

**BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Meeting Room A/B
Called Meeting
July 17, 2018
9:00 a.m.**

<u>Item</u>		<u>Attachment</u>
1. Call To Order	Harry Lee Arnold Jr., Chair	
2. Approval of Agenda		
3. Closed Session –	The Personnel, Appointments, and Policy Committee of the Berryville Town Council will enter closed session in accordance with §2.2-3711-A-1, Code of Virginia, for discussion, consideration, or interviews of prospective candidates for appointment. a. Adopt motion to enter closed session b. Reconvene in open session c. Adopt closed session resolution by roll call	1↑
4. Discussion -	Recommendation for Appointment to Board of Zoning Appeals	
5. Discussion -	Town’s representative on the Northern Shenandoah Valley Regional Commission	
6. Other		
7. Adjourn		

↑ Denotes an item on where a motion for action is included in the packet

TOWN OF BERRYVILLE
PERSONNEL, APPOINTMENTS AND POLICY COMMITTEE
MOTION TO ENTER CLOSED SESSION

DATE: July 17, 2018

MOTION BY:

SECOND BY:

I move that the Personnel, Appointments and Policy Committee of the Town of Berryville enter a closed session in accordance with §2.2-3711-A-1, Code of Virginia, for discussion, consideration, or interviews of prospective candidates for current vacancies on Town Boards.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

PERSONNEL, APPOINTMENTS AND POLICY COMMITTEE
MOTION
CLOSED SESSION RESOLUTION

DATE: July 17, 2018

MOTION BY:

SECOND BY:

I move that the Personnel, Appointments and Policy Committee of the Town of Berryville adopt the following resolution certifying it has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act:

Resolution

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Committee hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee.

VOTE:

Aye:

Nay:

Absent/Abstain:

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

RECEIVED

JUN 18 2018

Town of Berryville, VA



**Town of Berryville
Talent Bank Form**

Any citizen of the Town of Berryville who is interested in serving as a member of a board or commission in the Town of Berryville may complete and return this form to the Town Clerk at 101 Chalmers Ct., Suite A, Berryville, VA 22611 or townmanager@berryvilleva.gov.

Applicant name: Ryan Tibbens Date: 6/8/2018

Boards or Commissions Applied For: Board of Zoning Appeals

Address: [REDACTED] Stuart Ct. Berryville, VA 22611

Home phone: _____ Work Phone: _____

Cell phone: [REDACTED] E-mail address: [REDACTED]

Time Availability: varies day 6-9pm evening

Estimated number of hours available per month: Varies, usually 2-10

Employment History

Employer: Loudoun County Public Schools Position held: Teacher

Employer Address: 21000 Education Court Ashburn, VA 20148

Length of Employment: 12 years (2006-Present)

Other Skills and Qualifications

Please indicate and special considerations that particularly qualify you for this appointment:
I'm a thoughtful, open-minded person with strong reading, writing, and public speaking skills. I've worked in a variety of settings, including seasonal contracting, masonry, and landscaping. I have served on the board of several organizations and believe I can help the town through service in this position.

Educational History

Please list schools attended and degrees earned:
-- James Madison University, Master of Arts in Teaching (English, grades 6-12; 3.957 GPA)
-- James Madison University, Bachelor of Arts in English (minors in secondary education and anthropology; 3.772 GPA)
-- Mechanicsburg Area Senior High (Mechanicsburg, PA)

Civic and Professional Activities

Please list organizations, honors, offices held, etc.:

- ~~-- Executive Board (Prelate), Berryville Moose Lodge, 2017-2018~~
 - ~~-- Executive Board (High School Member-at-Large), Virginia Association of Teachers of English, 2008-2011~~
 - ~~-- Social Committee Leader, Phi Sigma Pi National Honor Fraternity, 2004-2005~~
 - ~~-- Member/leader of a variety of Loudoun County Public Schools committees (Vocabulary Committee, Benchmark Exam Committee, Grade level team leader, etc.)~~
 - ~~-- Leader/coach of several school activities (Varsity Golf, JV Softball, UNICEF Club, TED Talks Club, Cinematography Club, etc.)~~
-

Please attach a narrative explaining why you are interested in serving on a Town board or commission.

