

AN ORDINANCE OF THE COUNCIL
FOR THE TOWN OF ABINGDON, VIRGINIA
TO ENACT PART II – CODE
Chapter 2 – Administration
Article VII. Boards, Commissions, and Committees

WHEREAS, pursuant to the authority granted by the Commonwealth of Virginia via the Code of Virginia, §15.2-1425 and §15.2-1411, the governing body of every locality in the performance of its duties, obligations and functions may adopt, as appropriate, ordinances, resolutions and motions, including appointing such advisory boards, committees, and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality; and

BE IT THEREFORE ORDAINED, in the interest of providing general guidelines for the boards, commissions and committees, the Council of the Town of Abingdon, Virginia hereby enacts Part II – Code, Chapter 2 – Administration, Article VII. Boards, Commissions and Committees, of the Code of the Town of Abingdon, Virginia as set forth below.

The Code of the Town of Abingdon, Virginia
Part II – Code
Chapter 2 – Administration
Article VII. Boards, Commissions, and Committees

Sec. 2-382. - Establishment generally.

The Council has in the past established, and may in the future establish, by provisions in this Code, certain boards, commissions, and committees. As set out hereafter in this article, the council does establish certain permanent boards, commissions, and committees. The Council may also, from time to time, establish ad hoc committees to serve specific purposes. If there is any conflict between this Article and other sections of the Code, other law or internally adopted bylaws for boards, commission, committees, then the other sections of the Code, other law or internally adopted bylaws shall control.

Sec. 2-383. - Appointment and qualifications of members.

- (a) Members of boards, commissions, and committees established by the council shall be selected, after review of application to serve is completed and filed with the Clerk, by appointment by the council upon an affirmative vote by at least four (4) members of the council. All such nominations shall be required to complete an application. In completing such application, it shall be recognized that the nominee is willing to serve, if appointed. If so requested by any one member of the council, any such appointment shall be made only after the appointee has been interviewed by the Town Manager and/or designee.

- (b) Membership on boards, commissions, and committees shall, except where required for a specific reason or an unusual circumstance, be given priority to Town residents and/or affiliation to organizations and/or business located in the Town.

Appointments by the council to boards, commissions, and committees shall be based upon qualifications acquired through experience, training and education, interest, willingness to serve and dedication to promoting the best interests of the Town and its residents. Membership shall not be restricted by race, creed, color, sex or religion. It is the intent of council to have a membership balance among the various interests in the Town, and, it being the further intent of council to achieve balanced representation of the various neighborhoods and sections of the Town on permanent boards, commissions, and committees to which council makes appointments, council shall, in making appointments, give due consideration to the geographic location of the proposed appointee's residence and existing geographic representation on the board, commission, or committee to which appointment is proposed.

Sec. 2-384. - Notice of meetings.

Unless otherwise provided by law or ordinance, all boards, commissions, and committees, established by the council, which are required, under the terms of the Virginia Freedom of Information Act ("FOIA"), to hold public meetings, shall give notice of regular or special meetings consistent with FOIA requirements.

Sec. 2-385. - Vacation of office because of absences.

Absence of any member from three (3) consecutive regular meetings, or three (3) out of five (5) regular meetings, of any permanent board, commission, or committee, absent exigent circumstances which shall be approved by council, shall vacate such member's position on such board, commission, or committee. The chairman of each permanent board, commission, or committee or his designee, who may be a staff person or other nonmember of such board, commission, or committee, shall keep a record of attendance of members at each meeting of such board, commission, or committee, and the chairman shall make a written report to the council of any occurrence of a member of such board, commission, or committee absent from three (3) consecutive regular meetings, or three (3) out of five (5) regular meetings, together with any statement concerning the circumstances surrounding such absences as may be obtained from such member.

Sec. 2-386. - Removal of office.

Any person appointed to a board, commission, or committee by the council may be removed by the council for neglect of duty or violations of this article or any other provision of law consistent with the requirements of law.

Sec. 2-387. - Joint meetings with Town Council.

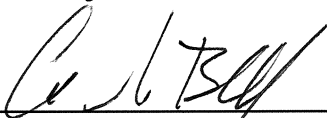
It is expected that, from time to time, it will be beneficial for certain boards, commissions, or committees established by the council to meet with the council, in joint session. Each such board, commission, or committee, and the council itself, may request that there be a joint meeting held of the council and any one of such entity consistent with the requirements of law.

Sec. 2-388. - Reports to council; filing of minutes.

- (a) Each permanent board, commission or committee established by council shall make a written report to the council within sixty (60) days of the conclusion of each fiscal year which shall summarize the work of such board, authority, commission or committee for such fiscal year. Such report shall include therein a report on attendance of its membership at regular and special meetings of such body for the previous fiscal year. Such reports shall be filed with the Town clerk and forwarded to the members of council by that office. Each board, authority, commission or committee shall also file copies of its minutes with the Town clerk, and copies of such minutes shall be kept on file in that office for public inspection.
- (b) Ad hoc committees and commissions appointed by council shall make periodic reports to the council as to the progress of their assigned duties and responsibilities.

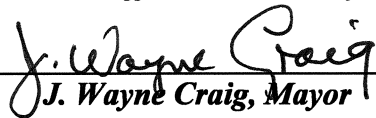
CERTIFICATE

Pursuant to Section 2-100 of the Code of the Town of Abingdon, I hereby certify that I have reviewed the foregoing proposed ordinance to enact the Ordinance of the Town of Abingdon to reflect the foregoing establishment and find it to be in correct form this _____ day of _____, 2019.



Cameron Bell
Town Counsel for the Town of Abingdon, Virginia

This ordinance was adopted on January 6, 2020, to take effect on February 6, 2020.



J. Wayne Craig, Mayor

The undersigned clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of an ordinance duly adopted at a meeting of the Council held on January 6, 2020. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing ordinance was as follows:

MEMBERS	ATENDANCE	VOTE
Wayne Craig, Mayor	Yes	aye
Cindy Patterson, Vice Mayor	Yes	aye
Al Bradley	Yes	aye
Donna Quetsch	Yes	aye
Derek Webb	Yes	aye

WITNESS MY HAND and the seal of the Town of Abingdon as of January 6, 2020.

(SEAL) Kimberly Kingsley
Town Clerk
Town of Abingdon, Virginia