

**Fairfax County Board of Supervisors**  
**RULES OF PROCEDURE**  
**Adopted on February 9, 2021**

**1. MEETINGS**

**1.1 REGULAR MEETINGS.** The Board of Supervisors will hold regular meetings on such days as prescribed by resolution at the first regular session in January of each year or as prescribed in any subsequent resolution adopted by the Board.

**1.2 SPECIAL MEETINGS.** A special meeting may be called at the request of the Chairman or, alternatively, at the request of two or more members. Any such request will be in writing addressed to the Clerk of the Board, specifying the time and place of the proposed special meeting and the matters to be considered. Upon receipt of the request, the Clerk will immediately notify each member of the Board, the County Executive, and the County Attorney, in writing, to attend the special meeting at the given time and place and for the given purpose.

**1.3 ELECTRONIC MEETINGS.** If so allowed by law, an electronic meeting may be called at the request of the Chairman or, alternatively, the Board may also vote to conduct a meeting electronically. Electronic meetings will be conducted through a dedicated video conference line or such equivalent technology as allowed by law. Members of the public may access the electronic meeting through a simultaneous telecast, video streaming, or by telephone, or such equivalent technology as allowed by law.

**1.4 ADJOURNED MEETINGS.** Any regular, special, or electronic meeting may be adjourned to a date and time certain prior to the next regular meeting.

**1.5 PLACE OF MEETING.** All regular or special meetings will be held in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia, unless a different meeting place has been established and notice published as is required by general law. Electronic meetings will be held over a dedicated video conference line or such equivalent technology as allowed by law with each member participating from a location where the member's voice may be adequately heard by every other member.

**1.6 OPEN MEETINGS.** All meetings will be open to the public, except as provided by law. The Board may, for the purposes provided for in the Virginia Freedom of Information Act or otherwise allowed by law, meet in closed session, which shall be closed to all persons except for the County Executive, the County Attorney, and those persons designated by the Chairman or the County Attorney.



## **2. PRESIDING OFFICER**

**2.1 CHAIRMAN.** The Chairman will be the County Chairman whose election is provided for by general law. The Chairman will preside over all meetings and has the right to vote on all matters.

**2.2 VICE-CHAIRMAN.** The Vice-Chairman will be elected annually by the Board in January from among its members and will preside in the absence of the Chairman. The Vice-Chairman will retain the right to vote while acting as the presiding officer.

**2.3 CHAIRMAN PRO TEM.** A Chairman pro tem will be appointed by the Chairman or Vice-Chairman before leaving the room if leaving would result in neither the Chairman nor Vice-Chairman being present. In the event no Chairman pro tem has been appointed, one will be selected by the members remaining. The Chairman pro tem will preside in the absence of the Chairman or Vice-Chairman and will retain the right to vote.

## **3. QUORUM AND ACTIONS**

**3.1 QUORUM.** A majority of all the members of the Board will constitute a quorum. The Chairman will be included and counted in determining the presence or absence of a quorum. If a member disqualifies themselves from hearing a particular matter, that member will remain at the meeting if the member's absence would break the quorum.

**3.2 REQUIRED ABSENCE.** No action will be taken by the Board unless at least a quorum is present. The temporary absence from the meeting room or electronic videoconference (in the event of an electronic meeting) of members sufficient to constitute a quorum will not prevent the hearing of presentations, testimony, or the discussion of matters submitted to the Board. The Clerk, the County Executive, the County Attorney, or any member will announce the absence of a quorum prior to the taking of any action by the Board. Failure of the Clerk, the County Executive, the County Attorney, or any member to announce the absence of a quorum does not alter the requirement for a quorum as a prerequisite to any action.

**3.3 VOTING.** All matters submitted to the Board for decision will be determined by oral vote. Votes will be taken only upon motions made and seconded. The presiding officer may conduct a roll call vote in the presiding officer's discretion. At the request of any member, when such request is made before any other business is taken up or upon the final vote of any ordinance or resolution, the presiding officer will conduct a roll call vote.

**3.4 FRIENDLY AMENDMENTS.** When formal action of the Board has been requested upon motion, duly seconded, and another member requests an amendment to the original motion, the presiding officer will ask the member who made the original motion if the original member agrees to the amendment. If the original member and the seconder agree to the amendment, the presiding officer will declare the amendment to the original motion adopted.



## **4. ORDER OF BUSINESS**

**4.1 COMMENCEMENT OF MEETING.** At the posted start time for each meeting, the presiding officer will call the meeting to order. No quorum will be required to commence the meeting at the appointed hour.

**4.2 AGENDA.** The Chairman, with the County Executive, will prepare an agenda for each regular meeting. The order of the agenda will be established by the Chairman in consultation with the County Executive.

**4.2.1 Presentations.** In each agenda, the Chairman may provide a period for presentations that a member has requested by a Board Matter or that are otherwise appropriate to be scheduled, as determined in the Chairman's discretion.

