



HANOVER COUNTY BOARD OF SUPERVISORS

STANDING RULES

&

PROCEDURES

Readopted: January 11, 2012

Our Vision

A place inspired by its people, tradition and spirit, which will be the premier community for people and businesses to achieve their full potential

Our Mission

To be a premier community by providing superior service through creativity, innovation and sound financial practices

Our Values

- Integrity
- Accountability
- Respect
- Inclusiveness

*HANOVER COUNTY
PEOPLE, TRADITION & SPIRIT*

**STANDING RULES AND PROCEDURES OF
THE HANOVER COUNTY BOARD OF SUPERVISORS**

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**STANDING RULES AND PROCEDURES OF
THE HANOVER 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 Hanover County Administration Building on the second and fourth Wednesdays of each month. If a regular meeting day falls on any legal holiday, then the Board shall select an alternate meeting date. Regular meetings on second Wednesdays shall begin at 2:00 p.m. and regular meetings on fourth Wednesdays shall begin at 6:00 p.m. Regular meetings shall not extend beyond 10:00 p.m., unless extended by a majority vote of the Board. A motion to extend a meeting beyond 10:00 p.m. shall take precedence over any motion then on the floor. If the meeting has not been properly adjourned nor the meeting time extended, then at 10:00 p.m. the meeting shall automatically be adjourned to the next scheduled meeting date and time.

B. Annual Meeting Schedules:

Prior to the beginning 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 at the Board meeting room and published in a newspaper of general circulation in the County at least seven days prior to the first meeting of the quarter. The annual schedule of regular meetings may be subsequently modified by the Board, as necessary, and such modifications will also be posted and published.

C. Postponement of Regular Meetings:

If the Chairman, or Vice Chairman in the event the Chairman 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 for a period of one week to the same time on the following Wednesday. Board members and the news media will be notified as promptly as possible, and notice will be posted on the front door of the Administration Building. All hearings and other matters previously advertised will be conducted at the continued meeting, and no further advertisement or notice is required.

In the event that the Chairman should determine that the day for the continued meeting established above is not appropriate, the Chairman shall declare an alternative day for the continued meeting, and such notice as is feasible under the circumstances shall be given to the press and public.

D. Special Meetings:

Special meetings of the Board of Supervisors shall be held as determined to be necessary by a majority vote of the Board of Supervisors. In addition, special meetings of the Board shall be held when requested by two or more of the members. Such request shall be in writing, addressed to the Clerk of the Board, and shall specify the time and place of the meeting and the matters to be considered at the meeting. The Clerk shall immediately notify each member of the Board and the County Attorney, in writing, to attend such meeting at the time and place described in the request. The Clerk's notice shall specify the matters to be considered at the meeting. The notice may be waived if all members of the Board attend the special meeting or sign a written waiver. 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. The Sheriff's Office shall be notified of special meetings as soon as possible.

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. Any standing rule set forth herein (e.g., the length of time permitted for public hearings, amount of time allotted to each speaker, etc.) may be suspended or modified by a majority vote of the Board.

B. For any meeting, a majority of the number of persons holding the office of Supervisor shall constitute a quorum. If a quorum has not been achieved within one-half hour from the time that the meeting was proposed to begin, then the meeting of the Board of Supervisors shall be deemed to have been canceled.

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

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

E. Members of the Board must be recognized by the Chairman before proceeding to speak. Members of the Board shall address only the Chairman or address other members and other persons present through the Chairman. After being recognized by the Chairman, 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 when being requested to yield the floor by another member.

F. No member shall hold the floor longer than five minutes without yielding to another member's request for the floor. This five minutes does not include time reasonably expended in asking for and receiving information from staff or other presenters.

G. In the debate, each member may speak as often as he or she wishes on any question but cannot make a subsequent speech if any other member desires the floor who has spoken a fewer number of times on the question.

H. At his or her discretion, a member may recognize any person in attendance at the meeting to speak for up to three minutes on any matter which is not the subject of a public hearing during the time that the member has the floor. The speaker's time will be deducted from the five minutes that such member is allowed to hold the floor. If requested by the Chairman, the speaker must yield the floor after the time granted to him has expired.

I. The Chairman of the Board's Rules Committee shall be responsible for advising the Chairman of the Board when any time limit established in these standing rules has expired or if a member wishing to speak again during any discussion must yield to another member who has spoken fewer times.

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

K. The Chairman may declare that all or any portion of a meeting will be held in "workshop format" to allow for informal discussion by Board members, for presentations by Board

committees, citizen committees or staff, and for similar occasions where formal rules of procedure are not required.

