



Agenda
Board of Supervisors
Friday, January 2, 2026 at 9:00 AM
Administration Building Auditorium
414 North Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance & Moment of Silence - Parliamentarian

Determine Presence of a Quorum – Parliamentarian

Description of Meeting & Election Procedures – Parliamentarian

Election of the Chairman – Parliamentarian

Election of the Vice-Chairman – Chairman

Adoption of an Agenda

Public Comment

Old Business

New Business

1. Consideration of Resolution #2026-1 for Calendar Year 2026 – Chairman
 - a. Bylaws
 - b. Code of Ethics
2. Committee, Liaison, and Other Appointments – Deputy Clerk
3. COIA Filing Requirements – Deputy Clerk
4. FOIA, COIA, ADA Compliance Training Date - County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

Adjourn



Chairman
Vice-Chairman
Board Members

County Administrator
Jonathon Weakley

County Attorney
Hannon Wright

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RESOLUTION #2026-1

A RESOLUTION TO ADOPT AND EFFECT AN ORGANIZATIONAL PLAN FOR THE MADISON COUNTY BOARD OF SUPERVISORS FOR THE JANUARY 1, 2026 – DECEMBER 31, 2026 CALENDAR YEAR

WHEREAS, various provisions of Code of Virginia and Madison County ordinances and policies as well as tradition indicate that the Madison County Board of Supervisors should take certain actions following the election and/or during its first meeting every calendar year,

NOW, THEREFORE, BE IT RESOLVED by the Madison County Board of Supervisors that the following organizational plan shall apply for the January 1, 2026 – December 31, 2026 calendar year:

I. Bylaws

The Madison County Board of Supervisors Bylaws and Rules of Procedure for 2026 are hereby adopted by reference.

II. Code of Ethics

The Madison County Board of Supervisors Code of Ethics for 2026 is hereby adopted by reference.

BE IT FURTHER RESOLVED that it is the intent of the Madison County Board of Supervisors that each of the elements above is to be in effect until replaced, amended, or repealed.

Adopted this 2nd day of January 2026 on motion of Supervisor _____, seconded by Supervisor _____.

_____, Chairman
Madison County Board of Supervisors

Jonathon Weakley
County Administrator

	Motion	Second	Aye	Nay	Absent	Abstain

DRAFT

MADISON COUNTY BOARD OF SUPERVISORS BYLAWS AND RULES OF PROCEDURE FOR 20252026



SECTION I. PURPOSE AND BASIC PRINCIPLES

1.1. Purpose of Rules of Procedure

- A. To enable County government to transact business expeditiously and efficiently;
- B. To protect the rights of each individual Board member;
- C. To preserve a spirit of cooperation among Board members; and
- D. To determine the pleasure of the Board on any matter.

1.2. Basic Principles Underlying Rules of Procedure

- A. Only one (1) subject may claim the attention of the Board at one time;
- B. Each item presented for consideration will be entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights of the minority must be preserved;
- E. Discussion by members should be directed at the issue before the Board, and not at other members.

1.3. Rules of Interpretation

- A. These Rules of Procedure are rules of parliamentary procedure and are for the convenience of its members only. They do not have the force of law.
- B. Only members of the Board or the Parliamentarian have standing to raise a point of order or to challenge a ruling of the Chair or other action of the Board on the basis of compliance or non-compliance with these Rules of Procedure or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order. In no event may questions over compliance herewith be raised judicially.
- C. Non-compliance with these Rules of Procedure must be raised at the time of the non-compliance, prior to continued debate or a vote. If a challenge is raised in a timely manner by a member with standing as provided for herein, the only relief shall be the correction of the error in conformance with these Rules of procedure. If a challenge is not timely made, the right to challenge the non-compliance is waived. In no event will a violation hereof result in the voiding or overturning of any action of the Board.
- D. Failure to comply with these rules or Robert's Rules of Order shall not invalidate Board action otherwise valid at law.

