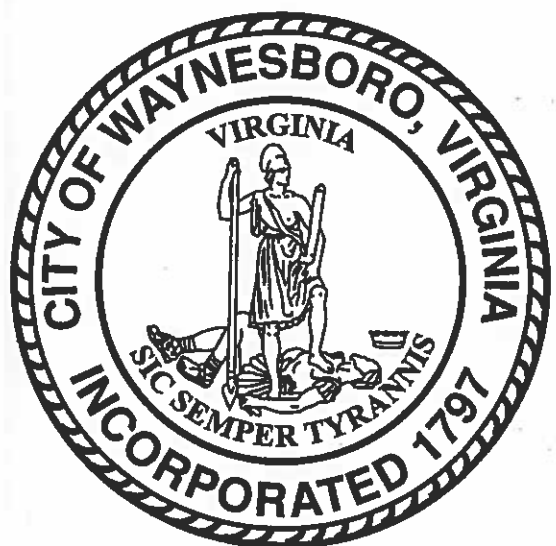


**WAYNESBORO  
BOARDS AND COMMISSIONS  
HANDBOOK**





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## **Welcome and Orientation**

Welcome and thank you for your interest in serving as a member of a City of Waynesboro advisory body. City Boards and Commissions play an important role in City governance by assisting the City Council in addressing specific issues in detail, lending professional expertise, facilitating community decision-making, and serving as a primary conduit between citizens, City staff and departments, and the City Council.

The City of Waynesboro has a variety of Boards and Commissions, each with distinct responsibilities. As a new advisory body member, you should familiarize yourself with the documents governing your particular body: these may include City ordinances, City Council resolutions, advisory body bylaws, relevant element(s) of the Comprehensive Plan, and other documents, all available from your staff liaison. Review of these documents will help you get a sense of what your responsibilities are and what they are not.

This Handbook is designed to serve as a reference for the basic protocols that apply generally to all City Boards and Commissions. Orientation is necessarily an active process. As a new member you may want to meet with the Chair of your advisory body to get a better sense of your role and the business of the body. Along with familiarizing yourself with your advisory body's foundational responsibilities and goals, you may want to review agendas and minutes from recent meetings to see what current issues have been under consideration.

Learning your role and developing an effective voice takes time and familiarity. We hope this handbook will assist you towards a satisfying and productive experience. Your participation is deeply appreciated by all around you—by the City Council, by City department staff, and by your community.

Julia Bortle, Clerk of Council

## REPRESENTATIVES AND SERVICE TERMS

BOARD/COMMISSION	REPRESENTATIVE(S)	OPPOR- TUNITY FOR RESIDENTS	YEARS PER TERM (ALL TERMS SERVE UP TO 2.5 TERMS UNLESS OTHERWISE NOTED)
Airport Commission	1	1	3 Years (unlimited)
Blue Ridge Community College Board	11 (2 from W'boro)	2	4 Years
Blue Ridge Criminal Justice Board	6 (as noted in Board description)	N/A	Open-Ended
Building Code Appeals, Board of	5 (Registered professionals in architecture, structural engineering, mechanical or plumbing, electrical, fire protection)	5 (as stated)	4 Years
CAP-SAW	4 (1 Gov't, 2 business, 1 rep of poor)	3 (as stated)	4 Years
Central Shenandoah Valley District Planning Commission	2 (1 Gov't, 1 Rep)	1 (as stated)	3 Years (unlimited)
Cultural Commission	7	7	4 Years
Economic Development Authority	7		4 Years
Disability and Aging Board for Independence	9	9	4 Years
Emergency Medical Services Council	1 (Staff)	N/A	3 Years (Unlimited)
Equalization, Board of <i>(all appointed by Circuit Court)(may receive compensation set by Council)</i>	3	N/A	3 Years (unlimited)
Historical Commission	9	9	4 Years
Housing Rehabilitation Advisory Board	6 (all staff)	N/A	2 Years (ends 2011)
Library Board	5	5	4 Years
Local Emergency Planning Committee	7 (Local officials)	N/A	Open-Ended
Parks and Recreation Commission	6 + 1 Council member	6	4 Years
Planning Commission	6 + 1 Council Member	6	4 Years (2 Years for Council Rep)
Redevelopment & Housing Authority	9	9	4 Years (Unlimited)
Shenandoah Valley Partnership	26 (1 Public per Locality)	0	2 Years (Unlimited)
Shenandoah Valley Workforce Development	Private Business Person	1	4 Years (Unlimited)
Social Services Advisory Board	6	2	4 Years
Stormwater & Flood Control Commission	9 + 1 Council member	9	4 Years
Transportation Safety Commission	5	5	4 Years
Valley Community Services Board (Mental Health)	16 (>=2 Gov't Reps)	5	3 Years
Valley Program for Aging Services Council	4 (Gov't Reps)	N/A	Open-Ended (Unlimited)
Virginia Alcohol Safety Action Program (VASAP)	1 (City Mgr)	N/A	3 Years (unlimited)
Youth Commission	15 (5 from Waynesboro) + 1 Youth Member	5 1	3 Years (3 term limit) 1 Year (Youth Member)
Zoning Appeals, Board of <i>(appointed by Circuit Court)</i>	5	5	5 Years (Unlimited)

## **Boards and Commissions**

### **Regional:**

- **Airport Commission** – Waynesboro joined the Airport Commission in January 1958. Consisting of representatives from Augusta and Rockingham Counties, Harrisonburg, Staunton and Waynesboro Cities, their goal is to provide an excellent facility for the aviation community and traveling public by maintaining the existing Airport facilities while continuing the expansion that has been undertaken over the past several years, including air carrier and transient aircraft apron rehabilitation design and construction, and to acquire aviation easements.