Pursuant to the Commonwealth of Virginia Conflict of Interest Act governing elected and appointed public officials, does the nature and status of your employment, business interests or ownership of property present a potential conflict of interest relative to the appointed position in which you are interested? Yes _____ No X

If required by applicable provision of the Conflict of Interest Act, would you be willing to file with the Clerk of the Circuit Court a Public Official Disclosure Form listing all assets, business and property interests? Yes X No _____

Applicant signature: _____ Date: 6/8/2018

June 8, 2018

To Whom It May Concern:

My name is Ryan Tibbens; I am applying for the vacant position on the Board of Zoning Appeals in Berryville, Virginia. I apply in hopes of serving my community and becoming involved in local government a formal yet apolitical manner. Aside from my home in Battlefield Estates, I have no real estate or business interests in Clarke County, so my service yields little direct benefit to me. Instead, I hope that my service can maintain our town's beauty while allowing for reasonable improvements. A fair and common sense approach to zoning can yield many direct and indirect benefits to us all. I appreciate your time and consideration.

Best Wishes,

Ryan Tibbens

[REDACTED]
[REDACTED]

Ryan Tibbens

Stuart Court
Berryville, VA 22611
Phone [REDACTED]
Email [REDACTED]

OBJECTIVE: Town of Berryville Board of Zoning Appeals

OVERVIEW available at <https://www.lcps.org/Page/66616>.

EDUCATION

2005-2006 Master in the Arts of Teaching, James Madison University

Cumulative GPA: 3.957 Endorsement Area: English, Grades 6-12

2001-2005 Bachelor of Arts, magna cum laude, James Madison University

English major, Secondary Education minor, Anthropology minor

Cumulative GPA: 3.772; Major GPA: 3.78, Sec.Ed. GPA: 3.949

1997-2001 High School Diploma, Mechanicsburg Area Senior High (PA)

EMPLOYMENT

2006-Present, English Teacher, Loudoun County Public Schools, Loudoun County, VA

Teach English courses in accordance with Loudoun County curriculum and Virginia state SOLs; responsible for planning lessons, material preparation/creation, teaching content, supporting/managing students, and more.

- **2011-Present – Broad Run High School** (English 10 Academic, English 11 Honors/Academic, AP Language and Composition, SOL Remediation)

- **2006-2011 – Heritage High School** (English 9 Academic/General, English 11 Honors/Academic, SAT Prep, Etymology, Fundamentals of Writing)

- **Summer School** – Multiple successful summer school placements (grades 9, 10, and 11; Tuscarora HS, Heritage HS, Park View HS, Online Academy)

2003-2006 Writing Tutor, FYI Writing Center – James Madison University

Responsible for conducting one-on-one tutoring sessions with freshmen, including tutoring activities such as editing, revising, and discussing writing with students.

AWARDS, HONORS, and EXTRACURRICULARS

2017-2018 Executive Board Member (Prelate), Loyal Order of Moose #2139 (Berryville, VA)

2016 "Triple I" Award for Innovation, Instruction, and Impact, Broad Run HS (Ashburn, VA)

2014-2015 Claes Nobel Educator of Distinction, National Society of High School Scholars

2015 Teachers in Industry Summer Externship Program, George Washington University

2010 Most Valuable Teacher, Heritage High School (Leesburg, VA)

2008-2011 Executive Board Member, Virginia Association of Teachers of English

2010-2011 Head Golf Coach, Stone Bridge High School (Ashburn, VA)

2009-2010 Head JV Softball Coach, Heritage High School (Leesburg, VA)

2008 Assistant JV Softball Coach, Heritage High School (Leesburg, VA)

2006-2008 Assistant Golf Coach, Heritage High School (Leesburg, VA)