SECTION II. MEETINGS

2.1. Regular Meetings

- A. The time and place of regular meetings of the Madison County Board of Supervisors (hereinafter referred to as the Board) shall be:
 - i. A Regular Meeting shall be held in the Board Auditorium (County Administration Building, 414 North Main Street, Madison, Virginia) on the first Wednesday of each month after the Planning Commission meeting that begins at 7:00 p.m. for the primary purpose of hearing and considering planning and zoning matters.
 - ii. A Regular Meeting shall be held in the Board Auditorium on the second Tuesday of each month, beginning at 4:00 p.m.
 - iii. A Regular Meeting shall be held in the Board Auditorium on the fourth Tuesday of each month beginning at 6:00 p.m.
- B. The Board may prescribe any other meeting place or time in compliance with § 15.2-1416 of the Code of Virginia (1950), as amended.
- C. When a regularly scheduled meeting falls on a legal holiday or Election Day, the meeting shall be held on the following business day.
- D. A regular meeting may be postponed by the Chairman, or the Vice-Chairman if the Chairman is unable to act, upon a finding that weather or other conditions hazardous for the members or the public to attend the regular meeting. The postponed meeting may be held on the next business day on which County offices are open.
- E. A regular meeting may be canceled by the Chairman, or the Vice-Chairman if the Chairman is unable to act, or upon finding that there is a lack of business.
- F. 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 fixed date for the next regular meeting, until the business before the governing body is completed.

2.2. Special Meetings

- A. The Board may hold such special meetings as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. Either the Chairman, or any two (2) members, may call a special meeting of the Board in such a manner as prescribed by §15.2-1418 of the Code of Virginia (1950), as amended. Only matters specified in the notice shall be considered unless all of the members of the Board are present. The notice of the special meeting may be waived if all members of the Board attend the special meeting or sign a written waiver. Where a special meeting has been called the Board shall give to the media and general public such notice of the time, place and purpose of the meeting as is feasible.

2.3. Annual Organizational Meetings

- A. The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual organizational meeting. The annual organizational meeting shall be held in the Board Auditorium on the first business day of the succeeding year, beginning at 9am. The Parliamentarian shall preside during the election of the Chairman of the Board.

- B. The Chairman shall be elected at the annual meeting for a term of one (1) year. The Chairman may succeed himself/herself in office. The Chairman and Vice Chairman shall continue to hold office until their successor takes office.
- C. Following the election of Chairman, he/she will assume the chair and conduct the election of the Vice Chairman.
- D. Following the election of the Vice Chairman, the Board shall:
 - 1. Establish dates, times and places for the regular meetings;
 - 2. Adopt its Rules of Procedure;
 - 3. The Chairman, with concurrence of a majority of the Board, shall make appointments to standing and ad hoc committees, preferably within one (1) week of the organizational meeting.

2.4. Quorum and Method of Voting

- A. At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a voice vote. The Chairman may choose to have the vote by a roll call vote or by show of hands; however, if there is one (1) "no" vote or one (1) abstention, at the request of any member of the Board, the Board may be polled and the name of each member voting and how he or she voted shall be recorded. All votes on matters of ordinance shall be recorded by the clerk along with the name of each member voting and how he or she voted.
- B. Members abstaining shall state for the record their reason for abstaining, if they abstain on account of a conflict of interest as prescribed by state law.
- C. A tie vote fails.
- D. All adopted motions of the Board of Supervisors shall be construed as resolutions of the Board and shall be recorded in the official minutes as preceded by, "it is hereby resolved that ...". The name of each Board member voting on the motion shall be recorded in the official minutes along with how the member voted.
- E. During times of local, state, or national emergency, the Board may conduct its meetings through electronic communication, when meeting in person is unsafe or impractical, in compliance with Virginia Code §2.2-3708.2.
- F. The Madison County Board of Supervisors may conduct any meeting in which public business is discussed or transacted through electronic communications if, on or before the day of the meeting, a member of the Board of Supervisors notifies the Chair of the Board that they are unable to attend the meeting for any of the following reasons:
 - a. Due to a temporary or permanent disability or other medical condition that prevents that member's personal attendance.
 - b. The member is unable to attend the meeting due to a personal matter, and the member provides a description of the specific nature of the personal matter to the Chair.

No member of the Board of Supervisors shall be entitled to rely on this provision more than twice in any calendar year.

