

# Virginia Association of Counties

Virginia Association of Counties

CONNECTING COUNTY GOVERNMENTS SINCE 1934

**President**  
Phillip A. Bradshaw  
Isle of Wight County

**President-Elect**  
Robert R. Adkins  
Wise County

**First Vice President**  
Barbara A. Favola  
Arlington County

**Second Vice President**  
Catherine M. Hudgins  
Fairfax County

**Secretary-Treasurer**  
John D. Miller  
Middlesex County

**Immediate Past President**  
Donald L. Hart, Jr.  
Accomack County

**Executive Director**  
James D. Campbell, CAE

**General Counsel**  
Phyllis A. Errico, Esq., CAE

**TO:** Chairs, County Board of Supervisors  
County Chief Administrative Officers

**FROM:** James D. Campbell, Executive Director 

**RE:** Voting Credentials for the Annual Business Meeting

**DATE:** September 2, 2010

The 2010 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 9, from 10:15 a.m. to Noon at The Homestead in Bath County.

Article VI of the VACo ByLaws states that each county shall designate a representative of its board of supervisors to cast its vote(s) at the Annual Business Meeting. However, if a member of the board of supervisors cannot be present for this meeting, the Association's ByLaws allow a county to designate a non-elected official from your county or a member of a board of supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, (1) your annual dues must be paid in full and (2) either a completed Voting Credentials Form or a Proxy Statement must be submitted to VACo by November 1, 2009. Alternatively, this information may be submitted to the Credentials Committee at its meeting on Monday, November 8, at 4:30 p.m. in the Monroe Room or to the conference registration desk before this meeting.

### NOMINATING COMMITTEE

The Nominating Committee will meet at 4:45 p.m. in the Wilson Room on Monday, November 8th during VACo's Annual Conference at the Homestead. The committee is charged to nominate a candidate for President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer to be elected at the Annual Business Meeting. Please send your expressions of interest and nominations to the Committee or to VACo's Executive Director.

### REGIONAL DIRECTORS

Pursuant to VACo's By-Laws, "regional directors shall be selected at the Annual Meeting by the member counties located within the region which the director will represent." Regional caucuses will be scheduled during the Annual Meeting to select directors. Incumbent regional directors should chair the caucuses. Reports should be given to VACo's Executive Director by 6:00 p.m. on Monday, November 8th. The attached list shows the regional directors whom must be selected.

### Attachments

cc: VACo Board of Directors  
Nominations Committee

1207 E. Main St., Suite 300  
Richmond, VA 23219-3627

PHONE: 804-788-6652  
FAX: 804-788-0083

E-mail: [mail@vaco.org](mailto:mail@vaco.org)  
Web site: [www.vaco.org](http://www.vaco.org)

VACo 2010 Annual Meeting  
Voting Credentials Form

Voting Delegate:  
(Supervisor)

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

Alternate Delegate:  
(Supervisor)

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

Certified by:  
(Clerk of the Board)

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

VACo 2010 Annual Meeting  
Proxy Statement

\_\_\_\_\_ County authorizes the following person to cast its vote at the 2009 Annual Meeting of the Virginia Association of Counties on November 9, 2010.

\_\_\_\_\_, a non-elected official of this county.

**-OR-**

\_\_\_\_\_ a supervisor from \_\_\_\_\_ County.

This authorization is:

Uninstructed. The proxy may use his/her discretion to cast \_\_\_\_\_ County's votes on any issue to come before the annual meeting.

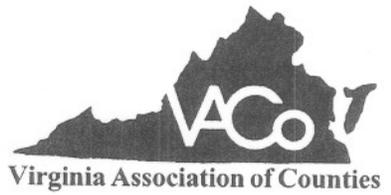
Instructed. The proxy is limited in how he/she may cast \_\_\_\_\_ County's votes. The issues on which he/she may cast those votes and how he/she should vote are:  
(List issues and instructions on the back of this form)

Certified by: Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

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September 2, 2010

Ms. Judy S. Lyttle  
Supervisor  
Surry County  
3893 Colonial Trail E.  
Surry, VA 23883

Dear Judy:

Your current term on the Board of Directors expires at the end of this year. According to VACo's By-Laws, you are eligible to serve additional terms.

As the incumbent regional representative, you are urged to assemble a caucus of the counties from your region (Region 1) to determine who will represent you region on the VACo Board of Directors for the 2-year term ending December 31, 2012. We have scheduled the Dominion Room for your regional caucus at VACo's annual conference at 4:15 p.m., Sunday, November 7, 2010.

Should you need additional information, please call me.

Sincerely,

James D. Campbell, CAE  
Executive Director

Copies to:

Region 1 County Administrators ✓  
Region 1 Board of Supervisors Chairmen ✓

207 E. Main St., Suite 300  
Richmond, VA 23219-3627

PHONE: 804-788-6652  
FAX: 804-788-0083

E-mail: [mail@vaco.org](mailto:mail@vaco.org)  
Web site: [www.vaco.org](http://www.vaco.org)

# VACo's 2010 Annual Conference

November 7-9

## You are Invited...

We will convene Nov. 7-9 for VACo's 76th Annual Conference. Local officials, VIPs, guests and exhibitors are expected. The agenda will be packed with educational sessions and opportunities to discuss county concerns. A preliminary schedule is printed in this brochure and additional details will continually be provided in VACo's newsletter, *County Connections*, and on the Web site at [www.vaco.org](http://www.vaco.org).

One of the most important items on the agenda is our legislative action plan for 2011. VACo's steering committees will wrap up the details on Sunday, then the full membership will vote on the legislative program during Tuesday's business meeting. Another vital part of the conference is the exhibit hall that will feature more than 100 organizations offering products and services to help counties. Please support our business partners and associate members.