2006 Meritorious New Teacher Candidate (grant winner) through AACTE

2005 Richard Meade Student Teaching Scholarship (through VATE)

2005-2006 Graduate Assistantship, JMU College of Grad. & Professional Programs

Phi Sigma Pi National Honor Fraternity, Phi Kappa Phi Honor Society, National Society of

Collegiate Scholars, Kappa Delta Pi International Honor Society in Education,

Lambda Alpha National Honors Society for Anthropology, LEA/VEA/NEA, VATE/NCTE

REFERENCES

[REDACTED]
Mr. [REDACTED], (571) 950-2000, [REDACTED]
Mr. [REDACTED], (540) 252-2000, [REDACTED]

The matter of the Town's representation on the NSVRC Board was discussed at the 2 July work session. At that time, the idea of the Planner resuming the primary role in that relationship was suggested by Councilmember Harrison.

As a matter of clarification, Mayor Dickinson currently serves as the Town's representative on the Board with the Planner serving as the alternate.

From a staff perspective, it appears that the issue is not one of whom the Town Council appoints to the board but whether the Planner will attend meetings and participate fully in NSVRC meetings and functions. This was the practice in past years.

While this staff does not know how other jurisdictions tend to handle this matter, it does appear that several jurisdictions (seemingly ones with more than one representative on the board) have their planner take the primary role (see members of NSVRC Executive Committee).

Please find attached:

- NSVRC members and NSVRC Board members
- NSVRC Charter
- NSVRC Bylaws



[HOME \(index.html\)](#)

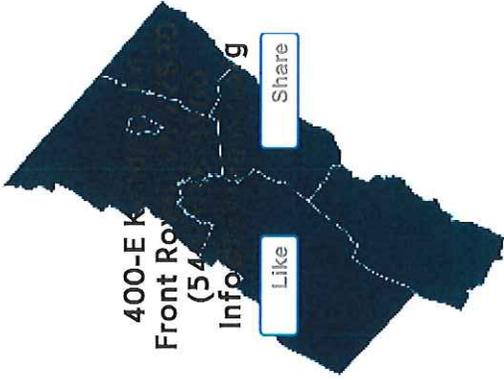
[About Us \(about-us.html\)](#)

[Meetings & Announcements \(meetings-announcements.html\)](#)

[Document Center \(document-center.html\)](#)

[Map & Directions \(map-directions.html\)](#)

[Contact Us \(contact-us.html\)](#)



400-E K
Front Row
(54
Info



[COMMISSIONERS](#)

[COMMISSION OFFICERS](#)

[MEMBER JURISDICTIONS](#)

CLICK ON A JURISDICTION NAMED BELOW TO ACCESS THEIR WEBSITE.

CLARKE COUNTY

Bev McKay
 Brandon Stidham*

FREDERICK COUNTY

Blaine Dunn
 Shannon Trout
 Eric R. Lawrence*
 Kris Tierney

PAGE COUNTY

Morgan Phenix
 Nora Belle Comer*

SHENANDOAH COUNTY

Dr. Conrad A. Helsley
 Dennis M. Morris*
 Brian Henshaw

Joe Lehnen

WARREN COUNTY

Daniel J. Murray
 Thomas Sayre
 John E. Vance*

Taryn Logan (Alternate)

BERRYVILLE

Mayor Patricia Dickinson

FRONT ROYAL

Bill Sealock
 Jeremy Camp

LURAY

Jerry Schiro

MIDDLETOWN

Carolyn Aliff
 STRASBURG

Jocelyn Vena

STEPHENS CITY

Linden Fravel

Mike Majher (Alternate)

WOODSTOCK

Jacqueline Lambert

Clarke County ([//clarkecounty.gov/](http://clarkecounty.gov/))
 Frederick County
 ([//www.co.frederick.va.us/](http://www.co.frederick.va.us/))

Page County

([//www.pagecounty.virginia.gov/](http://www.pagecounty.virginia.gov/))