L. 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 Chairman 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 Chairman, 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, except through a reconsideration of the vote by the Board. At the conclusion of the vote on each motion, the Chairman shall announce whether the motion has been adopted or defeated.

M. 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. Nothing provided herein shall, however, be deemed to prevent the Board from considering at any time a matter or issue upon which it has previously taken action, following such notice and public hearings as may be required by law.

N. The Chairman 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 standard agenda for regular meetings falling on the second Wednesday of each month shall be generally as follows:

1. Invocation.
2. Pledge of allegiance.
3. Approval of minutes.
4. Consideration of agenda amendments.
5. Citizens' time.
6. Consent agenda.
7. Administrative items.
8. Closed Session.
9. Citizens' time (7:00).
10. Presentations.
11. Scheduled administrative public hearings.
12. Planning Public hearings for special exceptions and ordinance amendments.
13. Additional administrative items.
14. Announcements and comments.
15. Adjournment

B. The standard agenda for regular meetings held on the fourth Wednesday of each month shall be generally as follows:

1. Invocation.
2. Pledge of allegiance.
3. Approval of minutes.

4. Consideration of agenda amendments.
5. Citizens' time.
6. Consent agenda.
7. Presentations.
8. Administrative items.
9. Expedited Planning public hearings.
10. Planning public hearings for rezonings and conditional use permits.
11. Closed Session.
12. Additional administrative items.
13. Announcements and comments.
14. Adjournment.

C. Planning matters may be considered for the expedited public hearing agenda item if there was no identified public opposition to the matter at the time the case was heard by the planning commission; if there is no identified public opposition prior to the board public hearing and if executed proffers are in accordance with the staff and planning commission recommendations. Comprehensive Plan amendments, rezonings, conditional use permit applications, and special exceptions which pertain to a single property or development proposal will be grouped together on the agenda. The Chairman may combine the public hearings for a requested rezoning, conditional use permit and/or special exception, if they pertain to the same property or development proposal and are presented by the same applicant.

D. Variations from the standard agenda for regular meetings may be permitted by the Chairman; provided, however, that all public hearings shall be held in the evening. The agenda for

special meetings, workshops, and other meetings shall be established by the County Administrator, subject to approval by the Chairman.

E. Matters may be placed on a Board agenda (1) by resolution of the Board, (2) upon the request of any member of the Board to the County Administrator, or (3) by the County Administrator with the concurrence of the Chairman. The agenda, once distributed, may be amended by vote of the Board. The agenda and accompanying information shall be distributed to each member at least five days prior to the meeting.

IV. CITIZENS' TIME

A. Citizens' Time is an opportunity for citizens of Hanover County to present comments and information to the Board of Supervisors regarding any matter within the scope of the Board's authority that is not on the agenda for that meeting. Any person who desires to speak will be asked to provide his/her name, magisterial district and the matter to be addressed. The Board of Supervisors may respond at the conclusion of Citizens' Time to comments or questions offered by citizens and information that is readily available in response to citizen comments may be provided at this time. In addition, the Board may direct that the staff prepare a report or take other action in response to comments received during Citizens' Time.

B. During Citizens' Time, each speaker shall be permitted to speak for up to five minutes. In the event that the number of citizens' comments should exceed the time allotted on the agenda for Citizens' Time, the Chairman may request that the citizens return at the next regular meeting of the Board of Supervisors or may consult with the Board of Supervisors as to whether to extend Citizens' Time or schedule a public hearing on any matter being discussed.

V. APPROVAL OF MINUTES

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

is requested. Minutes of prior Board meetings will be deemed to be approved as submitted, unless a correction is requested by a member of the Board and approved by the vote of a majority of Board members.

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, members of the Board and key staff members 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 concise statement of the matter before the Board, those persons speaking on the matter, and a synopsis of the statements.
3. A notation of specified issues or clarifications that have salient bearing on the matter being decided.
4. A notation of the memoranda and exhibits which accompany the matter before the Board which shall be filed with the Clerk's records of the meeting.
5. A statement of the specific request or recommendation being presented to the Board.
6. The specific and full text of each motion, substitute motion, and amendment considered by the Board. The result of the vote, passage or failure, shall be noted and the vote of each member recorded.
7. Such specific items, issues, comments, or votes, as requested by any Board member during a meeting but prior to approval of the minutes by the Board.
8. 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 workshops 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 the topic or topics of the workshop or discussion.

D. Audio recordings of Board meetings shall be made whenever the location and format of the meeting practically permit. The audio tapes shall be retained by the Office of the County Administrator indefinitely.