If the Chairman of the Board approves the electronic participation set forth in this Section, the Board shall record in its minutes the fact that a member participated remotely through electronic communications and specify the remote location from which the absentee member participated

electronically. The Board shall also include in its minutes the reason(s) the absentee member participated remotely.

If the Board Chairman denies participation from a remote location, the basis for such disapproval shall be recorded in the minutes with specificity.

2.5. Board to Sit in Open Session

The Board shall sit in open session and all persons conducting themselves in an orderly manner may attend the meetings; provided, however, the Board may conduct Closed Session as permitted under the Virginia Freedom of Information Act.

2.6. Closed Sessions

- A. Closed Sessions may only be convened in conformance with §2.2-3711 of the Code of Virginia (1950), as amended or as otherwise provided by law as there are other provisions that would make such sessions or discussions of items in those sessions confidential.
- B. No resolution, ordinance, rule, contract, regulation or motion agreed to in a Closed Session shall become effective until the Board reconvenes in an open session and takes a vote of the membership on such resolution, ordinance, rule, contract or regulation or motion which shall have its substance reasonably identified in the open meeting.
- C. At the conclusion of a Closed Session, the Board shall reconvene in open session immediately thereafter and shall take a roll call vote certifying that to the best of each member's knowledge:
 1. Only public business matters lawfully exempted from open session requirements were discussed; and
 2. Only public business matters identified in the motion convening the Closed Session were heard, discussed or considered.
- D. The failure of the certification to receive the affirmative vote of a majority of the members present during the Closed Session shall not affect the validity or confidentiality of the Closed Session with respect to matters considered therein in compliance with the Freedom of Information Act.
- E. The Board may permit non-members to attend a Closed Session if their presence will reasonably aid the Board in its consideration of an issue.
- F. Any member may request a proposed Closed Session item be pulled from the agenda for a separate vote on entering Closed Session, at his or her discretion.
- G. Any matter discussed in closed session is privileged and shall not be disclosed by any participant in the closed session, except as required by court order.

2.7. Work Sessions

- A. Work sessions may be held as regularly scheduled, specially called or recessed meetings of the Board, in order to work on issues to be considered by the Board in the future.
- B. No formal votes may be taken at a work session.
- C. Work sessions require legal notice pursuant to §2.2-3707 of the Code of Virginia (1950), as amended.

2.8. Conduct in Meetings

- A. The effectiveness and efficiency of governmental bodies in serving the public is enhanced by the proper conduct of all participants, whether government officials, employees, or members of the public, in meetings and work sessions of the Board or any Committees created pursuant to Section VI of these Rules of Procedure.
- B. To this end, all such meetings and work sessions shall be conducted with observance by all participants of the fundamental rules of civility, including restraint in demeanor and respect for others and their views. This rule is not intended to restrict disagreement or opposition to any proposal, motion, or argument. It is intended to restrict the manner in which such disagreement or opposition is expressed to preclude those ways of discourse which tend to disrupt or impair the conduct of a meeting. Shouting, profanity, threats, personal attacks, and other similar actions are unacceptable. Should, in the view of the Chairman or a majority of the Board or any Committee, a participant violate the foregoing guidelines for conduct, the Chairman or the Chairman's designee may address the participant's deviation from the guidelines.
- C. This rule of conduct shall be enforced by the Chairperson of the meeting who may order an unruly or disruptive individual or individuals whose conduct in the judgment of the Chairperson tends to disrupt or otherwise impair the conduct of the meeting, to be removed from the meeting.
- D. The rules of conduct described in B. above are intended to apply to all Board appointees to any agency, committee, commission, or similar entity, regardless of whether all members of the entity are appointed by the Board.

SECTION III. OFFICERS

3.1 Chairman and Vice Chairman

The Chairman shall preside over all meetings of the Board of Supervisors. The Chairman shall appoint Board members to serve on standing committees and ad hoc committees established by the Board of Supervisors, such appointments to be made with concurrence of a majority of the members of the Board, promptly and within a reasonable time, preferably within one (1) week following the annual meeting. The Vice Chairman shall serve as Chairman when the Chairman is unavailable or unable to act for any reason.

3.2 Clerk

The Clerk of the Board shall be the County Administrator. The County Administrator may appoint one (1) or more members of the County staff to serve as Deputy Clerk of the Board.

