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Prince William County Disability Services Board

RULES OF PROCEDURE

Adopted: February 1, 2011
Revised: January 4, 2011
Reviewed: February 1, 2011
Revised: June 4, 2013
Adopted: August 6, 2013
Revised: December 1, 2015
Adopted: February 2, 2016
Revised & Adopted: June 4, 2019

Appointment and Mission:

The Prince William County Disabilities Services Board (DSB) is an advisory committee to the Prince William Board of County Supervisors. The members of the DSB will be appointed by the respective representative of the Board of County Supervisors. The DSB shall consist of one primary member and an alternate member representing each magisterial district and one member at large. Members shall serve at the pleasure of the Board or for the term of the appointing Supervisor.

The mission of the DSB, as established by the Board of County Supervisors shall be as follows:

To provide a central focus and coordination in reviewing all disability related issues brought before the County government, in the capacity of an advisory group.

Reports to the Board:

The DSB may submit an annual report to the Board of County Supervisors covering its activities from July 1 to June 30 of the previous year and outlining its goals and objectives for the coming year.

Meetings/Attendance:

REGULAR MEETINGS - Shall be held commencing at 7:00 PM on the first Tuesday of every other month at the Development Services Building, 5 County Complex Court in Woodbridge, Virginia.

CHANGING MEETINGS - The DSB may change the date, time, or place of any regular meeting when such meeting conflicts with any holiday, or any such change is otherwise deemed necessary by the DSB

SPECIAL MEETINGS - Special meetings shall be held when requested by two or more members of the DSB.

COMMITTEES- Committees or Special Task Forces may be formed on an as-needed basis.

ADJOURNED MEETINGS - Any regular or special meeting may be adjourned to a certain date and time prior to the next regular meeting of the DSB.

OPEN MEETINGS - All DSB meetings shall be open to the public.

ATTENDANCE- Each member shall attend at least four regular meetings per year. If a member does not attend at least four meetings per year, a letter will be sent to the appropriate supervisor requesting that he/she determine if the member wants to be active on the DSB and to appoint a new member if the current member no longer wishes to serve.

Officers:

CHAIRPERSON - The Chairperson shall preside over all meetings, represent the DSB at official functions and ceremonial events, and make such appointments as are not required by law to be made by the DSB as a body. The Chairperson shall retain the right to vote while presiding.

VICE-CHAIRPERSON - The Vice-Chairperson shall preside in the absence of the Chairperson, and perform such other duties as may be assigned by the Committee. The Vice-Chairperson shall retain the right to vote while presiding as Chairperson.

TERM OF OFFICE - The term of office for the Chairperson and Vice-Chairperson shall be at the pleasure of the DSB.

In the event that the position of Chairperson becomes vacant during the year, the Vice-Chairperson will become the Chairperson. A special election will be held to fill the Chair position. If the position of Vice-Chairperson becomes vacant, a special election will be held to fill the position.

DSB Structure:

MEMBERSHIP- Membership consists of: one appointed representative from each of the seven (7) Magisterial Districts shall be included and one (1) appointee from the Chairman shall be included, and the DSB may include the following: one (1) member from the business community, one (1) representative from DARS, and one (1) representative from the local government, for a total of eleven (11) members. An alternate may be appointed to the DSB at the pleasure of each Supervisor.

QUORUM - One over half of the current number of appointees of the DSB shall constitute a quorum. The Chairperson shall be included and counted in determining the presence or absence of a quorum.

No action shall be taken by the DSB unless there is a quorum, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the DSB. The host agency staff shall report the absence of a quorum prior to the taking of any action by the DSB; failure to report the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum.

Actions:

Shall be taken in one of the following ways:

a) RESOLUTIONS - Where action of the DSB is required on matters formally presented in writing, action may be the adoption of a resolution. Resolutions shall be proposed in writing and a copy shall be delivered to all members of the DSB prior to the meeting.

b) MOTION - Where action of the DSB is required on matters presented at a DSB meeting, action may be upon oral motion only.

c) UNANIMOUS CONSENT - Where no formal action is required, and no objection is heard, a request of a member shall be deemed a request of the DSB without further action, when such a request is made at a meeting with a quorum present, and the Chairperson states that such a request shall be deemed a request of the DSB.

d) PROCLAMATIONS AND COMMENDATIONS - The DSB may issue proclamations on such issues and at such times as it shall deem appropriate. Proclamations shall only be issued upon resolution to the DSB and adopted as other resolutions are adopted. Such proclamations shall be signed by the Chairperson.

Voting:

VOTES - Shall be taken upon resolutions or motions made and seconded. Each district is entitled to one vote to be cast by the primary member in attendance, otherwise by the alternate member in the absence of the primary member.

METHOD OF VOTING - All voting shall be taken by voice vote, with the exception of the election of officers, which shall be done by ballot. The majority carries the vote.

TIE VOTES - In the event of a tie vote, the matter under consideration shall be deemed defeated.

Staff Support:

The DSB is hosted in the Prince William Area Agency on Aging (Agency). The Agency will provide staff support to include:

- Writing of minutes;

- Freedom of Information Act (FOIA) guidance;
- Proper filing and posting of Public meetings;
- Posting of minutes, agenda, reports and any other products produced by the DSB;
- Attendance by the Agency Director or designee at all DSB meetings and special events;
- Purchase of items to further the mission of the DSB to include table space at local events, outreach materials, and training registration and travel;
- Creating meeting agendas;
- Communicating with the membership;
- Website updates;
- Coordinating meeting room reservations and other events; and
- Other duties as agreed upon between the DSB and the Agency.

Order of Business:

COMMENCEMENT OF MEETINGS - The presiding officer shall call the meeting to order, and ask Agency staff present to note the presence or absence of DSB members. A quorum shall be required for any business action.

AGENDA - The Chairperson, with the Agency Director, shall prepare an agenda for each meeting. Any member having matters to be considered by the DSB shall submit them to the Agency Director, no later than seven working days prior to the next meeting for inclusion on the regular meeting agenda.

CITIZEN'S TIME - The DSB shall set aside time at the beginning of each session, during which time it will receive comment from any citizen on any non-agenda item. In the event that more than four speakers wish to be heard at Citizen's Time, the Chairperson shall allocate the aforesaid time among those speakers in an equitable manner.

AGENDA ORDER - Order on the agenda shall be established by the Chairperson, in consultation with the Agency Director, taking into account probable public interest and the need for staff or other presentations.

Miscellaneous:

ROBERT'S RULES OF ORDER (Newly Revised) - Shall govern the conduct of all meetings of the DSB to the extent that they are not inconsistent with these rules of procedure.

AMENDMENT OF THESE RULES - May be accomplished by majority vote of or 2/3 of membership. Any proposed amendment shall be subject to further amendment at the meeting during which the vote is taken. Items are to be proposed at one meeting and voted on at the next meeting with a quorum.

REVISION OF THESE RULES - May occur whenever the DSB shall, by a 2/3 membership vote, adopt a motion to revise these rules. In such event, these rules shall be deemed revised only with respect to the specific matter or question not in accord with the rules.

REVIEW OF THE RULES – Every two years the Rules of Procedure shall be reviewed and any proposed revisions will be voted upon by the DSB.