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 and the Chairman, 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 Chairman shall ask if any member of the Board would like to have an item removed from the 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 Chairman, and, at that point, a motion to approve the remaining consent agenda shall be in order. Items which have been removed from the consent agenda may be taken up by the Board immediately after the approval of the remaining consent agenda or may be scheduled for consideration later in the meeting by the Chairman with the concurrence of the Board.

D. Proclamations, or recognition of exceptional service to the County: Board members may request proclamations be prepared for the consent agenda for recognition of awards, recognitions, or exceptional service to the County by employees who have served the County 15 years or longer.

E. For all consent agenda items that recognize the achievements of citizens and/or appointment of citizens, businesses, civic organizations and similar entities, the supervisor of the district within which the citizen resides or the business or other entity is located shall for all purposes be deemed to have been the board member who made the motion to approve the agenda item, if the supervisor is present at the meeting. Likewise, for any motion to approve or extend any zoning permit or other required authorization, the supervisor of the district within which the property is located, if present at the meeting, shall be deemed to have made the motion to approve. Except as specifically otherwise provided, the supervisor who made the motion to approve the consent agenda and the supervisor who seconded that motion shall be deemed to have been the supervisors who respectively made and seconded the approval of each individual item on the consent agenda. In the event that the supervisor who seconds the motion to approve the consent agenda is also the supervisor of the district in which the person or other entity being recognized resides or is located or of the district in which the property for which a permit is being sought, then the maker of the motion to approve the consent agenda will be deemed to have seconded the motion for this individual item.

VII. PUBLIC HEARINGS

A. Duration:

The duration of each public hearing shall be limited to one hour, except that the public hearing on the annual budget and any other public hearing on a matter determined by the Board to require an especially high degree of public input shall be limited to two hours in duration. Any public hearing may be extended by resolution of the Board.

B. Time Per Speaker:

Each speaker shall be permitted to speak for up to five minutes. No person shall be permitted to "yield time" to a speaker during a public hearing. If, prior to the beginning of a public hearing, it appears to the Chairman that there may be more prospective speakers than can be accommodated in the time available for the public hearing, the Chairman may require that those persons wishing to speak sign a card indicating their intent. If there are more than twelve persons who wish to speak in the public hearing, the time allotted to each speaker shall be three minutes.

C. Special Provisions for Hearings of Zoning Applications:

These additional provisions shall apply to public hearings on applications for rezoning, conditional use permits, and special exceptions. The proponents of such applications shall be permitted to speak first, for up to a total of one-half hour. The applicants may take as much of the time available for proponents as they desire, other proponents may speak for up to five minutes each, unless the amount of time remaining is not sufficient to accommodate the number of speakers, in which case each speaker will have up to three minutes each until time has expired. After the proponents have finished speaking, each person wishing to speak as opponents will have up to five minutes for a total of one-half hour. If there are more than six persons wishing to speak as opponents, each will have up to three minutes until the allotted time has expired. Finally, the applicant shall have five minutes for rebuttal; provided, however, that during rebuttal the applicant may only respond to statements made by opponents and may not raise new issues.

- **Requests for Deferrals:** After a case has been advertised for public hearing, it is the Board's expectation that the case shall be heard on the scheduled date. Since the granting of a deferral is a determination to be made by the Board, the applicant shall come to the meeting prepared to present its case.

D. Questions:

The principal purpose of public hearings is to provide an opportunity for members of the public to provide input to the Board of Supervisors regarding the subject of the public hearing. Questions from speakers will be recorded by members of the staff who will attempt to answer the questions at the conclusion of the public hearing. Members of the Board of Supervisors may ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the public hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents.

VIII. ELECTIONS AND APPOINTMENTS

A. The election of the Chairman and Vice-Chairman of the Board of Supervisors and all appointments made by 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 Chairman shall open the floor for nominations for any election or appointment, and the Clerk of the Board shall note the nominations in the order in which they are made. Nominations may be closed by the Chairman only after assuring that there are no further nominations to be made. If more than one person has been nominated for any office or appointment, then the Chairman shall request an indication of affirmative votes by members of the Board for each nominee in the order of the nominations. The first nominee to receive an affirmative vote from a majority of the members of the Board present and voting shall be deemed to have been elected or appointed accordingly. In the event that no nominee receives an affirmative vote from a majority of the members present and voting, the name of the nominee receiving the fewest votes

shall be withdrawn, and votes shall be recast. In the case of appointments, where there is only one nominee for each of several appointments, the Board may vote on the nominations as a group.

C. The Chairman and Vice-Chairman shall serve for terms of one year and shall continue in their positions after the term has expired until a new election has taken place. When local elections have been held and a new Board is holding its first meeting, if neither the former Chairman nor Vice-Chairman remains on the Board, the County Attorney shall preside over the meeting until a Chairman has been elected.