**4.2.2 Special Reports.** In each agenda, the Chairman may provide a period for special reports by the County's boards, authorities, or commissions or by staff.

**4.2.3 Matters presented by the County Executive.** In each agenda, the Chairman will provide a period for matters presented by the County Executive or staff for administration, action, consideration, or information.

**4.2.4 Board Matters.** In each agenda, the Chairman will provide a period during which each member will be entitled to time to speak for such purposes as to such member may seem appropriate. At the end of each such period, the presiding officer will call the Board to order. Any continuation of the matter then under discussion will go over to the end of the agenda, or to a subsequent meeting, as the Board may determine.

**4.2.5 Public Hearings.** Matters that have been set for public hearing will be placed on the agenda at designated times certain.

**4.2.6 Public Comment.** A time for public comment may be placed on the agenda at a designated time certain. A maximum of 10 speakers will be heard and speakers may address the Board only once during a six-month period. The Board will hear public comment on any issue except issues under litigation; issues that have been scheduled for public hearing before the Board; and personnel matters or comments regarding individuals.

**4.2.7 Closed Session.** If it is necessary for the Board to hold a closed meeting for one of the purposes provided for in the Virginia Freedom of Information Act or otherwise allowed by law, the Chairman will provide a period for Closed Session. The final order and content of the Closed Session agenda will be approved by the Chairman in consultation with the County Attorney.

**4.3 SUMMARIES OF BOARD MEETINGS.** The Clerk will keep minutes of the meetings of the Board, as required by law. The County will also maintain electronic recordings of the meetings of the Board, except for closed sessions.



## 5. CONDUCT OF BUSINESS

**5.1 TIME LIMITS.** Speakers will limit their presentations to the time allotted, unless the Board by unanimous consent extends such time. Speakers will be allotted the following time to speak:

**(a) Public Hearings:**

Persons speaking for themselves as individuals — three (3) minutes.

One authorized representative of a formally organized or recognized group, association, company, or organization — five (5) minutes.

A person may yield and transfer any portion of his or her remaining time to another speaker; however, no speaker will be allotted more than ten (10) minutes to speak, regardless of how much time has been transferred to him or her, unless the Board by unanimous consent extends such time.

A person speaking as an individual may not also appear as the single authorized representative of a group or organization.

For all meetings, speakers may participate in public hearings by appearing in person (unless the meeting is an electronic meeting) or by telephone, video submissions, or written testimony.

Speakers who wish to submit videos or written testimony must send those submissions to the Clerk's Office by 9:00 a.m. on the day before the meeting in order for the submissions to be included.

**(b) Public Comment:**

All persons — three (3) minutes.

Speakers must contact the Clerk's Office by noon on the day of the meeting to ensure a place on the speakers' list.

Speakers may participate in public comment by appearing in person (unless the meeting is an electronic meeting) or by telephone, video submissions, or written testimony. Speakers who wish to submit videos or written testimony must send those submissions to the Clerk's Office by 9:00 a.m. on the day before the meeting in order for the submissions to be included.

**5.2 RECOGNITION.** No person will address the Board without having first been recognized by the presiding officer. When all testimony has concluded, and the Board is considering and discussing the matter, no person will thereafter be recognized to address the Board.

### 5.3 DECORUM.

**5.3.1 Members.** Members will not speak to an item until recognized by the presiding officer.





**5.3.2 Non-Members.** Persons addressing the Board will limit their remarks to those relevant to the pending items and to answering questions. They will address the Board as a whole, unless answering an individual member's questions.

The presiding officer will call the speaker or any audience member who has not been recognized to order; if out-of-order remarks or other inappropriate conduct persists, the presiding officer will order the speaker or audience member from the lectern or meeting, alternatively, the presiding officer may recess or adjourn the meeting until order is restored.

**5.4 FACILITY USE REGULATIONS.** Any person entering the Board Auditorium for a Board meeting will abide by all applicable facility regulations.

## **6. MISCELLANEOUS**

**6.1 ROBERT'S RULES OF ORDER.** All meetings of the Board will be governed by Robert's Rules of Order, to the extent that they are not inconsistent with these Rules of Procedure.

**6.2 AMENDMENT OF THESE RULES.** The Rules of Procedure may be amended by majority vote of the members, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented at least one previous meeting prior to the proposed vote. Any proposed amendment will be subject to further amendment at the meeting at which the vote is taken.

**6.3 SUSPENSION OF RULES.** These Rules of Procedure may be suspended if at least two-thirds of the members adopt such a motion to suspend. In such event, these Rules of Procedure will be deemed suspended only with respect to the specific matter or question not then in accord with the rules.

**6.4 RESERVED AREA.** Only members, the County Executive, the County Attorney, administrative staff, and other persons expressly invited will be entitled to enter the reserved area behind the Board Auditorium.