Meetings: Third Wednesday of each month, 7:30 pm – Airport Admin Conf. Room.

- **Bicycle Advisory Committee**– On January 12, 2004, the Council nominated two citizens to serve on a Bicycling Advisory Committee who were charged with preparing a regional bicycling plan. VDOT will allocate resources for on-road bicycle facilities only if a bicycle plan is adopted by the local jurisdictions.

Meetings: Monthly at the Central Shenandoah Valley Planning District Offices.

- **Blue Ridge Community College Board** – The Board shall act in an advisory capacity to the State Board for Community Colleges and shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board for Community Colleges. A College Board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures and regulations of the State Board for Community Colleges. The College Board shall serve as channels of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions; submit recommendations to the State Board for Community colleges for a name for the community college and each campus for a multi-campus college; provide recommendations to the State Board for Community Colleges on the development of the site plan and on the design and construction of facilities; participate in the selection, evaluation and removal of the president of the community college; participate in the development and evaluation of a program of community college education; elicit community participation in program planning and development; review all new curricular proposals for the community college and recommend those proposals; oversee development and evaluation of a community service programs.

Meetings: Second Wednesday of January, March, May, September and November (July optional) - 6:30 P.M. Administrative Conference Room, B.R.C.C., Weyers Cave, VA

- **Blue Ridge Criminal Justice Board** - Membership must consist of: one member of each governing body or a city or county manager, county administrator or executive, or assistant or deputy appointed by the governing body., a judge of the general district court; a circuit court judge; a juvenile and domestic relations district court judge, a chief magistrate, one chief of police or the sheriff, an attorney for the Commonwealth, a public

defender, or an attorney who is experienced in the defense of criminal matters; a sheriff or regional jail administrator, a local educator, and a community services board administrator. August 14, 2000, Waynesboro City Council passed a resolution joining the Blue Ridge Criminal Justice Board. CCJBs have functioned as major policy and advisory boards for local criminal justice systems. Also included, advising on the development and operation of local pretrial services and local probation programs; developing, overseeing and amending the community-based corrections plan (for jail project construction reimbursement) and the criminal justice plan; reviewing the submission of all criminal justice grants, regardless of the source of funding; facilitating local government and flexibility in responding to local crime.

Meetings: held in the Caucus Room of Staunton City Hall at 4:00 p.m. on the third Tuesday of February, May, August and November.

- **Community Action Partnership of Staunton, Augusta, and Waynesboro (CAP-SAW) Board of Directors** – Officially designed by a Memorandum of Understanding dated May 15, 2009, CAP-SAW is a public government organization that provides funding and support to area agencies and programs with the primary goal of assisting low-income families and individuals to attain the skills and resources necessary to escape the bonds of poverty and become self-reliant. The Board is comprised of fifteen (15) members in the categories of “Local Government (one Waynesboro member),” “Local Business” (two Waynesboro members), and “Representatives of the Poor” (one Waynesboro member).

Meetings: No official schedule arranged as of June, 2009.

- **Coordinated Area Transportation System (CATS) Board of Directors** – The purpose of CATS is to operate transportation programs which are available to persons with disabilities, senior citizens, disadvantaged persons and others with special needs in Waynesboro, Staunton, Augusta County, and Highland County, and to make those persons aware of such programs. CATS also provides transportation to the general public through the WAYNESBORO CONNECTOR, a fixed-route deviated bus transportation system in the City. The CATS Board holds its regular meeting on the third Wednesday of each month at 11:00 a.m.
- **Central Shenandoah Planning District Commission (CSPDC)** - The Central Shenandoah Planning District Commission (CSPDC) was created pursuant to the Virginia Area Development Act. By law, it is considered to be a subdivision of local government. It provides regional and sub-regional planning and technical support services to its ten members, five cities and five counties, eleven towns and many public agencies within its boundary. Its vision is to be a recognized and respected leader in regional and local planning issues by providing support to the local governments of the Central Shenandoah Valley Region. Its mission is to help communities and agencies work together by providing high quality planning technical assistance and facilitation services that addresses local, regional and state needs in an innovative, timely and cooperative manner.

CSPDC's member localities are the cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro and the counties of Augusta, Bath, Highland, Rockbridge and Rockingham.



Meetings: The meetings are held every other month usually on the third Monday except for February and.- 7:00 P.M. - 112 MacTanly Place, Staunton, VA

- **Emergency Medical Services (EMS) Council** - The Central Shenandoah EMS Council is a non-profit 501c3 organization that serves on a regional basis the City's and County's within Planning District 6 (Augusta, Rockingham, Rockbridge, Highland, Bath, Buena Vista, Lexington, Staunton, Waynesboro, and Harrisonburg). The board is made up of every licensed EMS agency in the region plus every hospital and every local government. The EMS Council provides EMS training and continuing education to both career and volunteer agencies as well as various planning and coordination programs.

Meet on the fourth Wednesday of every quarter January, April, July, and October at 7 PM at their offices on West Beverly Street in Staunton.

