

2021 BYLAWS
NEW KENT COUNTY
AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE

ARTICLE I – OBJECTIVES

- 1.1 The Agricultural and Forestal District Advisory Committee is established for the purpose of advising the local Planning Commission and the Board of Supervisors and assisting in the creation, review, modification, continuation or termination of AFD districts within the County. The Committee has been established in accordance with the provisions of Chapter 43, Title 15.2, Article 4300 of the Code of Virginia.
- 1.2 The official title of this Committee shall be the “New Kent County Agricultural and Forestal District Advisory Committee”, hereinafter referred to as the “Advisory Committee”.

ARTICLE 2 – MEMBERS

- 2.1 The Advisory Committee shall consist of ten (10) members. Four (4) shall be landowners who are engaged in agricultural and forestal production, four (4) shall be landowners of the County, one (1) shall be the Commissioner of the Revenue or a member of the Board of Supervisors, and the remaining member shall be a member of the Board of Supervisors. The ten (10) members shall be appointed by the Board of Supervisors.
- 2.2 Members of the Advisory Committee shall serve at the pleasure of the Board of Supervisors. Any vacancy in membership shall be filled by appointment by the Board of Supervisors for the unexpired portion of the term only. Any appointed member may be removed by the Board of

Supervisors for inefficiency, neglect of duty, or malfeasance in office.

ARTICLE 3 – OFFICERS AND THEIR SELECTION

- 3.1 The elected officers of the Advisory Committee shall consist of a Chairman and Vice Chairman.
- 3.2 Nominations of officers shall be made from the floor at the first meeting of each calendar year. Election of officers shall follow immediately. Electees take office immediately.
- 3.3 A candidate receiving a majority vote of the members present and voting shall be declared elected. Elected officers shall serve for one (1) year or until a successor takes office.
- 3.4 Vacancies in office shall be filled by a majority vote of the members present and voting. Newly elected officers shall take office immediately upon election.
- 3.5 The Director of Planning or her designee shall serve as the secretary to the Advisory Committee.

ARTICLE 4 – DUTIES OF OFFICERS

- 4.1 The Chairman shall:
 - 4.1.1 Preside at all meetings of the Advisory Committee.
 - 4.1.2. Appoint committees, special and/or standing.
 - 4.1.3. Rule on all procedural questions.
 - 4.1.4. Approve all agenda items.
 - 4.1.5. Carry out other duties as assigned by the Advisory Committee.

- 4.2 The Vice Chairman shall:
 - 4.2.1. Act in the absence or inability of the Chairman to act.
 - 4.2.2. Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.
- 4.3 The Secretary shall:
 - 4.3.1 Keep a written record of all business transacted by the Advisory Committee.
 - 4.3.2 Notify all members of all meetings of the Advisory Committee.
 - 4.3.3 Keep a file of all official records and reports of the Advisory Committee.
 - 4.3.4 Certify all maps, records and reports of the Advisory Committee.
 - 4.3.5 Give notice of all hearings and public meetings.
 - 4.3.6 Attend to the correspondence of the Advisory Committee.
 - 4.3.7 Keep a set of minutes.
 - 4.3.8 Prepare and be responsible for the publishing of advertisements relating to public hearings and meetings.
 - 4.3.9 Prepare all agenda items for the Chairman's approval.

ARTICLE 5 – STANDING AND SPECIAL COMMITTEES

- 5.1 Standing committees may be appointed for one (1) year,

the Advisory Committee Chairman shall fill vacancies immediately.

- 5.2 Special committees may be appointed by the Chairman for purposes and terms approved by the Advisory Committee.

ARTICLE 6 – MEETINGS

- 6.1. Meetings of the Advisory Committee shall be held on an as needed basis.
- 6.2. Special meetings of the Advisory Committee may be called by the Chairman or by three members upon written request to the Secretary. The Secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof.
- 6.3. All regular and special meetings, hearings, records and accounts shall be open to the public.
- 6.4. A majority of the membership of the Advisory Committee shall constitute a quorum. No action of the Advisory Committee shall be valid unless authorized by a majority vote of those present and voting. Voting may be by roll call in which case a record shall be kept as a part of the minutes.

ARTICLE 7 – ORDER OR BUSINESS

- 7.1. The order of business for a regular meeting shall be:
 - 7.1.1. Call to order by Chairman
 - 7.1.2. Invocation and Pledge of Allegiance

- 7.1.3. Roll call
- 7.1.4. Determination of a quorum
- 7.1.5. Approval of minutes
- 7.1.6. Unfinished business
- 7.1.7. Public hearings
- 7.1.8. New business
- 7.1.9. Adjournment
- 7.2 Motions shall be restated by the Chairman before a vote is taken. The names of the persons making and seconding motions shall be recorded.
- 7.3 The rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern the Advisory Committee in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Advisory Committee may adopt. Each Advisory Committee member shall be provided a copy of the Robert's Rules of Order that will govern procedures during meetings.
- 7.4 The Advisory Committee shall keep a set of minutes of all committee meetings, sub-committee meetings, and public information meetings. Minutes shall become public record.
 - 7.4.1. The Secretary shall prepare a set of minutes for all regular, adjourned and special meetings.

ARTICLE 8 – PUBLIC HEARINGS

- 8.1. In addition to those required by law, the Advisory Committee, at its discretion, may hold public hearings when it decides that a hearing will be in the public interest.
- 8.2. Advertisement of a public hearing shall be made in accordance with the Code of Virginia.

ARTICLE 9 - CORRESPONDENCE

- 9.1. It shall be the duty of the Secretary to draft and sign all correspondence necessary for the execution of the duties and functions of the Advisory Committee.
- 9.2. The Secretary shall communicate all short suspense items by telephone and or electronic communication in lieu of normal correspondence.
- 9.3. All official papers and plans involving the authority of the Advisory Committee shall bear the signature of the Chairman together with the certification signed by the Secretary and Chairman.

ARTICLE 10 - AMENDMENTS

- 10.1. These rules may be changed by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior notice.