Shenandoah County

(<https://shenandoahcountyva.us/>)

Warren County

([//www.warrencountyva.net/](http://www.warrencountyva.net/))

Town of Berryville

([//www.berryvilleva.gov/](http://www.berryvilleva.gov/))

Town of Front Royal

(<https://www.frontroyalva.com/>)

WINCHESTER

Mayor David Smith

Evan Clark

Timothy A. Youmans*

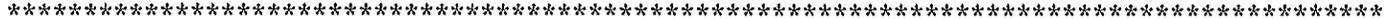
** NSVRC Executive Committee member*

Please direct all Freedom of Information Act (FOIA) Requests to Brandon Davis (540) 636-8800 or bdavis@nsvregion.org
(<mailto:bdavis@nsvregion.org>)



**CHARTER AGREEMENT
OF THE
NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION**

**Adopted: May 10, 1970
Amended: June 9, 1983
Amended: May 17, 2001
Amended: August 15, 2008**



**CHARTER AGREEMENT OF THE
NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION**

This Charter Agreement to organize a Planning District Commission made this 10th day of May 1970, by and between the undersigned governmental sub-divisions as authorized by the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950), as amended):

NOW THEREFORE it is agreed that:

ARTICLE I

Name, Location, Authority, Purpose

- Section 1. The name of this organization shall be the Northern Shenandoah Valley Regional Commission, hereinafter called the "COMMISSION."
- Section 2. The principal office of the COMMISSION shall be in Front Royal, Virginia. The location of the principal office may be changed by the concurrence of 3/4ths of the COMMISSION members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.
- Section 3. The COMMISSION shall be a public body corporate and politic with all powers and duties granted to it by the Virginia Area Development Act.
- Section 4. The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE II

Membership

- Section 1. COMMISSION members shall be appointed by the respective governing bodies of those political subdivisions which are parties of the Charter Agreement provided, however, that at least a majority, but not substantially more than a majority, of the COMMISSION'S members shall be elected officials of the governing bodies of the governmental subdivisions within the Planning District with each participating county, city, and town having at least one representative, and the other members being qualified voters and residents of the District, who hold no office elected by the people.
- Section 2. Governmental subdivisions which are parties to this Charter Agreements shall appoint members to the COMMISSION on the following basis:

Population	Number and Type of Representative	
	Elected Representative	Non-Elected Representative
1 – 6,999	1	0
7,000 – 19,999	1	1
20,000 – 39,999	2	1
40,000 – 59,999	2	2

For each 20,000 increment of population in excess of 60,000, a member governmental subdivision shall appoint one additional representative, alternating its appointments between elected and non-elected representatives, to assure that a majority of the COMMISSION'S representatives shall be elected officials.

- Section 3. Vacancies on the COMMISSION shall be filled for the unexpired term in the same manner as the original appointment was made or according to the practices of the appointing governing body.
- Section 4. Any member of the COMMISSION shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.
- Section 5. Each member jurisdiction shall appoint an alternate voting representative to serve in the absence of that jurisdiction's duly appointed voting representative. This alternate may be an elected or non-elected representative.

ARTICLE III
Terms of Office and Voting Rights

- Section 1. The terms of office of COMMISSION members who are also members of governing bodies shall be coincident with their elected terms of office or such term as their governing bodies shall determine according to their practices. The terms of office of the citizen members shall be three years or such term as their governing bodies shall determine according to their practices.
- Section 2. East member of the COMMISSION shall have one equal vote in all matters before the COMMISSION.

ARTICLE IV
Officers

- Section 1. Officers of the COMMISSION shall consist of a Chairman and a Vice-Chairman who shall be elected by the membership of the COMMISSION. The COMMISSION may elect other officers as it deems necessary.
- Section 2. The Chairman and Vice-Chairman shall be elected for terms of one year or until their successors are elected.
- Section 3. COMMISSION officers shall be eligible for reelection.
- Section 4. The COMMISSION shall appoint an Executive Director who shall be an employee of the COMMISSION and shall serve at the pleasure of a majority of the membership.