- **Local Emergency Planning Committee** - In 1986, Congress passed the Superfund Amendments and Reauthorization Act (SARA) of 1986. Title III of this legislation requires that each community establish a Local Emergency Planning Committee (LEPC) to be responsible for developing an emergency plan for preparing for and responding to chemical emergencies in that community. This emergency plan must include the following: an identification of local facilities and transportation routes where hazardous material are present; the procedures for immediate response in case of an accident (this must include a community-wide evacuation plan); a plan for notifying the community that an incident has occurred; the names of response coordinators at local facilities; and a plan for conducting exercises to test the plan. The plan is reviewed by the State Emergency Response Commission (SERC) and publicized throughout the community. The LEPC is required to review, test, and update the plan each year.

Meetings: The committee is required to meet quarterly, on the second Wednesday of the last month of the quarter (March, June, September and December) at 3:00 p.m., at the Augusta County Government Center.

- **Shenandoah Valley Partnership Board of Directors** - The SVP is a public/private partnership providing marketing and business assistance for the Shenandoah Valley region. Through regional cooperation the SVP brings together business, government, and education leaders to promote new investment, strengthen existing business, and guide labor force development to ensure a healthy economic future for the region. The Business Plan includes development and maintenance of an independent and viable organization guided by the SVP Board of Directors, provides the region with a high quality regional economic development marketing campaign, and identifies strategic initiatives as identified by the Shenandoah Summit which can be impacted by SVP activities. It consists of the Counties of Highland, Page, Augusta, Rockbridge, Rockingham, and Shenandoah, and the Cities of Waynesboro, Staunton, Buena Vista, Harrisonburg, and Lexington. The Board has one representative from each of the eleven member local governments that are served. There is a public representative from the Central Shenandoah Planning District Commission and a public representative from JMU, the host organization. There are 13 private sector seats to match the 13 public sector seats. According to the SVP bylaws, each member local government gets one public board appointment. The SVP board makes the private sector appointments. The

board does seek to achieve private sector board representation from each member locality taking into consideration industry sector representation. The SVP Board may ask the public board representative for recommendations for private seats.

Meetings: The Shenandoah Valley Partnership meets the fourth Friday of January, April, July and October – 10:00 a.m. at the Community Care Facility at AMC, but changes depending on room availability.

- **Shenandoah Valley Social Services Administrative and Advisory Board** - Responsibility for administrative matters is vested in the Director of Social Services. The Director reports to the county Administrator, the Waynesboro City Manager and the Staunton City Manager, and receives input from the Advisory Board on policy and program matters. Each of the three localities will appoint a representative to serve on the DSS Advisory Board. The purpose of the Board is to interest itself in all matters pertaining to the public assistance and social services needed by the people of the political subdivision or subdivisions served by the local department; to monitor the formulation and implementation of public assistance and social services programs by the local department and provide guidance on programmatic issues of relevance to the customers the department serves. The Advisory Board is comprised of two members appointed by each participating locality, Staunton, Augusta County, Waynesboro. All members serve four year terms. Meetings are scheduled at the Verona office and meeting times are determined annually by participating board members.
- **Shenandoah Valley Workforce Development Board – (Formerly the Shenandoah Valley Workforce Investment Board and Shenandoah Valley Private Industry Council) –** The Shenandoah Valley Workforce Development Board is a private, non-profit organization providing funds for employment-training and placement services under the federal Workforce Innovation and Opportunity Act (WIOA). The board plans and oversees a network of WIOA programs serving the residents of the central Shenandoah Valley (Augusta, Bath, Buena Vista, Clarke, Frederick, Harrisonburg, Highland, Lexington, Page, Rockbridge, Rockingham, Shenandoah, Staunton, Warren, Waynesboro, and Winchester) to equip job seekers with the necessary skills and education to successfully compete in the job market. Services are provided through a unique partnership involving business, labor, education, government and the community. There are 39 members on the board.
- **Valley Community Services Board** – The purpose of this Board shall be to act as a direct agent of the Cities of Staunton and Waynesboro and the Counties of Augusta and Highland, in the establishment and operation of community mental health, intellectual disabilities, and substance abuse programs as provided for in Title §37.2-500, Chapter 5, §37.2-501 through §37.2-512, Code of Virginia (2005) as amended. The core of program services to be provided by the Board shall include emergency services, case management services subject to such funds as may be appropriated therefore, and may include a comprehensive system of inpatient, outpatient, day support residential, prevention, early intervention, and other appropriate mental health, intellectual disabilities and substance abuse services necessary to provide individualized services and supports to persons with mental illnesses, intellectual disabilities, or alcohol or drug abuse problems or dependence.

Meetings: Last Wed. of each month, 7:00 P.M., 86 Sangers Lane, Staunton.

- **Virginia Alcohol Safety Action Program (VASAP) Board of Directors** –It is a public body with all powers and duties granted to it by the laws of Virginia and is responsible to the State Commission on VASAP for adherence to and compliance with all State-wide regulations. Valley ASAP, an arm of the court, is a tool for use by the courts in the administration of justice for individuals convicted of driving under the influence of alcohol and other drugs. It provides the court with background information on the probationer. It is responsible for supervising and monitoring the probationer in accordance with the conditions under which each probationer is allowed to participate in the program. Valley ASAP, as a integral part of the criminal justice system of the Commonwealth of Virginia, is designed to improve highway safety by decreasing the incidence of driving under the influence of alcohol and other drugs, through the application of six countermeasures: enforcement, judicial, case management, education/treatment, public education and prevention, and evaluations.

