

**ALBEMARLE COUNTY HISTORIC PRESERVATION COMMITTEE
2022 RULES OF PROCEDURE**

1. Officers and Membership

- A. Chair. At its annual meeting, the Committee shall elect a Chair who, if present, shall preside at the meeting and at all other meetings during the year for which elected.
- B. Vice-Chair. At its annual meeting, the Committee shall elect a Vice-Chair, who, if present, shall preside at meetings in the absence of the Chair and shall discharge the duties of the Chair during his absence or disability.
- C. Secretary. At its annual meeting, the Committee shall elect a Secretary, who, if present, shall record the proceedings of the meeting.
- D. Term of Office. The Chair and Vice-Chair shall be elected for one-year terms; but either or both may be re-elected for one or more additional terms.
- E. Absence of Chair and Vice-Chair. If the Chair and Vice-Chair are absent from any meeting, a present member shall be chosen to act as Chair.
- F. Leaves of Absence. Upon the request of a member, the Committee may vote to allow that member to take a leave of absence from membership for no more than six months. No more than two voting members may be on leave of absence at the same time. For purposes of establishing a quorum, the voting membership of the committee shall be reduced by the number of members on leave of absence at the time the meeting is held.
- G. Advisory Members. The Committee may designate members as “Advisory” members. Advisory members may participate in Committee discussions and Committee work, but they shall not be voting members and their attendance at a meeting shall not be counted towards that number required to constitute a quorum. The Committee shall have one liaison each from the Albemarle County Planning Commission and the Albemarle County Board of Supervisors that are selected by their respective public bodies and function as Advisory Members to the Committee. Advisory Member appointments shall be re-evaluated at the Annual Meeting.
- H. Number of Members. Voting members of the Historic Preservation Committee shall be appointed by the Board of Supervisors and shall be limited to twelve.
- I. Terms. Members shall serve three-year staggered terms with 1/3 of the membership appointed each year.

2. Meetings

- A. Annual Meeting. The first meeting in January of each year shall be known as the annual meeting. At the annual meeting, the Committee shall establish the day, time, and place for regular meetings of the Committee for that year, and shall elect the chair, vice-chair, and secretary.
- B. Regular Meetings. The Committee shall meet in regular session at the time and place and on the day or days established for regular meetings. The Committee may subsequently establish a different day, time, or place to conduct its regular meetings by passing a resolution to that effect.

If the Chair, or the Vice-Chair if the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Committee members to attend a regular meeting, the meeting shall be continued to the next regular meeting date. This finding shall be communicated to the members of the Committee and to the press as promptly as possible.

Without further public notice, a regular meeting may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business of the Committee is complete.

- C. Attendance. Two unreported absences from regular meetings shall be considered grounds for dismissal from the Committee.

3. **Order of Business**

- A. Establishment of Agenda. The agenda for each regular meeting shall be established by staff in consultation with the Chair.
- B. Organization of the Agenda. The agenda of each regular meeting shall be organized in substantially the following order, subject to change at the request of the Chair and with the consensus of the other members of the Committee:
- (1) Call to order
 - (2) Announcements
 - (3) Scheduled presentations
 - (4) Discussion Items
 - (5) Questions for the Members
 - New owners of historic properties?
 - Threatened properties to watch?
 - Recently demolished structures?
 - Resources available to assist in implementation of HP plan?
 - (6) Subcommittee Updates
 - (7) Other business
 - (8) Adjourn
- C. Deferrals. The Committee may defer any matter at the request of a member of the Committee, or County staff. The request may be either oral or in writing, and may be made at any time prior to the vote on the matter. The person making the request shall state the reasons therefor. A motion to defer shall either specify the date to which the matter is deferred or defer the matter indefinitely.

4. **Quorum**

A simple majority of the members of the Committee not on leave of absence shall constitute a quorum for any meeting of the Committee. If, during a meeting, less than a majority of the members of the Committee remains present, no action can be taken except to adjourn the meeting. If, prior to adjournment, a quorum is again established, the meeting shall continue.

5. **Voting Procedures**

- A. Approval of Motion by Majority. Except for a decision on a motion of the previous question, each decision of the Committee shall be made by approval of a majority of the members present and voting on a motion properly made by a member and properly seconded by another member. Any motion that is not seconded shall not be further considered.
- B. Manner of Vote. The vote on a motion pertaining may be either by roll call vote or voice vote, in the discretion of the Chair; provided that a roll call vote on such a motion shall be required if requested by a member of the Committee. For each roll call vote, staff shall record the name of each member voting and how the member voted on the motion. For each voice vote, staff shall record the result of the vote.
- C. Tie Vote. A tie vote shall defeat the motion voted upon.

- D. *Abstention*. If any member abstains from voting on any motion, he shall state his abstention. The abstention shall be announced by the Chair and recorded by staff.
- E. *Motion to Amend*. A motion to amend a motion before the Committee shall be discussed and voted by the Committee before any vote is taken on the original motion unless the motion to amend is accepted by both the members making and seconding the original motion. If the motion to amend is approved, the amended motion is then before the Committee for its consideration. If the motion to amend is not approved, the original motion is again before the Committee for its consideration.

6. Amendment of Rules of Procedure

These Rules of Procedure may be amended by a majority vote of the Committee at the next regular meeting following a regular meeting at which notice of the motion to amend is given.

7. Suspension of Rules of Procedure

These Rules of Procedure may be suspended by the majority vote of the members of the Committee present and voting. The motion to suspend a rule may be made by any member of the Committee. Upon a proper second, the motion may be discussed and voted. The effect of the motion to suspend a rule, if approved, is to make that rule inapplicable to the matter before the Committee; provided, however, approval of a motion to suspend the rule shall not permit the Committee to act in violation of a requirement mandated by the Code of Virginia, the Constitution of Virginia, or any other applicable law.

8. Rules of Procedure not Covered by These Rules of Procedure

Any rules of procedure not covered by these Rules of Procedure shall be governed by the current Robert's Rules of Order.

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(Adopted April 26, 2004; Amended May 7, 2008) (Re-adopted 1/26/2015) (Amended and Adopted 2/22/2016) (Amended and Adopted 1/28/19) (Re-adopted 1/27/2020)