3.3 Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, Robert's Rules of Order, and any other applicable legal procedures, as may be directed by the Chairman, or as required as a result of a point of order raised by any one (1) or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as Parliamentarian.

3.4 Preservation of Order

At meetings of the Board, the presiding officer shall preserve order and decorum.

SECTION IV. CONDUCT OF BUSINESS

4.1. Prior to Call to Order or Convening of Business

Invocation may be conducted in accordance with Va. Code § 15.2-1416.1, prior to the governing body's actual call to order or convening of business.

4.2. Order of Business

The first items shall be the Call to Order, Determination of a Quorum, Pledge of Allegiance, and a Moment of Silence.

4.3. Consent Agenda

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the Regular Agenda by any member's request. Only one (1) motion is necessary to adopt all recommendations and action items on the Consent Agenda.

4.4. Public Comment

The Board shall set aside a time period for Public Comment at each regularly scheduled meeting. During this period the Board shall receive comment from any citizen on any topic not set for public hearing at that meeting, and no individual citizen should, at the Chairman's discretion, be allocated more than five (5) minutes of time to address the Board. Speakers shall not be allowed to (a) campaign for public office, (b) promote private business ventures, (c) engage in personal attacks, or (d) use profanity or vulgar language. Speakers may submit written record of their comments, or of comments they were unable to make because of time constraints that will be appended to the minutes of that meeting if submitted to the Clerk of the Board within five business days.

4.5. Motions

- A. No motion shall be discussed prior to being duly made in accordance with these Rules of Procedure. Once the motion is seconded, if a second is required, the person making the motion shall have a reasonable time as determined by the Chair to give his/her reasons in support of the motion prior to the start of debate.
- B. All motions shall be duly seconded before being submitted to the Board for decision; if said motion requires a second by Robert's Rules of Order, latest edition.
- C. When a question is under discussion, no motion shall be received unless it is one to amend, to commit, to postpone, for the previous question, for a substitute motion, a motion to lay on the table, or a motion to adjourn.
- D. No member should speak for the second time on a motion until every member desiring to speak has spoken.
- E. When a vote upon any motion has been announced, it may be reconsidered during the meeting session in which the motion was made, on the motion of any member who voted with the prevailing side, without the need for a formal motion to reconsider. In the case of a tie vote, neither side shall be considered as having prevailed for the purposes of this rule and such reconsideration may be initiated by the motion of any member.

- F. In accordance with the Constitution of the Commonwealth of Virginia, a recorded affirmative vote of a majority of the entire Board shall be required to pass any ordinance or resolution imposing taxes, authorizing the borrowing of money, or appropriating funds. The Chair may, at his/her own discretion, call for a roll call vote.
- G. All motions to adopt any ordinance shall be by voice vote and the clerk shall ensure that the minutes shall reflect the names of the persons voting and how they voted in the permanent record.
- H. Upon a call for a question, the Chair shall determine whether there exists any objection to ending discussion. If none, the question shall be called. If any person objects, the Chair shall seek a second for the motion to call for the question. A two-thirds (2/3) majority shall be required to end debate.
- I. A tie vote defeats the question being voted upon.
- J. A motion to reconsider must be made at the same meeting or the next immediate meeting. A motion to reconsider must be made by a member of the Board who voted on the prevailing side when the original motion was voted upon. A motion to rescind or to amend a prior action adopting something with continuing effect by the Board may be made by any member of the Board at a subsequent meeting upon proper notice having been given. There is no time limit for the making of such a motion. However, such motions are improper if (1) the original action by the Board was subject to a motion for reconsideration, (2) the action or inaction of third-parties in reliance on the Board's approval of the original Board's action is impossible to undo, or (3) certain personnel actions, as described in Robert's Rules of Order, have been taken. Voting requirements are: (1) a majority of the entire Board, or (2) a majority of a quorum, if the call to the meeting provides the language of any proposed change.

4.6. Decisions on Points of Order

The Chairman, when presiding at a meeting of the Board, without vacating the chair, shall refer any point of order to the Parliamentarian for an advisory opinion to the Chairman.

4.7. Same; Appeal to Board

Any member of the Board may appeal to the Board the decision of the Chairman on any question of order or the interpretation of these Rules of Procedure. A majority vote of those present is necessary to overrule the Chairman. No second is required on a member's appeal.

