

## **Board of Supervisors Policies and Procedures on Advisory Boards, Commissions and Committees**

In addition to the guidelines established for citizen appointments in the Board of Supervisors Rules of Order, the Board's Policies and Procedures on Advisory Boards, Commissions and Committees should be adhered to for all advisory bodies established by the Board of Supervisors<sup>1</sup> except in areas as otherwise noted<sup>2</sup>.

### **General Policies and Procedures**

1. The [Board's Current Rules of Order](#) guides the Board of Supervisors process for citizens appointments.
2. The Board of Supervisors, unless otherwise mandated, establishes the purpose and work objectives of each advisory body.
  - a. Any advisory body that wishes to initiate work or to create a sub-committee to work on a focused work initiative must obtain approval from the Board of Supervisors through a recommendation of the appropriate Board of Supervisors
3. All members of an advisory body must be appointed by the Board of Supervisors, to include non-voting and standing members.
4. Staff serving on an advisory body may not be a voting member unless otherwise established and approved through the bylaws.
5. Advisory bodies may not use proxies for meeting attendance and/or voting.
6. There can be no changes to the composition of an advisory body without approval by the Board.
7. Advisory bodies must adhere to the Board's standard template for bylaws, noting exceptions for state mandated advisory bodies.
  - a. Attendance and quorum requirements must be stated using the bylaws template.
  - b. Bylaws should be reviewed on a regular basis to ensure consistency with current requirements under Virginia Code and/or County Ordinances.
  - c. All substantive changes to the advisory body's membership or bylaws must be taken through the appropriate Board of Supervisors standing committee for a recommendation to the full Board of Supervisors.
  - d. All members of Board Established advisory bodies serve at the pleasure of the Board of Supervisors and may be removed if found in violation of the Board of Supervisors' Policies and Procedures on Advisory Boards, Commissions, and Committees, and Code of Ethics (derived from the Board's Code of Ethics).

---

<sup>1</sup> Advisory bodies established by the Board of Supervisors under general authority by the Code of Virginia (does not have a specific statutory mandate or authority).

<sup>2</sup> Advisory bodies mandated by the Code of Virginia (locality is required to create such body) or advisory bodies authorized by the Code of Virginia (locality is authorized by specific enabling authority in the Virginia Code to create such body, but not required).

- e. Any member of a State mandated advisory bodies may be removed for malfeasance, nonfeasance, or just cause, and/or in violation to the Board of Supervisors' Policies and Procedures on Advisory Boards, Commissions, and Committees, and Code of Ethics (derived from the Board's Code of Ethics).
- f. In the event any advisory body member is absent for three or more consecutive meetings, the advisory body Chair will notify the member of the Board of Supervisors who appointed the member and may by majority vote of the advisory body petition the Board of Supervisors to declare the seat vacant and appoint a new member to serve the remainder of the term.
- g. Advisory bodies are permitted to modify the Board's standardized bylaws template as necessary and appropriate to address particular operational needs of the advisory body, provided such provisions are not inconsistent with the standardized template or are otherwise necessary to comply with applicable provisions of the Virginia Code.

### **Staff Liaison's Roles and Responsibilities**

1. Ensure all advisory body meetings are properly advertised and meeting materials are made available to the public in accordance with the Freedom of Information Act (FOIA).
2. Ensure proper minutes are taken at all advisory body meetings.
  - a. 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.
3. Distribute and post minutes on the County's website once approved by the advisory body.
4. Monitor membership roster and inform the Office of the County Administrator when a vacancy outside of term limits occurs.
  - a. Ensure all newly appointed members receive all applicable training, materials, and FOIA requirements.
5. Accurately account for meeting attendance of members and requests for remote participation and all-virtual public meetings.

### **Meeting Procedures**

1. All business of an appointed advisory body must be conducted in accordance with FOIA and any additional statutory requirements.
  - a. 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.
  - b. All meeting documents of the advisory board must be made publicly available via the County's website.
2. Meetings must occur in a location that is easily accessible to the public.

3. Requests for audio/visual recordings of meetings should be coordinated through the County's office of Public Affairs and Communications.
4. Remote participation in advisory body meetings:
  - a. In accordance with the Board of Supervisors approved Standards of Conduct and Rules of Order, an individual advisory body member may participate in meetings from a remote location due to a medical condition or personal matter that prevents physical attendance, provided the advisory body has a quorum who are physically assembled at the primary meeting location. There is a limit on the number of meetings a member of the board, commission or committee may make from a remote location in each calendar year (25% of all meetings, or two meetings per year – whichever is greater).
  - b. Requests for remote participation must be made in writing to the County Attorney's Office before noon on the day of the meeting, stating the specific nature of the medical condition or personal matter, and the location from which the member will participate.
5. All-virtual public meetings:
  - a. Advisory bodies may hold all-virtual public meetings only as provided for in Virginia Code § 2.2-3708.3 and not to occur more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or consecutively with another all-virtual public meeting.<sup>3</sup>
  - b. Notice of an all-virtual public meeting must be made at least three business days prior to the day of the meeting on the County's FOIA calendar and the meeting's agenda in coordination with the advisory body's Staff Liaison and County Attorney's office. The all-virtual meeting must include public access to the all-virtual meeting, have all agenda materials available to members of the public in electronic format, and provide the option for members of the public to provide input if customary for that advisory body.
  - c. Advisory bodies may not hold closed sessions during an all-virtual public meeting. If a closed session must be taken up, it should be taken up at the next in-person meeting of the body.

### **Conflict of Interest/Code of Ethics**

1. **Conflict of Interest**: 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

---

<sup>3</sup> The Board of Zoning Appeals, Historic District Review Committee, Library Board of Trustees, and Planning Commission are not eligible to meet in all-virtual public meetings under § 2.2-3708.3 and this policy. All other County advisory boards are eligible to meet in an all-virtual format.

direct personal or professional gain for himself or herself or for family members.

2. Code of Ethics (derived from the Board of Supervisors' Code of Ethics): Advisory body members serving in their positions of public trust should adhere to the following conduct and ethical standards:
  - a. Comply with all laws applying to FOIA, and all conflict of interest matters.
  - b. Adhere to Loudoun County's Statement of Values by providing high quality input to the advisory body being served and carrying out given responsibilities with integrity by conducting county business in a responsible, conscientious, ethical and professional manner.
  - c. Engage in no business with Loudoun County Government which is inconsistent with State and Local Government Conflict of Interest Act or the Public Procurement Act.
  - d. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit for oneself, one's family, or close family relation in which an advisory body member has financial interest.
  - e. Grant no special favors or privileges to any individual or entity based on any outside influence or personal relationships.
  - f. Be transparent to the greatest degree possible when conducting public business.
  - g. Treat the public, staff, and each other with professionalism, courtesy and respect.

### **Inclement Weather Policy**

1. On days when Loudoun County Public Schools (LCPS) are closed due to inclement weather, meetings of the Board of Supervisors' advisory boards, committees and commissions are canceled; some exceptions apply (policy with noted exceptions (PDF)). When Loudoun County Public Schools close early due to inclement weather, meetings that occur after the closure time are also canceled. Delayed LCPS openings do not impact advisory board meeting schedules. .
2. On days when Loudoun County Government is closed, all meetings are canceled with the exception of the Board of Supervisors, which may or may not be canceled at the discretion of the Board Chair or Standing Committee Chair.

---

Adopted February 17, 2009  
Amended September 2, 2015  
Amended May 18, 2017  
Amended September 8, 2021  
Amended July 5, 2022  
Amended October 6, 2022