chair.

G. Any question submitted to the Board shall be determined by the majority of the members voting on the question, except where the rules of parliamentary procedure or the requirements of state law specify a greater than majority vote. The Chair shall put the question to the Board for a voice vote, unless otherwise provided by law. Any member of the Board present at the time of a vote who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the Board's consideration of the matter or at the time the vote is taken. If it appears to the Chair, upon the voice vote being taken, that the members of the Board are divided on any question, he or she shall request that the Clerk determine the vote of the individual members of the Board by roll call. A tie vote on any matter defeats the motion, resolution, or issue upon which the vote is taken. Successive tie votes on a motion to approve and a motion to deny any proposed ordinance, ordinance amendment or rezoning shall defeat the proposed ordinance, ordinance amendment or rezoning. No

member may change his or her vote on any matter after the vote is announced, except through a reconsideration of the vote by the Board. At the conclusion of the vote on each motion, the Chair shall announce whether the motion has been adopted or defeated.

H. A motion which has already been voted on may be brought back for further consideration through the adoption of a Motion to Reconsider, as provided in Robert's Rules of Order; however, the reconsideration may take place only during the same meeting at which the vote to be reconsidered was taken.

I. The Chair shall order the removal of any person whose behavior is so unruly or disruptive as to prevent the orderly conduct of the meeting.

III. AGENDAS

A. The agenda for regular meetings will generally include the following items:

- Call to order
- Moment of silence
- Pledge of allegiance
- Adoption of the Agenda
- Consent items
- Reports
- Unfinished business
- New business
- Public hearings
- Citizens' comments
- Board Member comments
- Closed session
- Adjournment

B. Variations from the standard agenda for regular meetings may be permitted by a majority of the Board during the meeting.

C. The agenda for Board meetings shall be established by the County Administrator, subject to approval by the Chair. Matters may be placed on a Board agenda upon the request of any member of the Board to the County Administrator, or by the County Administrator upon approval by the Chair. The agenda and accompanying information shall be published to each member at least five days prior to the meeting except, in the case of special or emergency meeting when, an agenda and information will be provided as soon as practicable. The County Administrator may add or delete items from the agenda at any time prior to the meeting upon approval by the Chair.

IV. CITIZENS' COMMENTS

Rules for Citizen Comment Period

To ensure that the affairs of the Board and its committees may be conducted in an orderly manner, to ensure that all persons desiring to address the Board on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Board without distraction, and to permit to the fullest extent the Board to conduct County business with minimal disruption, the following rules are established.

A. Each person desiring to speak must sign up in advance of the opening of the Citizens' Comment period on the agenda.

B. Each speaker shall be limited to a period of three minutes per comment period; when two minutes have passed the speaker will be reminded that there is one minute remaining.

C. Speakers who have signed up may use their allotted time only for themselves and may not donate their time to other speakers.

D. Speakers will not be permitted to use audiovisual materials or other visual displays but may present written and photographic materials to the Board members.

E. Comments must be confined to matters germane to the business of the Board of Supervisors and shall not be cumulative or repetitive. The Board may prevent or discontinue comments from any speaker that are irrelevant.

F. Speakers should address the Board with decorum – loud, boisterous, and disruptive behavior, obscenity, and vulgarity should be avoided as well as other as other words or acts tending to evoke violence or deemed to be a breach of peace. Individuals who do not abide by this policy after a warning will forfeit any remaining speaker time and be asked to return to their seat or leave a meeting.

G. The Citizens' Comment period is not intended to be a question-and-answer period or time for dialogue with County officials. Questions which are raised during a comment period may at the discretion of the Board be responded to by County officials after sufficient time for appropriate investigation.

H. Speakers shall remain at the podium while addressing the Board except, where an accommodation has been granted in advance.

I. Speakers shall not be interrupted by audience comments, calls/whistles, laughter, or other gestures. Individuals in the audience who do not abide by this policy after a warning will be asked to leave the meeting.

J. Members of the public are prohibited from campaigning for public office or otherwise engaging in election-related speech in the meeting room, when not directly related to an issue before the Board.

