

COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN
BOARD OF SUPERVISORS



Policies on Advisory Boards, Commissions and Committees

In addition to the guidelines established in the Board of Supervisors Rules of Order (available via www.loudoun.gov/bos), the following policies and procedures should be adhered to for all advisory boards, commissions and committees.

General Policies

(applicable to all advisory boards, commissions and committees appointed by the Board of Supervisors)

1. There can be no changes to the composition of the advisory board without approval by the Board of Supervisors.
2. All substantive changes to the advisory board and/or bylaws requires approval by the Board of Supervisors.
3. All members of the advisory board must be appointed by the Board of Supervisors.
4. The group must provide input to the Board of Supervisors on some cyclical basis as to activity, products, etc.
5. Staff serving on advisory boards may not be voting members (the Affordable Dwelling Unit Advisory Board is an exception to this policy).
6. Subsequent to the Board of Supervisors identifying its strategic plan and initiatives, work projects will be sent to each advisory board. Any advisory board seeking to work on any non-Board directed projects should, by majority vote, forward its request to the Board of Supervisors for approval, direction and allocation of resources, including staff support.
7. Members of advisory boards may not use proxies for meeting attendance or for voting.
8. Advisory board bylaw changes should be submitted through the Board of Supervisors Standing Committee that most closely relates to the function of that advisory board.
9. Advisory board bylaws must contain specific requirements regarding attendance and meeting quorum.
10. The Board of Supervisors may remove an appointee from a committee, commission or board should the leadership of said entity recommend removal due to excessive absences. The removal will be considered by the Board after the district office of the nominating Supervisor has the opportunity to pursue corrective measures.

Conflict of Interest Policy

(applicable to all advisory bodies that provide advice and recommendations to the Board of Supervisors and staff)

A member of an advisory body should avoid even the appearance of a conflict of interest and should recuse himself or herself from participating in deliberation, discussions, recommendations or advice which might be interpreted as questionable or in borderline conflict of interest and which might be perceived as rendering direct personal or professional gain for himself or herself or for family members.

Standard Meeting Procedures

(applicable to all advisory boards, commissions and committees that receive local tax funding either directly or indirectly or in the form of County staff resources)

All meetings of an appointed public body must be conducted in accordance with [VA Code § 2.2-3704.1. Posting of notice rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council.](#)

1. Notice of all meetings must be posted on the County Government Calendar, via the County's website, at least three business days in advance of the meeting.
2. All meeting documents of the advisory board should be made publically available via the County's website.
3. Meetings must occur in a location that is easily accessible to the public.
4. Requests for audio/visual recordings of meetings should be coordinated through the County's office of Public Affairs and Communications.
5. Minutes of all meetings must include a summary of discussions or deliberations and a record of any votes taken by the group, including a record of how members voted on each motion. The minutes must be made publicly available via the County's website.

The following requirements must be met for groups that serve a quasi-judicial or quasi-official role, ruling on decisions made by County staff:

6. Minutes must record a reason for all decisions made.
7. Both appellants and staff shall receive an equal opportunity to present their case.