4.8. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order.

4.9. Suspending Rules

One (1) or more of these Rules of Procedure may be suspended with the concurrence of the majority of the members present.

4.10. Amendment of Rules

These Rules of Procedure may be amended by majority vote of the entire membership.

4.11. Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in the Rules of Procedure and by applicable State law, shall be governed by Robert's Rules of Order, latest edition.

SECTION V. AGENDA AND MINUTES

5.1 Preparation

- A. The Clerk shall prepare a preliminary agenda for the regularly scheduled meetings conforming to the order of business specified in § 4-2 titled "Order of Business".
- B. There are times when Madison County residents and business operators, public officials or other individuals desire to speak before the Board of Supervisors or request the Board to take action or otherwise react on a specific issue. The Madison County Board of Supervisors has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not provided. Therefore, it is the policy of the Madison County Board of Supervisors to require that a reproducible (8 1/2 x 11) written description of any item to be considered be submitted to the Clerk by Noon at least 7 days before a regularly scheduled meeting. Individuals providing such documents are reminded that all such information becomes public information, subject to the Freedom of Information Act, upon receipt by County staff.
- C. Any Board member may request that items be placed on the agenda by contacting the Clerk by ~~2:00 p.m. on Friday~~the end of the day on Thursday prior to the Board meeting for which they wish the item scheduled. The Clerk shall place requested items on the preliminary agenda for the next regular meeting following the request, subject to Paragraph A of this section.
- D. All items which are requested to be placed on the preliminary agenda which have not been submitted within the prescribed deadline shall be placed on the next regular agenda for consideration.
- E. All significant items to be considered by the Board shall be developed by a member of the Board, a member of a Board-appointed committee, a constitutional officer, the County Attorney or County Administrator. Such development is expected to include appropriate documents with concise but full information on the context and specifics of the issue and a draft motion articulating the specific proposed Board action. Such documentation is to be distributed by the Clerk to the members of the Board of Supervisors as soon as practical or, at a minimum, along with the agenda and supporting materials for the meeting during which the item is to be considered.
- F. The Chairman or the Board of Supervisors may waive this requirement on a case-by-case basis if it finds that strict adherence to its language is too restrictive.

5.2 Delivery of Agenda

- A. The preliminary agenda and related materials for regular Board meetings should be emailed to each member of the Board and the County Attorney by close of business on Friday prior to the meeting.
- B. The preliminary agenda and related materials should be made available to the public on the County's web-site by close of business the Friday prior to the meeting and posted simultaneously with its availability to Board members.

5.3 Promulgating the Preliminary Agenda

In addition to posting the preliminary agenda on the web site, the Clerk shall prepare copies of the preliminary agenda for distribution to the public prior to the meeting.

5.4 Finalization of Agenda

The preliminary agenda shall be finalized at each meeting of the Board upon the Board's decision, by vote or apparent consensus, to add or delete items from the agenda, or to proceed with the agenda without alteration.

5.5 Comments, Queries of Board Members

Board members are to observe the following rules during the discussion of agenda items, public hearings excepted:

1. Comments of Board members must be constructive. The Chairman ensures that comments are constructive.
2. The Chairman keeps discussions germane to the subject. The Chairman rules other comments out of order.
3. Discussion by members should be directed at the issue before the Board, and not at other members.

5.6 Board Commendations

The Board may issue Commendations to any person, persons, or groups for meritorious service to the community or other act meriting special recognition, by Resolution, as Resolutions are adopted. Such commendations shall be signed by the Chairman of the Board.

5.7 Minutes

Draft minutes are to be prepared by the Clerk or their designee. Minutes should be concise, containing the substance of the meeting and avoiding lengthy or inappropriate content. As such, the language contained in all resolutions, ordinances and budget amendments shall be included in the draft minutes. Draft minutes shall be prepared as soon as practical after the meeting, marked as such, and made available to the public. Minutes are to be presented for approval at the first or second regular Tuesday Board meeting.