Meetings: Second Tuesday of odd months except July (January, March, May, September, November) at 8:30 a.m. at VASAP Conference Room, 240 N Central Avenue, Holiday Court, Suite B, Staunton.

- **Valley Program For Aging Services** - Play a key leadership role in advocating for, establishing, and sustaining communities beneficial to older persons and adults with disabilities and their families. Actively participate in providing services needed by these individuals, including coordinated and accessible healthcare; maximum independent living and affordable housing options; support to family caregivers; transportation; and opportunities for vibrant engagement in life, active citizenship, and enhanced quality of life.
- **Youth Commission-** The Regional Youth Commission is comprised of 15 members, 5 representing each locality. One representative from each locality is a youth. This commission provides citizen input to the Director and staff of the Office on Youth concerning issues such as youth programming, funding, and community trends. The Commissioners serve as youth advocates and ambassadors for the OOY, and are dedicated to ensuring the provision of comprehensive youth development services in our region. This Commission meets bi-monthly and acts in an advisory capacity to the Office on Youth, The commission recommends general policies involving programming for youth and families; foster involvement of youth in their community, and evaluates and seek solutions to problems, activities and concerns.

Meetings: Third Wednesday, every other month at 5:30. – United Way Office, 29 Idlewood Blvd, Fishersville.

## **Local Non-Profits, Court Appointed, Independent Authorities or Duties defined by the Code of VA**

- **Building Code Appeals, Board of (formerly Housing Board of Adjustments and Appeals)** – The purpose of the Board is to hear appeals from an aggrieved party regarding the design or construction of a building or structure or any decision of the Building Official concerning the application of the Uniform Statewide Building Code to such building or structure. Board members consider and determine the suitability of alternate materials, type and method of construction and to provide for a reasonable interpretation of the provisions of all construction codes. The Board shall follow the appeal procedures as established by the Uniform Statewide Building Code on all hearings and findings. Membership of the Board shall to the extent possible, represent different occupational or professional fields relating to the construction industry.
- **Economic Development Authority Board** – The Waynesboro Economic Development Authority Board of Directors is a seven member board appointed by City Council and charged with promoting the economic wellbeing of the community. In addition to its legal authority to issue industrial development bonds, the EDA directs strategic planning initiatives, oversees economic development incentives, and leads outreach efforts to the business community. The EDA offers low interest loans to small and mid-sized businesses, administers tax incentives to retain and grow jobs and investment, revitalizes communities through redevelopment initiatives, and supports entrepreneurial development by providing access to training and mentoring programs. The economic development efforts of the City are designed to increase community prosperity. This prosperity allows the total economy to thrive through increased personal disposable income, greater capital investment in business, and an enhanced quality of life. This also provides revenues for local government to provide services and programs reflected by the desires of the community.

The EDA Board meets on the second Friday of each month at 8:00 a.m., 301 West Main Street, Waynesboro, VA.
- **Equalization, Board of** – Local boards of equalization are made up of local citizen freeholders *appointed by the circuit court*. Sometimes referred to as a board of review, it is a quasi-judicial body with specific legal powers in the matter of equalizing the burden of real estate taxation but has no other legal authority. Chapter 32, Article 14 of Title 58.1, Code of Virginia, delineates the powers and responsibilities of local boards of equalization. A board of equalization must hear or receive complaints concerning objections in uniformity to the real estate assessment from any taxpayer or his agent; hear or receive all complaints concerning objections to the real estate assessment of any taxpayers from the City; notify property owners of any assessment change; correct any known duplication or omissions in the assessment roll; hear complaints concerning special assessment for agricultural, horticultural, forest and open space, land use assessment.
- **Planning Commission** – The Planning Commission was established as an advisory board to the Waynesboro City Council. The Commission directs the growth and development of the City by reviewing all zoning applications, subdivision plats, site

development applications and plans for municipal improvement in order to promote the orderly development of the locality and its environs. The City Code enumerates the ways in which Planning Commissions shall function as the official body planning for the future growth and development of a locality, subject to the appeal by the City Council. Members shall have the powers, functions and duties provided for by the State Planning Law.

This seven-member commission, appointed by the Mayor and City Council, works in conjunction with the City's Department of Planning and Code Administration.

The Planning Commission generally meets monthly, on the Tuesday following the third Monday of each month at 7:00 p.m. Additionally, they attend occasional joint public hearings and work sessions with the Mayor and City Council on Monday evenings, Council Chambers, Charles T. Yancey Municipal Bldg., 503 West Main Street, Waynesboro.