ARTICLE V
Addition or Withdrawal of Members

- Section 1. Any governmental subdivision within Planning District Number 7 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the COMMISSION, provided that such governmental subdivision is eligible for membership and that it adopts and executes this Agreement.
- Section 2. Any governmental subdivision may withdraw from the COMMISSION by submitting to the COMMISSION in writing, at least 90 days before the end of the COMMISSION'S then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the COMMISSION'S fiscal year has ended.

ARTICLE VI
**Appointments of an Executive Committee and
Adoption of By-Laws**

- Section 1. The COMMISSION may designate an Executive Committee and delegate to it such powers as the COMMISSION may determine, provided that these powers are not inconsistent with provision of the Virginia Area Development Act.
- Section 2. The COMMISSION may adopt By-Laws and such other rules as it deems necessary to govern its operations.

ARTICLE VII
Meetings

- Section 1. The COMMISSION shall hold regular meetings on a schedule which will be determined by the membership.
- Section 2. Meetings of the COMMISSION shall be open to the public, however, the COMMISSION may hold executive meetings.

ARTICLE VIII
Amendments

- Section 1. This Charter Agreement may be amended, supplemented, or superseded only by concurring resolutions from a majority of the member governmental subdivisions. All proposed amendments shall be submitted to the COMMISSION for its review and comment to the member governmental subdivisions.

ARTICLE IX
Date of Organization

- Section 1. The organization of the Northern Shenandoah Valley Regional Commission shall be effective on 10th day of May, 1970 or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed that Charter Agreement embraces the majority of the population within Planning District Number 7.

BYLAWS
of the
NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION
(Planning District #7)

Adopted March 4, 1971

- Amended: October 8, 1981
- Amended: June 9, 1983
- Amended: March 15, 1990
- Amended: June 20, 1991
- Amended: June 16, 1994
- Amended: May 17, 2001
- Amended: April 21, 2011
- Amended: January 19, 2012
- Amended: April 16, 2015

INDEX

Article I	Name	1
Article II	Definitions	1
Article III	Purposes, Powers and Duties	1
Article IV	Membership and Voting	1
Article V	Officers and Their Duties	2
Article VI	Election of Officers and Executive Committee	2-3
Article VII	Meetings	3
Article VIII	Committees	3
Article IX	Administration	4
Article X	Financial Obligations of Member Governmental Subdivisions	4
Article XI	Amendment of Bylaws	4
Article XII	Parliamentary Procedure	5
Article XIII	Effective Date	5

BYLAWS
of the
NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

ARTICLE I - Name

The name of this organization shall be the Northern Shenandoah Valley Regional Commission, hereinafter referred to as the "COMMISSION."

ARTICLE II – Definitions

Terms used in these Bylaws shall be defined as follows:

- a) "Planning District" means all that area lying within the geographic boundaries of Planning District 7 as delineated by the State of Virginia, to-wit: Clarke, Frederick, Page, Shenandoah, Warren Counties, the City of Winchester and all the Towns contained therein.
- b) "Year" unless otherwise noted, means the COMMISSION'S fiscal year which shall begin on July 1 and end on the following June 30.
- c) "Agreement" means the charter agreement dated January 1, 1970, (effective March 15, 1970) and between the governmental subdivisions that established the COMMISSION.

ARTICLE III - Purposes, Powers and Duties

Section 1 - The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social and economic resources of the Planning District by planning, and encouraging and assisting governmental subdivisions to plan for the future.

Section 2 - The COMMISSION shall have all the rights, powers and duties, and be subject to the limitation and restrictions, set forth in the Agreement and in Article 2 of Chapter 34, of Title 15.1 of the Code of Virginia and any Act amendatory thereof.

ARTICLE IV - Membership and Voting

Section 1 - Members of the COMMISSION shall be appointed by the participating jurisdictions in the manner and for terms as provided by the Agreement.