SECTION VI. BOARD AND OTHER COMMITTEES; APPOINTMENT

6.1 Board Committees; Appointments; Vacancies

The Board, by majority vote, may establish or abolish standing or Ad hoc committees of the Board (i.e., Personnel, Rules, etc.). Each committee shall consist of at least two (2) members of the Board, unless otherwise established, and its members shall be appointed by the Chairman, with concurrence of a majority of the Board, preferably within one (1) week of the committee's creation or any reauthorization. The Chair shall likewise fill any vacancy. In addition, the Chairman shall appoint one Board member as an alternate for each committee, which alternate may sit and vote in the absence of an appointee to a Board committee.

6.2 Citizen Appointments to Committees

All appointments of citizens, other than members of the Board of Supervisors, shall be made by a majority vote of the Board members present.

6.3 Officers; Visiting Board Members; Alternate Board Members

- A. Each committee shall have a chairman appointed by the Board Chairman. In the absence of the chair, the ranking member (in length of service) present shall serve as temporary chair. In the event that the two (2) members present rank equally, they shall agree among themselves who shall serve as chair.
- B. Any visiting Board Member, providing there is not a quorum of the Board present, may participate in the discussion of the Committee's business, at the discretion of the Chairman, but not vote.
- C. In addition to the alternate, if there is a vacancy at a committee meeting, the committee chairman may appoint another Board member not assigned to the committee to fill the vacancy and serve as a voting committee member for that committee meeting.
- D. Any Board member who misses three (3) consecutive regularly scheduled committee meetings of a committee to which he or she is assigned may be removed from that committee by majority vote of the Board of Supervisors.

6.4 Committee Rules

- A. These rules are promulgated for the purpose of assisting standing and ad hoc Board of Supervisor committees which exist to advise the Board on County related matters.
- B. Wherever possible, Board committees shall operate in an informal manner. Procedurally, committees are encouraged to work cooperatively so as to not require an abundance of rules. However, at the discretion of the Committee Chairman, the Committee may be required to operate under the rules of procedure adopted by the full Board for the conduct of its business.
- C. The primary function of Board Committees is to study and prepare issues prior to matters coming before the Board. Committees may often study items more thoroughly, effectively and efficiently than may be done at the full Board level.

6.5 Meeting Times; Notice to Members and the Press

- A. Meetings of committees shall, whenever possible, be held within the week after the regular Board meeting.
- B. All standing committees should establish regular meeting times and dates, whether monthly or less often. If no business is known, then committees may be canceled with the permission of the Chair of that committee.
- C. Ad-Hoc Board Committees should endeavor to establish regular meeting dates and times if it appears that the length of their service may extend beyond the range of three (3) months.
- D. Committees should endeavor to not postpone scheduled meetings where there is business to discuss. Wherever possible, business from missed meetings shall be carried over to the next regularly scheduled committee-meeting day.
- E. Special (unscheduled) committee meetings shall be allowed if needed, upon written notice authorized by the Committee chair, mailed at least five (5) working days in advance of the meeting date to all committee members and the Board Chair. The

Chairman may choose to set a sooner meeting time upon direct notification to, and with the consent of all, committee members.

- F. The staff shall endeavor to notify the press of all committee meetings as soon as a meeting is scheduled or canceled.

6.6 Organizational Committee Meetings; Quorum

- A. The first meeting of any committee after the Board's organizational meeting, and the first after the creation of any new or ad hoc board Committees, shall be called by the Chair of the committee pursuant to the notification rules shown above. The Committee should determine its meeting schedule at its organizational meeting; however, it may later amend its schedule as the need arises.
- B. A quorum for business purposes shall be a simple majority of its members.

6.7 Call by Chairman; Agenda Preparation

- A. Any committee shall convene under these rules in order to consider any matter specially assigned to it by the Chair, upon his or her written request that the committee meet. Such request may require the committee to meet prior to their next scheduled meeting if, in the opinion of the chairman, it is necessary to do so.
- B. All committee meetings shall have a prepared notice/agenda electronically posted or delivered to the committee members, the public, and the press at least three working days prior to the meeting. This notice may be shorter upon a special called meeting, with the consent of all members, but every effort shall be made to contact the press regarding any committee meeting.
- C. Committee Agendas and Minutes shall be circulated to all Board members and such other materials as designated by the Committee Chairman.