- **Redevelopment and Housing Authority** – Private company categorized under City Government-Housing Programs and located in Waynesboro, VA providing housing and rehab assistance to residents in need. The United States Housing Act of 1937 created the Public Housing Program as a means to provide decent, safe, affordable housing for eligible low income families, the elderly and the disabled. The Waynesboro Redevelopment and Housing Authority opened its first public housing development of sixty-one (61) units in 1974. Since that time, the Authority's public housing inventory has grown to one hundred eighty-eight (188) units on seven (7) scattered sites throughout the City of Waynesboro. In addition, the Authority administers the Housing Choice Voucher Program, several housing rehabilitation programs, Resident Self-Sufficiency Programs and a Homeownership Program for low to moderate income families. Meetings - the first Tuesday of each month at 6:00 P.M. - RHA Office, 1700 New Hope Road, Waynesboro, VA
  
- **Zoning Appeals, Board of** – *Appointed by Circuit Court.* Hear and decide appeals where it is alleged that there is error in any decision or determination made by an administrative official in the enforcement of the Zoning Ordinance. Hear and decide requests to place manufactured homes as second living units on properties for no longer than One (1) year, on the basis of hardship. Authorize the operation of certain businesses as home occupations pursuant to the regulations stated by the City Council. Authorize upon appeal, in specific cases, variances from the terms of the Zoning Ordinance where, owing to special conditions, literal enforcement of the provisions of the Zoning Ordinance will result in an unnecessary hardship. Variances can be granted that uphold the spirit of the Zoning Ordinance when the Appeals Board finds:
  - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;
  - b. The application of the Zoning Ordinance to this particular piece of property would create an unnecessary hardship;
  - c. Such conditions are peculiar to the property involved; and
  - d. Relief, if granted, would not cause substantial detriment to the public.

## **City Council Directed:**

- **Cultural Commission** - The Commission coordinates the promotion and support of existing cultural activities and events in the Waynesboro area, supports the development of new cultural organizations towards the enhancement of the quality of life, and promotes a cultural tourism effort in the Waynesboro area. The Commission acts in an advisory capacity to the City Council on matters relating to cultural activities, acts as an advisory board on behalf of the City with respect to grants and financial assistance to local organizations, assists and coordinates with planning similar activities by cultural organizations represented on the commission by nonvoting members, and seeks to cooperate with all agencies, public or private, in the promotion and education of the cultural activities of the city.

Meetings: Fourth Tuesday of each month at 7:30 P.M., Wayne Theatre Building, 533 West Main Street, Suite 1, Waynesboro.

**Disability and Aging Board for Independence** – DABI shall meet, as needed, to assess and evaluate needs and resources relative to seniors and those with disabilities; to plan for and promote public sessions, forums, and surveys in coordination with other agencies, individuals, and/or entities which serve or support the well-being of these populations; and, to advocate for situations and issues which will enhance the independence and quality of life for the population which is represented by DABI's interests. DABI shall recommend to City Council and city manager, ways and means of providing and improving services to older adults and/or to those with disabilities; and, shall be responsible for initiating and supporting efforts to increase the visibility of the aforementioned residents in the community, including them in the life of the city and for recognizing their contributions to the community-at-large.

- **Stormwater and Flood Control Commission** – Members consider all matters affecting the City and report to the Council thereon and to recommend the institution of works and projects. Where the Council has referred a project or work of improvement, the Commission will study, report, and recommend action to the Council concerning those works or projects within 90 days. The Stormwater and Flood Control Commission will annually recommend to the Council a budget for capital improvements and for expenses of operation and maintenance within the City.

Meetings: 941 Fir St. Public Works Administration.

- **Historical Commission** - The Historical Commission is charged with preserving and protecting the history of the City of Waynesboro. The Historical Commission's mission is to locate, collect, and preserve historical facts and important information about the community, and educate and encourage personal and community responsibility for preserving its past and fostering an understanding and appreciation of the City's history.

Meetings: Third Tuesday of each month – 6:30 p.m. – Conference Room of the Waynesboro Public Library., Waynesboro, Virginia, Waynesboro.

- **Library Board** – Oversee the operation of the Waynesboro Public Library and to conduct its business in accordance with approved city personnel and budgeting practices and in coordination with the city manager. The Board shall have authority to appoint committees from its own membership and any citizen of the city.

Meetings: Third Tuesday of each month except July and December – 4:00 p.m. - Waynesboro Public Library, main floor conference room, 600 S. Wayne Ave., Waynesboro.

- **Parks and Recreation Commission** – An advisory body appointed to advise Council as to the park and recreational needs of the City. The Commission also provides advisory direction to the Parks and Recreation Department staff on related topics including the annual budget, general recreational programming and relationships with other private and public organizations, and park development and re-development issues.

Meetings: Held on the fourth Thursday of each month at 7:00 p.m. except in November and December when they will be held on the third Thursday. Department of Parks and Recreation, 413 Port Republic Road, Waynesboro, VA.

- **Transportation Safety Commission** – The mission of the Waynesboro Transportation Safety Commission is to consider pedestrian, vehicular and bicycle transportation issues as they relate to the safety and enjoyment of the citizens of Waynesboro and to consider development-related transportation issues as they affect the level of service of the larger arterial system. This Commission meets on an average of four (4) times per year to recommend to the City Council and/or the Police Chief and Public Works Director various means for improving traffic safety and circulation. The Committee routinely makes recommendations on such things as placement of stop signs, limits on parking, speed limits, etc.

Meetings: Third Monday of January, April, July and October at 5:15 p.m. in the Public Works Administration Building, 941 Fir Street, Waynesboro. Interim meetings held as needed.

# City of Waynesboro

## Introduction

### **Purpose for Boards and Commissions**

Boards and Commissions play an important role in City government by assisting and advising the City Council in formulating and implementing policy. Boards and Commissions also develop recommendations and present supporting information to the City Council. Certain Boards and Commissions have the authority to make final decisions; some decisions may be appealed to the City Council.

Boards and commissions are established by ordinance, while committees and task forces are usually established by a motion or resolution to address particular projects or specific areas of concern. Task forces generally are given a defined period of time to accomplish their tasks.