D. The Board shall have these standing committees which shall consider matters referred to them by the Chairman or the Board and report their findings and recommendations to the Board: Community Development, Finance Committee, Legislative Committee, Rules Committee and Safety and Security Committee. The number of Board members on each Standing Committee shall be determined by the Board and may vary from year to year. Members of each Committee shall be elected by the Board and shall serve a term that ends on the last day of the calendar year. The Chairman shall designate one member of each Standing Committee to serve as chair of that committee. The Board may appoint one or more alternates to serve on any committee. Alternates shall receive all information and materials sent to regular members of committee and may attend any meeting of the committees; however, alternates shall vote in committee meeting only in the event of the absence of a regular committee member.

E. The Chairman of the Board has the authority to appoint Ad Hoc Board committees for special projects of the Board. Ad Hoc committees will terminate at the conclusion of the Chairman's term unless continued by the subsequent Chairman, who may appoint different or additional members.

F. Members of the Board who are appointed to serve, ex officio, on the Social Services Board and the Community Services Board shall be non-voting members of these boards.

G. Appointments to Committees. Candidates to fill vacant positions or expiring terms will be presented for Board consideration on the consent agenda with the approval of:

- 1) The candidate's respective Board member if the candidate is representing a magisterial district on the Committee, or
- 2) The Board member serving on the committee when a candidate does not represent a magisterial district, or
- 3) The Board Chairman, in cases where there is no Board committee representative and the candidate is not representing a magisterial district.

IX. SCHEDULING OF REZONING REQUESTS

A. After the Planning Commission has taken action on a rezoning request or application for conditional use permit, the case shall be scheduled for the next regular fourth Wednesday meeting of the Board of Supervisors when there is time available on the agenda, if all proffered conditions have been signed and submitted in satisfactory form and all substantial issues pertaining to consideration of the request by the Board have been addressed. If the applicant requests deferral to a later agenda, prior to the advertisement of the public hearing, or if the application is not ready for Board consideration, the Planning Director, after consultation with the County Administrator, may schedule the application for a later agenda.

B. In order to assure that there will be an adequate opportunity for members of the public to be heard on rezoning cases, the agendas for the regular fourth Wednesday meetings of the Board shall include only as many zoning matters as may reasonably be anticipated to be heard between 7:00 p.m. and 9:45 p.m. In the event that there are more zoning cases ready for Board consideration than can reasonably be accommodated on the agenda, items will be selected in the order of their application dates. Cases which cannot be accommodated on the agenda will be

scheduled for the agenda of the next regular fourth Wednesday meeting of the Board; provided, however, that cases may be scheduled for any other evening meeting of the board with the concurrence of the Chairman.

C. Where prompt consideration of a specific rezoning request is necessary to accommodate a reasonable development schedule proposed by a significant economic development prospect which will significantly benefit the citizens of Hanover County by enhancing the County's revenue base, it will be within the discretion of the County Administrator to schedule the consideration of the rezoning request by the staff, by the Planning Commission and by the Board of Supervisors, consistently with the demands upon the time of these entities and with good zoning practice.

D. Request for expeditious handling of special exceptions for fundraising events by charitable organizations, conditional use permits for the expansion of churches, and other activities related to nonprofit organizations may be approved by the County Administrator, if the approval will result in no significant disruption of the orderly processing of other applications awaiting approval.

X. CLAIMS AGAINST THE COUNTY

A. The consideration by the Board of Supervisors of monetary claims against the County of Hanover shall be governed by Virginia Code §15.2-1243, et seq., as these sections may be amended from time to time.

B. Persons wishing to present a claim against the County shall contact the County Attorney who, with the concurrence of the Chairman and County Administrator, will determine a time and date during a regular Board meeting for presentation of the claim to the Board that is reasonably satisfactory to the claimant.

C. All written materials, photographs and other documents to be presented to the Board shall be delivered to the County Attorney no less than nine days prior to the Board meeting when the claim will be presented. These materials, together with any documents compiled by the County Attorney or other County staff, shall be sent to the Board with the agenda package six days prior to the Board meeting.

D. At the Board meeting, the claimant shall have an opportunity to make a verbal presentation within the time allocated by the Board which shall depend upon the nature and complexity of the claim. The County Attorney and/or County Administrator shall present their recommendation(s), and the claimant shall have an opportunity for rebuttal.

E. The Board may approve the claim as submitted, deny the claim in whole or in part, refer the matter to staff for further investigation or take the matter under advisement. In any event, a final decision will be made within seventy days from the date that the claim is presented to the Board, 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 decision is rendered.