These rules do not preclude persons from delivering to the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions or to prohibit persons from presenting oral or written communications on any subject germane to the business of the Board to individual Board members or to the Board through its Clerk outside the context of the public meeting.

V. APPROVAL OF MINUTES

A. Minutes taken during a previous Board meeting will be published to the members of the Board with the Board package for review prior to the meeting of the

Board at which approval is requested. Any member of the Board may request an amendment or correction of the draft minutes. Minutes of prior Board meetings, including any amendments or corrections, must be approved by vote of the Board.

B. It is the policy of the Board that minutes shall be concise, enumerating the following items:

1. Time, date and place of the meeting and members of the Board in attendance. The Clerk shall record in the minutes the absence of any member of the Board from any portion of the meeting.
2. A summary of the discussion on matters proposed, deliberated or decided.
3. The result of the vote, passage or failure, shall be noted and the vote of each member recorded.
4. Such other matters as the Clerk shall deem necessary to provide a complete, accurate and understandable record of the deliberations of the Board.

C. Minutes of the work sessions and other meetings of the Board where no formal action is taken shall be summary in nature, indicating the time, date, and place of the meeting, members of the Board in attendance, persons making presentations before the Board, and topic or topics of the work session or discussion.

D. Audio and/or video recordings of Board meetings shall be made whenever the location and format of the meeting practically permit. The recordings shall be retained by the Office of the County Administration in compliance with the Virginia Public Records Act.

VI. CONSENT AGENDA

A. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the County Administrator will not require discussion and will be approved unanimously by the Board.

B. Prior to the consideration of a motion to approve the consent agenda, the Chair shall ask if any member of the Board would like to have an item removed from consent agenda for discussion, for further information, or in order that there might be a separate vote on that item.

C. Any item or items which one or more members of the Board wishes to remove from consent agenda shall be removed by the Chair. Items which have been removed from the consent agenda may be taken up by the Board immediately after approval of the remaining consent agenda or may be scheduled for consideration later in the meeting by the Chair.

VII. PUBLIC HEARINGS

A. Each person desiring to speak must sign up in advance of the opening of the public hearing.

B. Each speaker shall be permitted to speak for up to three minutes. No person shall be permitted to “yield time” to a speaker during a public hearing, unless approved by a majority of the Board.

C. Each speaker shall comply with the Rules for Citizen Comment Period, found in Section IV of these Bylaws, when addressing the Board during a public hearing.

D. For a public hearing seeking approval of a project, an applicant may make a presentation to the Board prior to the opening of the public hearing, not to exceed 15 minutes. If requested by the applicant or a Board member, more time may be granted to the applicant at the discretion of the Chair.

VIII. ELECTIONS

A. The election of the Chair and Vice-Chair of the Board of Supervisors shall be made upon the nomination of any member of the Board, for which a second is not required.

B. The Clerk shall open the floor for nominations for the election of the Chair, and shall note the nominations in the order in which they are made. Nominations may be closed by the Clerk only after assuring that there are no further nominations to be made. The Clerk shall request that each Board member state the name of the nominee he or she is voting for. The Board member recording a majority of votes shall be elected Chair.

C. The Chair shall conduct the election for Vice-Chair in the same manner.

IX. BOARD APPOINTMENTS; CODE OF ETHICS

A. At the first meeting of the year, the Board may appoint members of the Board to serve on local boards or commissions as required or desired.

B. The Board has adopted a Code of Ethics for itself and all members of Surry County boards, commissions and committees. Within two (2) months of taking office, a Board member shall receive a copy and sign the Member Statement to acknowledge they are subject to the provisions of the Code of Ethics.

X. ANNUAL ADOPTION OF STANDING RULES AND PROCEDURES

The Board will adopt the Bylaws annually at the Board's first meeting of the year. The Bylaws may be amended at any time by a majority vote of the entire board.

Adopted by the Board on January 15, 2026

A black rectangular box redacting the signature of the County Administrator/Clerk.

Melissa Rollins
County Administrator/Clerk of the Board of Supervisors