### **How Appointments Are Made**

Any City resident interested in serving on an advisory body is invited to submit an application or a letter of interest to the City Clerk. When a vacancy occurs, it is publicized on local government Channel 7 and on the City's website, [www.waynesboro.va.us](http://www.waynesboro.va.us). However, applications and/or letters from persons interested in serving on the particular body are always accepted. Qualifying applications and letters are forwarded to the City Council for consideration.

Upon appointment, all new members are notified by mail of their appointment. Members of the Economic Development Board, Board of Zoning Appeals, and the Planning Commission are required by the Secretary of the Commonwealth to declare personal financial information and must annually file a Statement of Economic Interest with the City Clerk's office. The City Clerk provides the necessary forms, which remain on file for five (5) years.

### **Guidelines for Appointments**

**Term Limitations.** Notwithstanding any other provision of the Waynesboro City Code, no member of any City board, commission, committee or similar agency for which Council has appointive authority, and whose terms of membership are not prescribed by State Statute or Act of Assembly, shall serve for more than two (2) consecutive terms. However, persons appointed to fill less than one-half of the term of a vacancy may serve two (2) additional consecutive terms.

### **Eligibility Requirements/Qualifications**

Unless otherwise specified, applicants are required to be residents and/or qualified voters of the City of Waynesboro. Upon appointment, all new members are sworn in by the City Clerk, the Deputy City Clerk, or the Clerk of the Court.



## **Authorizing Documents**

The City Council approves the formation, composition, and responsibilities of all Boards and Commissions. Some Boards and Commissions, such as the Planning Commission, have responsibilities under State law. All Boards and Commissions operate under Council auspices and are responsible to the Council for compliance with the Municipal Code, and the Code of Virginia.

## **Bylaws**

Some Boards and Commission operations, procedures, and duties are established in adopted bylaws.

## **Membership Roster**

A complete listing of all City of Waynesboro Boards and Commissions, along with the meeting days, times, and locations, is available in the City Clerk's Office and on the City's website, [www.waynesboro.va.us](http://www.waynesboro.va.us). Membership rosters are available in the City Clerk's Department, and are public record. Please notify advisory body staff and the Clerk's Office promptly of any changes in your address or other contact information.

## **Meeting Times**

City Boards and Commissions meet on a regular basis and are open to the public. The calling of a special meeting, or the cancellation of any regular meeting, must be coordinated between the Chair and staff, and shall be subject to legal notice under the Code of Virginia. Advisory body members must also be notified in advance of the canceling or scheduling of any meetings.

## **Attendance**

Attendance at all regular and special called meetings is desired, with the understanding that certain events will occur that prevent perfect attendance. However, in order for the proper functioning of the City's Boards and Commissions, it is necessary for each member to be in attendance as much as possible. Attendance is also necessary to demonstrate the member's continued commitment to Board or Commission. Therefore, should an appointed member of a City Board or Commission be absent from four consecutive meetings, or whose attendance is less than 50% of the regular meetings over any 12 month period, Council may remove the appointed member and appoint a new member to fill the remaining term of the removed member.

## **Meetings**

### **Preparation for Meetings**

- Be prepared. Thoroughly review the agenda packet, including agenda reports, and any other materials before the meeting. The issues that come before Boards and Commissions are important to the community as a whole and demand your consistent attention. In agreeing to serve on a Board or Commission, you make a commitment to put in the time required to prepare fully for each meeting.
- Understand what action you are being called on to take regarding each particular agenda item.
- If you have questions regarding the agenda or agenda report, contact the Chair or your staff liaison before the meeting to clarify questions or request further information.
- Know the responsibilities of your Board or Commission, as well as the limitations of your individual authority. As a member of a Board or Commission you will be asked to provide recommendations to the City Council about specific issues. Keep in mind that your appointment does not empower you to supervise City staff.
- Keep an open mind. An objective, balanced, and receptive approach will help you assess the facets of a given issue, and evaluate new ideas. When receiving written and oral public testimony it will be necessary to discern between fact and opinion, as well as between those concerns which are relevant and those which are secondary to the issue at hand. Keeping an open mind will make it easier for you to understand all sides of an issue before you make a judgment or take a position.

Strive to appreciate differences in approach and point of view. Diversity of ideas sustains a thoughtful dialogue and a vibrant community. Likewise, take care to articulate your own ideas: remember that your individual voice is a critical part of the whole dialogue. Again, furthering common goals takes cooperation, flexibility, and a broad-based view of the public interest.

If you are unsure about something during the meeting, ask for clarification. On behalf of the public, your understanding of issues is important.

### **Rules of Debate**

Every Board and Commission member shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. A member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege, or appeal of Chair's procedural ruling).

Public meetings will proceed smoothly if all participants keep the following tenets in mind:

- (1) We may disagree, but we will be respectful of one another.

- (2) All comments will be directed to the issue at hand.
- (3) Personal attacks should be avoided.