6.8 Committee Clerk

The County Administrator may assign a member of staff to the role of committee clerk for the various committees. This may be the same, or different, person than any person named as Deputy Clerk to the Board.

SECTION VII. INTERACTION WITH COUNTY EMPLOYEES

7.1. Supervisors Actions

Supervisors should maintain close contact with County employees, especially Department Heads, to stay aware of needs of the County. However, unless otherwise legally authorized, no supervisor(s) shall directly give orders or direction to the County Administrator or any County employee unless such instruction is conveying a legal action of the Board.

MADISON COUNTY BOARD OF SUPERVISORS

CODE OF ETHICS FOR 20252026



PREAMBLE

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The citizens and businesses of Madison County, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the County of Madison's Commitment to Excellence, the effective functioning of democratic government therefore requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Madison County Board of Supervisors has adopted this Code of Ethics for members of the Board and of the County's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Madison County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Madison County Board of Supervisors, boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the Commonwealth of Virginia and the County of Madison in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the County of Madison; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct,

personal charges or verbal attacks upon the character or motives of other members of the Board of Supervisors, boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, and apply laws and ordinances rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship that may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Board shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission or proceeding of the County, nor shall members of boards, committees or commissions appear before their own bodies or before the Board of Supervisors on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or Madison County, nor will they allow the inference that they do.

14. Policy Role of Members

The Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator with the advice and consent of the Board of Supervisors. Individual members, therefore shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions.

15. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings.

16. Positive Workplace Environment

Members shall support the maintenance of a positive and constructive ~~work~~ ~~place~~workplace environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the County, the Madison County Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards, committees and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Madison County Code of Ethics. In addition, the Board of Supervisors, boards, committees and commissions, shall annually review the Code of Ethics and the Board of Supervisors shall consider recommendations from boards, committees and commissions to update it as necessary. A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board of Supervisors, board, committee or commission decision.



Committee, Liaison, and Other Appointments

All Committee, Liaison, and Other Appointments listed below expire on December 31, 2025.

Key:

*New applicants and applications are attached.

^Required to serve.

- Pending Board discussion.

Board Appointed Committees:	Currently Serves:	Willing to Serve:	Board Decision:
Blue Ridge Cigarette Tax Board	Brian Daniel	Brian Daniel	
	Jonathon Weakley	Jonathon Weakley	
Blue Ridge Committee for Shenandoah National Park Relations	Bruce Bowman	Bruce Bowman	
	James Ballard	*John M. Powell	
	Jud Buchanan	-	
Central Virginia Economic Development	Jonathon Weakley	Jonathon Weakley	
Central Virginia Regional Jail	^Erik Weaver	^Erik Weaver	
	Jud Buchanan	-	
Community Policy Management Team	Dustin Dawson	-	
Economic Development Committee <i>Committee would like to retain current members and add the Planning & Zoning Administrator to membership.</i>	James Jewett	-	
	Jud Buchanan	-	
	Jim Smith	Jim Smith	
	Molly Wilshere	Molly Wilshere	
	^Tracey Gardner	^Tracey Gardner	
		^Allen Nicholls	
	^Jonathon Weakley	^Jonathon Weakley	
	^Brian Gordon	^Brian Gordon	
Encompass Community Supports	Brittany Shankle	Brittany Shankle	
Joint Capital Improvement Plan Committee	R. Clay Jackson	-	
	Carty Yowell	-	
Madison Extension Council	R. Clay Jackson	-	
Parks & Recreation Authority	R. Clay Jackson	-	

