

**A RESOLUTION TO ADOPT AND EFFECT AN ORGANIZATIONAL PLAN FOR
THE MADISON COUNTY BOARD OF SUPERVISORS FOR THE JANUARY 1, 2018
– DECEMBER 31, 2018 CALENDAR YEAR**

#2018-1

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 and 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, 2018 – December 31, 2018 calendar year:

I. Bylaws

The Madison County Board of Supervisors Bylaws and Rules of Procedure for 2018, attached hereto and made a part hereof, is hereby adopted.

II. Code of Ethics

The Madison County Board of Supervisors Code of Ethics for 2018, attached hereto and made a part hereof, is hereby adopted.

III. Freedom of Information Act Policy

The document titled The Rights of Requesters and the Responsibilities of Madison County Under the Virginia Freedom of Information Act, adopted on June 14, 2016 and updated on December 28, 2017 is hereby affirmed as the Madison County Freedom of Information Act policy.

IV. Personnel Policy

The Madison County, Virginia Personnel Policy adopted on June 9, 2009, amended at various times since, and last updated on November 9, 2017 is hereby affirmed.

V. Procurement Procedure

The Purchasing Procedures adopted on December 11, 2007 are hereby affirmed.

VI. Policy on the Development of Board Agendas

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 ½ 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.

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.

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.

This Resolution was adopted by the Madison County Board of Supervisors on January 3, 2018, on motion of Supervisor Hoffman, seconded by Supervisor Weakley.



R. Clay Jackson, Chairman
Madison County Board of Supervisors

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
R. Clay Jackson	<u>✓</u>	_____	_____	_____
Jonathon Weakley	<u>✓</u>	_____	_____	_____
Kevin McGhee	<u>✓</u>	_____	_____	_____
Charlotte L. Hoffman	<u>✓</u>	_____	_____	_____
Amber Foster	<u>✓</u>	_____	_____	_____