Section 2 - Each member of the COMMISSION shall be entitled to one vote on all matters before the COMMISSION, but may exercise his vote only in person and during any official meeting of the COMMISSION. However, no vote by any member of the COMMISSION shall be construed as an official or unofficial commitment of the agency or jurisdiction represented by the member unless so authorized by said agency or jurisdiction.

Section 3 - All actions of the COMMISSION, unless otherwise noted in the Agreement or in these bylaws, shall be taken by a majority vote of the members present and voting.

ARTICLE V - Officers and Their Duties

Section 1 - The officers of the COMMISSION shall consist of a Chairman, a Vice-Chairman, and a Secretary/Treasurer.

Section 2 - The Chairman shall preside at all meetings of the COMMISSION when present, and shall vote as any other member. The Chairman shall be responsible for the implementation of policies established and actions taken by the COMMISSION. The Chairman may call special meetings of the COMMISSION as required, shall in general act as its spokesman and shall perform such other duties as the COMMISSION may direct.

Section 3 - The Vice-Chairman shall be vested with authority to perform, in the absence of the Chairman, all the duties and exercise all the powers of the Chairman and shall perform such other duties as the COMMISSION may direct.

Section 4 - The Secretary/Treasurer shall keep a record of all resolutions, proceedings and actions of the COMMISSION and give notice of all meeting and perform such other duties as the COMMISSION may direct. The Secretary/Treasurer may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities of the COMMISSION staff. Specifically, the COMMISSION staff shall be responsible for the notice of meetings, the maintenance of all records, notes, and proceedings, and the distribution of copies of the minutes to all members.

The Secretary/Treasurer is the COMMISSION'S custodian of funds and disbursing officer. As custodian, the Secretary/Treasurer is responsible for keeping an accurate record of all sources of moneys. As disbursing officer, the Secretary/Treasurer is responsible for the payment of all bills or of all warrants on requisition when payment is authorized. The Secretary/Treasurer is responsible for keeping a record of money paid out and of receipts or vouchers to cover each expenditure. The Secretary/Treasurer shall make a brief financial report at each regular meeting of the COMMISSION and an audit and an annual report as soon as possible after the end of the COMMISSION'S fiscal year. The Chairman shall appoint an Assistant Secretary/Treasurer who shall be authorized to perform in the absence of the Secretary/Treasurer. All checks drawn on the account of the COMMISSION shall be signed by the Secretary/Treasurer or Assistant Secretary/Treasurer and countersigned by the Executive Director or the Chairman. The Secretary/Treasurer may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities to the COMMISSION staff. Specifically, the Commission staff shall be responsible for receiving and processing all bills, preparing checks for signatures, preparing monthly financial reports, and preparing the annual audit and annual report.

ARTICLE VI - Election of Officers and Executive Committee

Section 1 - Except for the original officers elected by the COMMISSION, officers shall be elected annually at the COMMISSION'S spring meeting for terms of one year and shall be eligible for re-election.

Section 2 - The Chairman shall, at a regular meeting prior to the Spring meeting, appoint a Nominating Committee consisting of not less than three nor more than five members, at least three of whom must be from separate member jurisdictions. The Nominating Committee shall, at the spring meeting, submit the name of one person for each office to be filled, with each officer to be from a different jurisdiction. In addition, the Nominating Committee will submit names of four (4) additional members to serve on the Executive Committee, along with the three officers, ensuring that the Executive Committee will have one representative from the City, one representative from each County, and one representative from a Town. If the name of a Town representative is not submitted as an officer, the member Towns may make a recommendation to the Nominating Committee for the Town representative on the Executive Committee.

Further nominations may be made by any Commissioner.

Section 3 - A vacancy which occurs in any of the COMMISSION'S offices may be filled by a special election held at a regular meeting. A new officer, so elected, shall complete the unexpired term of the officer he succeeded.