XI. BOARD MEMBER REQUESTS FOR STAFF ASSISTANCE

A. Requests by Board members for assistance by administrative staff members, including department heads, in major projects requiring substantial amounts of time shall be directed to the County Administrator. Such requests may include, but are not limited to, requests for research, the compilation of information, the preparation of ordinances, resolutions or policies to be presented to the Board of Supervisors, attendance or presentations at meetings other than Board meetings, preparation of documents, etc. It shall be the responsibility of the County Administrator to assure that the project is referred to the appropriate department or departments, that the project is consistent with the administrative staff's work priorities and schedules, and that work approved by the County Administrator is performed in an adequate and timely manner.

B. Requests for assistance in legal matters shall be directed to the County Attorney.

C. If the County Administrator or the County Attorney feels that a request for assistance from an individual Board member cannot reasonably be accommodated with the existing work load and priorities, the individual Board member shall be so advised, and, if necessary, the matter shall be placed on the next available Board agenda for further guidance.

D. Inquiries and requests for information, referral of citizen complaints and concerns, requests for assistance in interactions with citizens, etc., may be directed by individual Board members to the appropriate department head without going through the County Administrator.

E. Requests for information or inquiries as to matters pertaining to the Hanover School Division should be directed by Board members to his or her district representative on the School Board, who shall be responsible for obtaining the requested information and referring it back to the member of the Board of Supervisors.

XII. SUPERVISION OF COUNTY EMPLOYEES

A. The County Administrator and the County Attorney report directly to and are supervised by the Board of Supervisors. The Board of Supervisors is responsible for making all decisions pertaining to the hiring, supervision, evaluation and termination of the County Administrator and the County Attorney. Performance evaluations, both in person and in writing, shall be performed at least annually within a reasonable time on or about July 1.

B. All other employees in the County administration report to and are supervised by the County Administrator, deputy county administrator(s), assistant county administrator(s) and the department heads. The County Administrator is responsible for the hiring, supervision, evaluation and termination of deputy county administrator(s), assistant county administrator(s) and department heads; provided, however, that the County Administrator shall hire and terminate persons in these positions only after consultation with the Board of Supervisors in Closed Session. All other County

administrative employees shall be hired, supervised, evaluated, and terminated by their respective department heads.

C. All employees in the County Attorney's Office shall be hired, supervised, evaluated and terminated by the County Attorney.

D. Except for the purpose of inquiry and referrals (as outlined above in item XI.D.), Board members shall deal with County officers and employees who are subject to the direction and supervision of the County Administrator, solely through the County Administrator, and neither the Board nor any member thereof shall give orders or direction, either publicly or privately, to any such County officer or employee. The County Administrator shall report to the Board of Supervisors in Closed Session any violation of the Rules by a member of the Board.

XIII. STAFF REPORTS AND RECOMMENDATIONS

Department heads shall be responsible to the County Administrator for the administration of their respective departments and shall make reports and recommendations concerning their departments to the County Administrator. Their advice may be required by the County Administrator or the Board on all matters affecting their departments.

XIV. PRESS RELEASES

The Board of Supervisors, through its Chairman, has the sole authority to issue press releases in the name of the Board concerning pending plans, actions, and policies of the Board. The County Administrator, in consultation with the Chairman, may also issue press releases in the name of Hanover County. This policy is in no way intended to inhibit, limit, or impair the necessary flow of information from the County government to the citizens, nor does it restrict or limit in any way County employees from discussing County business with the press or with citizens.

**XV. ANNUAL ADOPTION OF STANDING RULES AND PROCEDURES AND
MEETING SCHEDULE**

The Board will establish a meeting schedule for the year and adopt the Standing Rules and Procedures at least annually at the Board's first meeting of the year. The Rules Committee will consider and recommend revisions to the Standing Rules and Procedures as necessary.

Adopted 2/22/95
Revised 9/1/96
Readopted 1/8/97
Readopted 1/14/98
Revised 2/11/98
Revised 9/23/98
Revised 3/24/99
Revised 3/22/00
Revised 12/13/00
Readopted 1/10/01
Readopted 1/9/02
Readopted 1/8/03
Readopted 1/14/04
Revised 7/14/04
Readopted 1/12/05
Revised 02/23/05
Revised 09/28/05
Readopted 1/11/06
Revised 02/08/06
Readopted 01/10/07
Revised 02/28/07
Readopted 03/14/07
Readopted 01/09/08
Revised 04/05/09
Readopted 01/14/09
Revised / Readopted 07/22/09
Readopted 01/13/10
Revised/Readopted 04 14 10
Revised/Readopted 12 08 10
Readopted 01 11 12