	Carty Yowell	-	
Piedmont Workforce Development	Annette Hyde	Annette Hyde	
	James Jewett	-	
Preliminary Development Review Committee	Zachary Whitman	Zachary Whitman	
	^Jamie Wilks	^Jamie Wilks	
	^Allen Nicholls	^Allen Nicholls	
	^Stephen Carpenter	^PC Chairman	
	^Brian Gordon	^Brian Gordon	
	^Jonathon Weakley	^Jonathon Weakley	
	^Tracey Gardner	^Tracey Gardner	
	Carty Yowell	-	
	Dustin Dawson	-	
	R. Clay Jackson (Alternate)	-	
Rappahannock Juvenile Detention Commission	Nancy Coppedge (Alternate)	Nancy Coppedge (Alternate)	
	Jonathon Weakley	Jonathon Weakley	
Rappahannock River Basin	Carty Yowell	-	
	Jonathon Weakley (Alternate)	Jonathon Weakley (Alternate)	
Rappahannock Rapidan Regional Commission	Jonathon Weakley	Jonathon Weakley	
	Dustin Dawson	-	
Regional Preparedness Advisory Committee for Interoperability	Brian Gordon	Brian Gordon	
	Gavin Helme	Ashley Richards	
Skyline Community Action Partnership	Peter Work	Peter Work	
	James Jewett	-	
Social Services Board	Jud Buchanan	-	
Thomas Jefferson EMS Council	Dustin Dawson	-	
	Carty Yowell (Alternate)	-	
Topping Fund Committee	^Annette Dodson	^Annette Dodson	
	^Greg Cave	^Greg Cave	
	^Jonathon Weakley	^Jonathon Weakley	
	R. Clay Jackson	-	
	Dustin Dawson	-	
Tourism Committee	Cheryl Yowell	Cheryl Yowell	
	Janine Jenson-Oakerson	Janine Jenson-Oakerson	
	Brent Lohr	Brent Lohr	
Circuit Court Appointed Committees:	Currently Serves:	Willing to Serve:	Board Decision:
Board of Zoning Appeals	Jessica Davis (Alternate)	Jessica Davis (Alternate)	Make recommendation to Circuit Court:

<i>BZA recommended proceeding with the reappointment of their Alternate, Jessica Davis.</i>			
Board Liaisons:	Currently Serves:	Willing to Serve:	Board Decision:
Director of Emergency Management	^R. Clay Jackson	^Chairman	
Deputy Director of Emergency Management	^Jonathon Weakley	^Jonathon Weakley	
Coordinator of Emergency Management	Gavin Helme	^Brian Gordon	
Deputy Coordinator of Emergency Management	Brian Gordon	^Jamie Wilks	
Historical Society Liaison	Jud Buchanan	-	
Madison County Fire Department Liaison	Jud Buchanan	-	
Madison Town Council Liaison	R. Clay Jackson	-	
	Dustin Dawson	-	
Madison County School Board Liaison	R. Clay Jackson	-	
	Carty Yowell	-	
Madison County Library Board Liaison	James Jewett	-	
Planning Commission Liaison	R. Clay Jackson	-	
	Carty Yowell	-	
Tourism Committee Liaison	Jud Buchanan	-	
Virginia Association of Counties (VACo)	Jim Jewett	-	
	Jonathon Weakley (Alternate)	Jonathon Weakley (Alternate)	

MADISON COUNTY, VIRGINIA
APPLICATION TO SERVE ON AN APPOINTED BOARD / COMMISSION / COMMITTEE

Application Date: 11/25/2025

Name of Board / Commission / Committee: BRC

Name of Applicant: John M. Powell

Home Phone: (540) 948-6503

Daytime Phone: (540) 718-1009

Email Address: jpowell@centralvaluelaw.com

E911 Address: REDACTED

Mailing Address: REDACTED

Do you own the property at which you reside? yes

If not, do you own other property in Madison County? _____

Employment Status: Attorney at Law

Name & Address of Primary Employer: Early, Powell & Wilson, PLLC

Occupation / Title: Partner

Years Resident in Madison County: since 1973

Previous Residence: _____

Education (List Degrees & Graduation Dates): BS USAFA

JD Univ of Arkansas

Memberships in Fraternal, Business, Church, or Social Groups: _____

Memberships in Civic & Charitable Organizations, and Other Activities or Interests: _____

Board of Directors Madison Free Clinic

Reasons for Desiring to Serve on this Board / Commission / Committee: _____

LIFE LONG LOVE OF Shenandoah NAT'L Park

Please attach other information relevant to your application and be aware that this document and any information submitted will be available for review by the public under the Freedom of Information Act.

Please return completed forms and direct questions to:

Kim Turner
kturner@madisonco.virginia.gov
414 N. Main Street
P.O. Box 705
Madison, VA 22727
540-948-6700

Date Received: 11/25/2025