The annual banquet will be held on Sunday. If you make a reservation for the banquet and do not attend because you have cancelled your hotel reservation or decided to dine elsewhere, you will be charged \$75 for the banquet meal.

**This is your meeting** – your presence and input are important. We encourage you to register today!

## How to Register

It's easy to register – just fill out the form and send it in with a check or charge authorization. To ease the last-minute crunch, conference registration forms **must be returned by Nov. 1**. You may also register online at [www.vaco.org](http://www.vaco.org).

VACo does not bill for conference registrations. Return the Annual Conference registration form and a check or charge authorization for the total registration fee to: Virginia Association of Counties, 1207 E. Main St., Suite 300, Richmond, VA, 23219-3627. **Make checks payable to VACo.**

Hotel reservations must be made directly with The Homestead, or nearby bed and breakfast inns and motels. If you need a lodging reservation form, call VACo at (804) 788-6652.

## Banquet and Cancellation/Refund Policy

All conference participants, spouses, guests, exhibitors and others who are staying at The Homestead Sunday night may attend the Sunday banquet at no cost. Conference participants, spouses, guests, exhibitors and others who **are not staying at The Homestead** can buy banquet tickets for \$75 each. Everyone who plans to attend the banquet must notify VACo by Nov. 1. No banquet cancellations can be taken after Nov. 1.

All conference cancellations are subject to a \$50 processing fee. To cancel a conference reservation, a registrant must send VACo written notice by Nov. 1. After Nov. 1, no refunds will be made. There will be a late fee of \$50 for reservations made after Nov. 1. **Changes or additions to registrations must be requested in writing.**

## Golf Tournament

VACo is sponsoring a golf tournament in connection with the Annual Conference. The tournament will start at 11 a.m. on Saturday, Nov. 6. Please fill out the registration form and return it to VACo if you plan to play.

## Guest Programs

These special programs are open to everyone. To participate, fill out the guest section on the registration form and send a registration fee for each selected program.

## Guest/Spouse Activities

Advance reservations are required for all classes or activities this year. Classes with insufficient enrollment will be cancelled. The deadline for reserving your space in any of the classes is Friday, Oct. 8. Refunds for cancelled classes will be available prior to Oct. 8 if VACo is notified in writing. Cancellations or no-shows will not be refunded after Oct. 8.

The Homestead has many other activities available. Ask the concierge for a copy of the "Resort Activities at The Homestead" brochure.

# Conference Schedule (preliminary)



Details are subject to change.

## Saturday, November 6

9:15 a.m.....Supervisor Certification  
 11:30 a.m.....golf tournament/Old Homestead Course  
 8:15 p.m.....VACoRP and VACoGSIA Board of Directors

## Sunday, November 7

9 a.m.-1 p.m.....VACo Board of Directors meeting  
 9 a.m.-2 p.m.....exhibitor setup  
 10 a.m..... history tour of the Homestead, register at the Concierge Desk  
 10 a.m.-5:30 p.m.....registration  
 1-4:15 p.m.....coffee break for committee members  
 1-2:30 p.m.....steering committee meetings  
 2-5:30 p.m.....exhibits open with refreshments  
 2:45-4:15 p.m.....steering committee meetings  
 4:15-5:15 p.m.....regional caucuses to nominate representatives to Board of Directors  
 4:15 p.m.-5:15 p.m.....Supervisor Certification reunion  
 5:30-6:30 p.m.....Exhibitors reception  
 6:30-9 p.m.....banquet

## Monday, November 8

7:15-8:15 a.m.....Resolutions Committee  
 8 a.m.-2 p.m.....registration  
 8:30 a.m.-3:30 p.m.....exhibits open  
 8:30-9:45 a.m.....opening session  
 9 a.m.....spouse/guest program  
 scenic drive tour (pre-registration required)  
 9:45 a.m.....coffee break  
 10 a.m.....history tour of the Homestead, register at the Concierge Desk or Wilderness Wonders Presentation (pre-registration required)

## Monday, November 8 (cont.)

10-11:15 a.m.....concurrent sessions  
 topics to be announced  
 10 a.m.-noon.....spouse/guest program  
 cooking demo (pre-registration required)  
 11:30 a.m.-12:45 p.m.....concurrent sessions  
 topics to be announced  
 12:45-1:45 p.m.....deli lunch  
 12:45- 2 p.m.....VLGMA Luncheon  
 1:30-3:30 p.m.....spouse/guest program  
 silk scarf painting (pre-registration required)  
 1:45-3 p.m.....concurrent sessions  
 topics to be announced  
 2 p.m.....spouse/guest program  
 scenic drive tour (pre-registration required)  
 3 p.m.....mini-affle in exhibit hall  
 3:30 p.m.....soda break in exhibit hall  
 3:30-4:30 p.m.....spouse/guest program  
 wine tasting- registration required  
 3:30-4:45 p.m.....concurrent sessions  
 topics to be announced  
 4:45 p.m.....High Growth Coalition Meeting  
 Rural Caucus Meeting  
 Credentials Committee Meeting  
 4:45-5:30 p.m.....Nominations Committee Meeting  
 5:45-7 p.m.....President's Reception  
 9 p.m.-midnight.....DJ in the Sports Bar  
 (no registration required)

## Tuesday, November 9

7:45-8:15 a.m.....VACoRP Business Meeting  
 8:15-9 a.m.....VACoGSIA Business Meeting  
 9-10:15 a.m.....General Session  
 10:15 a.m.....refreshment break  
 10:30-11:30 a.m.....business meeting, raffle and adjournment