

## 5. ORGANIZATIONAL MATTERS

### A. ELECTION OF OFFICERS

State statutes require each local governing body to resolve certain organizational matters at its first meeting each year. The first order of business is election of the chairman and vice-chairman. If the board fails to designate the term of office, it is presumed, by law, that each is elected for a one-year term or until a successor of each has been elected. Chairmen and vice-chairmen may succeed themselves in office. A copy of the statute is reprinted below for your information:

§ 15.2-1422. **Electing a chairman and vice-chairman; mayor and vice-mayor.** — Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.

#### **MOTION REQUIRED:**

**Nominations for chairman and vice chairman will be accepted from the floor. Unless stated otherwise in the motion, it will be presumed that such chairman or vice-chairman was elected for a term of one year.**

### B. ESTABLISHMENT OF MEETING DATES AND TIMES FOR 2014

The second order of business is to establish the days and times for regular monthly board meetings. The resolution presented below is consistent with past policy of the board which is the fourth Monday of each month except for May (moved to the following day in observance of Memorial Day) and December (moved to the third Monday in observance of Christmas). The resolution establishes 6:00 p.m. as the starting time for all regular meetings.

§ 15.2-1416. **Regular meetings.** — The governing body shall assemble at a public place as the governing body may prescribe, in regular session in January for counties and in July for cities and towns. Future meetings shall be held on such days as may be prescribed by resolution of the governing body but in no event shall less than six meetings be held in each fiscal year.

The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; however, if the governing body subsequently prescribes any public place other than the initial public meeting place, or any day or time other than that initially established, as a meeting day, place or time, the governing body shall pass a resolution as to such future meeting day, place or time. The governing body shall cause a copy of such resolution to be posted on the door of the courthouse or the initial public meeting place and inserted in a newspaper having general circulation in the county or municipality at least seven days prior to the first such meeting at such other day, place or time. Should the day

established by the governing body as the regular meeting day fall on any legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the governing body.

At its annual meeting the governing body may fix the day or days to which a regular meeting shall be continued if the chairman or mayor, or vice-chairman or vice-mayor if the chairman or mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Regular meetings, without further public notice, may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business before the governing body is completed.

Notwithstanding the provisions of this section, any city or town that holds an organizational meeting in compliance with its charter or code shall be deemed to be in compliance with this section.

BE IT RESOLVED by the Southampton County Board of Supervisors that the following days and times are hereby prescribed for regular session meetings to be held at the Southampton County Office Center:

Monday, February 24, 2014 .....	6:00 p.m.
Monday, March 24, 2014.....	6:00 p.m.
Monday, April 28, 2014 .....	6:00 p.m.
Tuesday, May 27, 2014.....	6:00 p.m.
Monday, June 23, 2014.....	6:00 p.m.
Monday, July 28, 2014 .....	6:00 p.m.
Monday, August 25, 2014 .....	6:00 p.m.
Monday, September 22, 2014.....	6:00 p.m.
Monday, October 27, 2014.....	6:00 p.m.
Monday, November 24, 2014.....	6:00 p.m.
Monday, December 15, 2014.....	6:00 p.m.

AND BE IT FURTHER RESOLVED that a regular meeting shall be continued to the next following regular business day if the Chairman, or Vice Chairman in his absence, finds that inclement weather or other conditions are such that it is hazardous for members to attend.

**MOTION REQUIRED: A motion is required to adopt the resolution herein above establishing the 2014 meeting schedule (as presented or as amended).**

C. ESTABLISHMENT OF 2014 HOLIDAY SCHEDULE

It is also necessary for the board to establish the holiday schedule for county employees. The following list is consistent with past policies of the board as well as with that for state employees.

**WHEREAS**, it is the policy of the Commonwealth of Virginia to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia to honor and commemorate such holidays so established; and

**WHEREAS**, the following days have been established by the Commonwealth as legal holidays pursuant to § 2.2-3300, Code of Virginia.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Southampton County that the following holidays shall be recognized and observed by all county agencies.

- Monday, February 17, 2014..... George Washington Day
- Monday, May 26, 2014 ..... Memorial Day
- Friday, July 4, 2014 .....Independence Day
- Monday, September 1, 2014..... Labor Day
- Monday, October 13, 2014 ..... Columbus Day
- Tuesday, November 11, 2014..... Veteran's Day
- Thursday, November 27, 2014 ..... Thanksgiving Day
- Friday, November 28, 2014 .....Thanksgiving Holiday
- Thursday, December 25, 2014 ..... Christmas Day
- Thursday, January 1, 2015 ..... New Year's Day

And any other days, or portions thereof, designated by the Governor of the Commonwealth as a holiday for state executive branch offices.

**MOTION REQUIRED:**

**A motion is required to adopt the resolution herein above establishing the 2014 holiday schedule (as presented or as amended).**

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§ 2.2-3300. Legal holidays.

It is the policy of the Commonwealth to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia. In each year, the following days are designated as legal holidays:

January 1 - New Year's Day.

The Friday preceding the third Monday in January - Lee-Jackson Day to honor Robert Edward Lee (1807-1870) and Thomas Jonathan (Stonewall) Jackson (1824-1863), defenders of causes.

The third Monday in January - Martin Luther King, Jr., Day to honor Martin Luther King, Jr., (1929-1968), defender of causes.

The third Monday in February - George Washington Day to honor George Washington (1732-1799), the first President of the United States.

The last Monday in May - Memorial Day to honor all persons who made the supreme sacrifice in giving their lives in defense of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States (1861-1865), Spanish-American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), Operation Desert Shield-Desert Storm (1990-1991), Global War on Terrorism (2000-), Operation Enduring Freedom (2001-), and Operation Iraqi Freedom (2003-). On this day all flags, national, state, and local, shall be flown at half staff or mast to honor and acknowledge respect for those who made the supreme sacrifice.

July 4 - Independence Day to honor the signing of the Declaration of Independence.

The first Monday in September - Labor Day to honor all people who work in Virginia.

The second Monday in October - Columbus Day and Yorktown Victory Day to honor Christopher Columbus (1451-1506), a discoverer of the Americas, and the final victory at Yorktown on October 19, 1781, in the Revolutionary War.

November 11 - Veterans Day to honor all persons who served in the Armed Forces of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States (1861-1865), Spanish American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), Operation Desert Shield-Desert Storm (1990-1991), Global War on Terrorism (2000-), Operation Enduring Freedom (2001-), and Operation Iraqi Freedom (2003-).

The fourth Thursday in November and the Friday next following - Thanksgiving Day to honor and give thanks in each person's own manner for the blessings bestowed upon the people of Virginia and honoring the first Thanksgiving in 1619.

December 25 - Christmas Day.

Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business.

(Code 1950, § 2-19; 1954, c. 328; 1958, c. 167; 1966, c. 677, § 2.1-21; 1970, c. 682; 1972, c. 114; 1973, c. 421; 1978, c. 7; 1982, c. 325; 1984, c. 671; 1989, c. 190; 1992, c. 622; 1993, cc. 177, 872; 2000, cc. [6<5](#), [787](#); 2001, c. [77](#); 2010, c. [93](#).)

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