

## 1. 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 2013

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 7:00 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, January 28, 2013.....7:00 p.m.
- Monday, February 25, 2013 .....7:00 p.m.
- Monday, March 25, 2013.....7:00 p.m.
- Monday, April 22, 2013 .....7:00 p.m.
- Tuesday, May 28, 2013.....7:00 p.m.
- Monday, June 24, 2013.....7:00 p.m.
- Monday, July 22, 2013 .....7:00 p.m.
- Monday, August 26, 2013 .....7:00 p.m.
- Monday, September 23, 2013.....7:00 p.m.
- Monday, October 28, 2013.....7:00 p.m.
- Monday, November 25, 2013.....7:00 p.m.
- Monday, December 16, 2013.....7:00 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 2013 meeting schedule (as presented or as amended).

C. ESTABLISHMENT OF 2013 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 18, 2013..... George Washington Day
- Monday, May 27, 2013 ..... Memorial Day
- Thursday, July 4, 2013.....Independence Day
- Monday, September 2, 2013..... Labor Day
- Monday, October 14, 2013 ..... Columbus Day
- Monday, November 11, 2013..... Veteran's Day
- Thursday, November 28, 2013 ..... Thanksgiving Day
- Friday, November 29, 2013 ..... Thanksgiving Holiday
- Wednesday, December 25, 2013 ..... Christmas Day
- Wednesday, January 1, 2014 ..... 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.

<b>MOTION REQUIRED:</b>	<b>A motion is required to adopt the resolution herein above establishing the 2013 holiday schedule (as presented or as amended).</b>
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