### **Decorum in Meetings**

- Start meetings on time. Keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending only for certain items, or for better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff, and each other. Give your full attention when others speak.
- Learn to trust your own good judgment on decisions.
- Remember that people may be attending a meeting for the first time, and may be unfamiliar with your procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns. Don't engage in side conversations or otherwise be distracted during public testimony. The opportunity for public testimony is central to the strength of democracy, and is therefore encouraged. Active listening, however, does not mean engaging the public in debate. Your response is appropriately saved for after the public testimony is closed.
- Close the public testimony before you begin serious deliberation on an issue.
- Sometimes questions can most effectively focus discussion and direct decision-making. For example,

#### For staff.

- What is the history behind this item? • What are the benefits and drawbacks?
- What other alternatives did you consider? • What do you think about this item?
- What have you heard from the residents? • What would it take for you to support this? • What are your concerns?
- What specific, constructive, alternatives can you recommend?

#### For yourself.

- What are we trying to accomplish?
- What are the long-range interests of the community?
- Often you must balance multiple views, neither favoring nor ignoring one individual or group over another. Your obligation is to represent a broad-

based view of the community's long-range interests.

- Remember that your Board or Commission exists to take action.
- Endeavor to end meetings at a reasonable hour. Short breaks may be helpful during long meetings. Extending the meeting beyond an appointed hour may be subjected to a vote when that hour nears.

### **Role of Chair**

The Chair shall preserve order and decorum at all meetings, announce the Board or Commission decisions, and decide questions of order. The Chair is responsible for ensuring the effectiveness of the group process. A good Chair balances moving the discussion forward with involving all of the Board or Commission members and allowing for adequate public participation. In the absence of the Chair, the Vice Chair shall act as presiding officer.

### **Responsibilities of Chair**

- Ensure that the public understands the nature of the issue being discussed (for example, reason for discussion, process to be followed, opportunities for public input, timeline for decision).
- Keep discussion focused on the issue at hand.
- Solicit opinions from Board or Commission members. Encourage evaluation of new, tentative, or incomplete ideas. Discourage overly dominant Board or Commission members from having disproportionate control over the discussion.
- Protect Board or Commission members, staff, and the public from personal attacks.
- For major items, delay analysis and action until the full range of alternatives is on the table.
- Attempt to reach decisions expeditiously on action items. At those times when action would be premature, guide discussion toward a timeline or framework for responsible action.

### **Preparing Motions**

Boards and Commission meetings usually are conducted according to parliamentary procedure. The Chair directs the meeting, and his/her rulings must be followed unless they are overruled by the body.

When a member wishes to propose an action on a particular item on the posted agenda for the Boards and Commissions to consider, the member makes a motion. A motion goes through the following steps:

1. The member asks to be recognized by the Chair.
2. After being recognized the member makes the motion: "I move that we..."
3. Another member seconds the motion: "I second the motion. "
4. The Chair restates the motion and asks for discussion on the motion.
5. When the Chair determines that there has been enough discussion, the debate may be closed with: "Is there any further discussion?" or a member may state, "I call the question."
6. If no one asks for permission to speak, the Chair then puts the question to a vote: "All those in favor say aye. All those opposed say nay. "The Chair should restate the motion prior to the vote to ensure the motion is clearly understood by all. Any member may request a roll call vote on a motion.
7. After the vote, the Chair announces the decision: "The motion carries unanimously," "The motion carries four to three (list individually if requested)," or "The motion has failed."

Properly phrasing a motion can be difficult and corrections may be necessary before it is acted upon. Until the Chair states the motion, the member making the motion may rephrase or withdraw it. Only motions that are voted on will appear in the minutes.

Members may wish to write out difficult motions.

It is best to avoid including more than one proposal in the same motion. This is especially important when Boards and Commissions members are likely to disagree.

Any member may ask the chair to divide a motion. If others do not object, the chair may proceed to treat each proposal as a separate motion.

## **Boards and Commissions Role and Relationships**

### **Council—Boards and Commission Relationship**

The primary purpose of all Boards and Commissions is to provide judicious advice to the City Council, the elected policy-making body of the City. The Boards and Commission's role can include hearing public testimony on the Council's behalf, building community consensus for proposals or projects, reviewing written material, facilitating study of critical issues, guiding the implementation of new or regulating established programs, assessing the alternatives regarding issues of community concern, and ultimately forwarding recommendations to the Council for consideration. There are times when the Boards or Commission recommendation will not be sustained or will be modified by the City Council. It is important to recognize this not as a rejection of the integrity of the recommendation, but as an inevitable part of the process of community decision-making.

Throughout this process, the form and formality of the relationship between Boards and Commission members and Council members will vary. Some Boards and Commissions members will have regular contact with individual Council members,

while others may serve solely in the group context. This relationship will depend on your Boards and Commissions as much as on you and the Council. For example, there are times when the Chair may address the Council formally on behalf of the Boards and Commissions, and other times when a Boards and Commissions member may meet with a Council member individually. At all times it is important to aim for clarity and mutual respect for the different responsibilities and roles.

### **Staff—Boards and Commission Relationship**

Both Boards and Commissions and staff are motivated by the shared goal of furthering the City's best interests. Yet while the goal is shared, there are times when the approach and responsibility toward implementing the goal are significantly different. Some things that one body can do, the other cannot. Sometimes staff may wish to accomplish a specific goal, but due to the constraints of their employment, they may not readily be able to advance their ideas. Likewise, the Boards and Commissions recognize their obligations to fulfill larger objectives that staff, in their demanding workloads, may sometimes overlook. Because the distinctions in responsibility are not always explicit, cultivating a balanced understanding of your role is essential. The interaction need never be adversarial, but rather can promote respect for different perspectives, and an appreciation for each other's strengths.