ARTICLE VII – Meetings

Section 1 - Regular meetings shall be held on the third Thursday of each month at a place to be determined by the COMMISSION. The COMMISSION may change the date, time and place of a regular meeting at any prior meeting.

Section 2 - Special meetings may be called by the Chairman at his discretion or must be called by the Chairman upon petition on one-third of the COMMISSION members. At least forty-eight (48) hours' notice must be given to all members of the COMMISSION in writing or by telephone stating the time, place, and purpose of the special meeting. A special meeting may be held without notice provided all members of the COMMISSION are present.

Section 3 - One-third of the appointed COMMISSION members shall constitute a quorum.

Section 4 - The meetings of the COMMISSION shall be open to the public; however, the COMMISSION may hold executive meetings in accordance with the standards of the Virginia Freedom of Information Act.

ARTICLE VIII – Committees

Section 1 - The COMMISSION may establish such standing committees as it deems desirable and the Chairman shall appoint their members.

Section 2 - An Executive Committee shall be established of the officers of the COMMISSION and four (4) At-Large members. The Executive Committee in whole shall include representatives from each of the member Counties, the City and a Town. The Executive Committee in whole shall include representatives from each of the member Counties, the City and a Town. The Executive Committee shall have such powers and duties as the COMMISSION shall determine.

Section 3 - The Chairman may from time to time establish such special committees as he deems desirable for the effective promulgation of the COMMISSION affairs and shall appoint the members thereto.

Section 4 - Half of the members of any committee shall constitute a quorum. Members may designate voting alternates except that Executive Committee Alternates shall be members of the COMMISSION from the same jurisdiction.

Section 5 - The Chairman of the COMMISSION shall be an ex-officio member of all committees but without vote except for standing committees to which he has been named as a regular member.

ARTICLE IX – Administration

Section 1 - The COMMISSION shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs and other functions.

Section 2 - The chief executive officer of the staff shall be the Executive Director who shall have direct supervision of all other employees of the COMMISSION and direct control, subject to the authority of the COMMISSION, of the management of the affairs of the COMMISSION. The Executive Director shall serve at the pleasure of the majority of the COMMISSION members.

ARTICLE X - Financial Obligations of Member Governmental Subdivisions

Section 1 - Each member governmental subdivision shall contribute funds to the COMMISSION at the same per capita rate as every other member governmental subdivision. The member governmental subdivision share for technical and planning assistance shall be based on the local per capita share as determined by the COMMISSION on an annual basis.

Section 2 - The per capita contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid by each governmental subdivision prior to July 31 of the same year. Failure to comply with this section shall cause forfeiture of Voting Rights enumerated in Section 1, Article III of Charter Agreement, until said contribution is paid in full.

Section 3 - The per capita contribution to the COMMISSION shall be determined at the time of the adoption of the annual budget. The per capita rate may be adjusted annually to provide for expenditure requirements.

Section 4 - An additional assessment may be made upon a governmental subdivision for additional services which are requested by said governmental subdivision and which are not included in the Work Program adopted by the COMMISSION. Such assessment shall be agreed upon by and between the COMMISSION and the appropriate governmental subdivision.

Section 5 - The COMMISSION may receive contributions from the Commonwealth of Virginia in accordance with Section 15.1-1412, Article 2, Title 15.1, Chapter 34, Code of Virginia, 1950, as amended.

Section 6 - The COMMISSION may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source, or the United States of America, or the Commonwealth of Virginia, or any other agency or instrumentality thereof.

ARTICLE XI - Amendment of Bylaws

Any proposed amendment to these Bylaws shall be presented in writing to the members of the COMMISSION at a regular COMMISSION meeting. A three-fourths vote of the members present is required for approval at the next regularly scheduled meeting.

ARTICLE XII - Parliamentary Procedure

In all matters of parliamentary procedure not specifically covered by these Bylaws and the charter Agreement, Robert's Rules of Order shall govern.

ARTICLE XIII - Effective Date

These Bylaws shall become effective immediately upon adoption by the COMMISSION.