### **Staff Responsibilities**

Important staff responsibilities include:

- Being informed about the latest developments in their field.
- Providing background and expressing views to the Boards and Commissions on important issues.
- Providing administrative support, including agenda preparation and taking of minutes at meetings.
- Maintaining a professional position on all topics.
- Assisting the Boards and Commissions to stay on track and focused.
- Interpreting City Council, City department, and relevant state, federal, and international actions and policies.
- Making sure the intent of the Board or Commission is not lost after a decision.
- Developing a rapport with the Chair and Board and/or Commission members.
- Alerting Board or Commission members of possible detrimental actions.
- Presenting Board or Commission recommendations to the City Council.

In the event that the recommendation of staff and the recommendation of the Board or Commission differ regarding a given issue, both recommendations should be presented to the City Council. Staff will consult with the Boards and Commissions on how to handle presentation of the alternatives to the Council. The format may vary. For example, both staff and the Boards and Commissions can each present a report. Or, staff can present both alternatives, with the Boards and Commissions Chair or chosen member delegate present to answer Council's questions. When there is a significant minority opinion, it can also be brought to the attention of the Council, either as a separate report, or as testimony from a Boards and Commissions member. Regardless of the approach chosen, every effort should be made by staff to include the approved Boards and Commissions minutes of the relevant meeting(s) as part of the Council agenda report.

Additionally, the agenda report shall include a section called analysis, which may include partially or wholly, the pros, cons, and foreseeable consequences of the recommendation(s), if any. In the event that staff and the Boards and Commissions disagree, an analysis of both recommendations shall be included.

Regardless of the approach chosen, every effort should be made by staff to include the approved Boards and Commissions minutes of the relevant meeting(s) as part of the Council agenda report.

### **City Clerk**

The City Clerk's Office accepts and maintains applications, processes appointments, updates membership rosters, bylaws, and informational booklets. The City Clerk is the filing officer for Statements of Economic Interests, and any other required filings as identified by the City Council and by the State.

### **Legal Matters**

The City Manager is a resource for understanding compliance with the Code of Virginia, for agenda legality issues, meeting process questions, and conflict of interest determinations.

### **Public Meetings**

City of Waynesboro Boards and Commissions are subject to State law governing open meetings and records. The general intent is that Boards and Commissions act openly and that their records be open to the public. Exemptions may exist and each body should orient new members on what, if any, exemptions exist for their meetings and records.

Two types of meetings exist: regular meetings and special meetings. Regular meetings are held at the time and place specified in the bylaws or are meetings which have been "adjourned to" and are referred to as adjourned regular meetings. Special meetings may be held at a different time or place to discuss issues that cannot be accommodated on regular meeting agendas but must still comply with notice requirements. Boards and Commissions staff is responsible for identifying the type of meeting and posting all notices, including the agenda and notice of adjournment.

### **Regular Meetings**

The Code of Virginia requires each legislative body to set the time for regular meetings by ordinance, resolution, bylaws, or whatever specifies the conduct of that body's business. Traditionally, this has been the bylaws of the legislative bodies. City Council approves all changes in bylaws, including the change of scheduled meeting dates and times. A "meeting" is considered to take place any time that a quorum of the Boards and Commissions gathers to discuss that body's business; the Code of Virginia prohibits a quorum from meeting privately. To this end, the Code of Virginia specifically prohibits "any use of direct communication, personal intermediaries or technological devices.., employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body." Hence the prohibition extends not only to personal contacts of the Boards

and Commissions members among themselves outside the public meeting context, but also prohibits meetings whereby information is exchanged among a quorum of Boards and Commissions members whether or not simultaneously in one another's presence.

### **E-mail Communication Between Members**

Because e-mail communications can ultimately lead to the exchange of information intended to, or which may, create collective concurrence among a quorum of Boards and Commissions members, e-mail communications between Boards and Commissions members relative to Boards and Commissions business should be avoided.

### **Continuance**

A legislative body may continue any regular or special meeting to a time and place specified in the continuance notice. A copy of the continuance notice shall be conspicuously posted on or near the door where the meeting was held within twenty-four (24) hours after the time of continuance. If the matter is continued to a time less than twenty-four (24) hours after the meeting, a copy of the continuance notice shall be posted immediately following the meeting that was continued.

### **Conflict of Interest**

The City of Waynesboro adheres to the Virginia Conflict of Interest Code, which states that no person shall make or participate in a governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally.

The City Manager is available to help Board and Commission members decide if they should declare a disqualification on any issue. There may be instances where financial conflict of interest is not the issue, and again, the City Manager will provide guidance in determining whether a member should disqualify him/herself from acting on the item. In these instances, members should recuse themselves from a vote using the phrase, "*...to avoid the appearance of impropriety.*"

### **Communications with the Public Outside of Meetings**

Members of those Boards or Commissions which act in quasi-judicial capacity (i.e., review permit applications or hear appeals) may be prohibited from communicating about certain agenda items with members of the public outside of public meetings. Members of these Boards and Commissions should consult their respective Boards and Commissions bylaws to ascertain whether such a prohibition exists.

### **Freedom of Information Act (FOIA):**

The Virginia Freedom of Information Act (FOIA) sets forth the procedures that a public body must follow in conducting an open meeting and convening in a closed meeting. The attached outline breaks down the procedural requirements, such as what is required in a notice and certifying a closed meeting, and provides practical advice for conducting meetings that comply with FOIA.