6. ORGANIZATIONAL MATTERS

A. ELECTION OF OFFICERS

State statutes require each local governing body to resolve certain organizational matters at its first meeting each year. The first order of business is election of the chairman and vice-chairman. If the board fails to designate the term of office, it is presumed, by law, that each is elected for a one-year term or until a successor of each has been elected. Chairmen and vice-chairmen may succeed themselves in office. A copy of the statute is reprinted below for your information:

§ 15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor. — Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.

MOTION REQUIRED: Nominations for chairman and vice chairman will be accepted from the floor. Unless stated otherwise in the motion, it will be presumed that such chairman or vice-chairman was elected for a term of one year.

B. ESTABLISHMENT OF MEETING DATES AND TIMES FOR 2015

The second order of business is to establish the days and times for regular monthly board meetings. The resolution presented below is consistent with past policy of the board which is the fourth Monday of each month except for May (moved to the following day in observance of Memorial Day) and December (moved to the third Monday in observance of Christmas). The resolution establishes 6:00 p.m. as the starting time for all regular meetings.

§ 15.2-1416. Regular meetings. — The governing body shall assemble at a public place as the governing body may prescribe, in regular session in January for counties and in July for cities and towns. Future meetings shall be held on such days as may be prescribed by resolution of the governing body but in no event shall less than six meetings be held in each fiscal year.

The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; however, if the governing body subsequently prescribes any public place other than the initial public meeting place, or any day or time other than that initially established, as a meeting day, place or time, the governing body shall pass a resolution as to such future meeting day, place or time. The governing body shall cause a copy of such resolution to be posted on the door of the courthouse or the initial public meeting place and inserted in a newspaper having general circulation in the county or municipality at least seven days prior to the first such meeting at such other day, place or time. Should the day
established by the governing body as the regular meeting day fall on any legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the governing body.

At its annual meeting the governing body may fix the day or days to which a regular meeting shall be continued if the chairman or mayor, or vice-chairman or vice-mayor if the chairman or mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Regular meetings, without further public notice, may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business before the governing body is completed.

Notwithstanding the provisions of this section, any city or town that holds an organizational meeting in compliance with its charter or code shall be deemed to be in compliance with this section.

BE IT RESOLVED by the Southampton County Board of Supervisors that the following days and times are hereby prescribed for regular session meetings to be held at the Southampton County Office Center:

Monday, February 23, 2015 ..................................................... 6:00 p.m.
Monday, March 23, 2015.......................................................... 6:00 p.m.
Monday, April 27, 2015 ............................................................ 6:00 p.m.
Tuesday, May 26, 2015............................................................ 6:00 p.m.
Monday, June 22, 2015 ............................................................ 6:00 p.m.
Monday, July 27, 2015 ............................................................ 6:00 p.m.
Monday, August 24, 2015 ........................................................ 6:00 p.m.
Monday, September 28, 2015 .................................................. 6:00 p.m.
Monday, October 26, 2015 ....................................................... 6:00 p.m.
Monday, November 23, 2015 ................................................... 6:00 p.m.
Monday, December 21, 2015 ................................................... 6:00 p.m.

AND BE IT FURTHER RESOLVED that a regular meeting shall be continued to the next following regular business day if the Chairman, or Vice Chairman in his absence, finds that inclement weather or other conditions are such that it is hazardous for members to attend.

MOTION REQUIRED: A motion is required to adopt the resolution herein above establishing the 2015 meeting schedule (as presented, or as amended).

C. ESTABLISHMENT OF 2015 HOLIDAY SCHEDULE

It is also necessary for the board to establish the holiday schedule for county employees. The following list is consistent with past policies of the board as well as with that for state employees.

WHEREAS, it is the policy of the Commonwealth of Virginia to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia to honor and commemorate such holidays so established; and

WHEREAS, the following days have been established by the Commonwealth as legal holidays pursuant to § 2.2-3300, Code of Virginia.
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Southampton County that the following holidays shall be recognized and observed by all county agencies.

Monday, February 16, 2015 ....................... George Washington Day
Monday, May 25, 2015 ..................................... Memorial Day
Friday, July 3, 2015 ..................................... Independence Day
Monday, September 7, 2015 .............................. Labor Day
Monday, October 12, 2015 ............................. Columbus Day
Wednesday, November 11, 2015 ...................... Veteran's Day
Thursday, November 26, 2015 .......................... Thanksgiving Day
Friday, November 27, 2015 ............................... Thanksgiving Holiday
Friday, December 25, 2015 ............................ Christmas Day
Thursday, January 1, 2016 ............................... New Year’s Day

And any other days, or portions thereof, designated by the Governor of the Commonwealth as a holiday for state executive branch offices, including, but not limited to:

Wednesday, November 25, 2015 ................. Offices Close at Noon
Thursday, December 24, 2015 .................... Offices Closed All Day

MOTION REQUIRED: A motion is required to adopt the resolution herein above establishing the 2015 holiday schedule (as presented, or as amended).
From: Mike Johnson  
Sent: Friday, January 09, 2015 3:58 PM  
To: Dallas Jones; 'rwest@southamptoncounty.org'; Alan Edwards; Carl Faison; Bruce Phillips; Barry Porter (bporter@southamptoncounty.org); Glenn Updike (gupdike@southamptoncounty.org)  
Cc: anne@raileyandrailey.com; Lynette Lowe; Amanda Smith (ASmith@southamptoncounty.org); Susan Wright (swright@southamptoncounty.org); Amanda Jarratt; eric.cooke@shcwa.org; 'RFrancis@courts.state.va.us'; 'Sheriff Jack Stutts'; David Britt (dbritt@southamptoncounty.org); Amy Carr (acarr@southamptoncounty.org); station6@ivorfire.net; Dr. Alvera Parrish (aparrish@southampton.k12.va.us); joyc@southampton.k12.va.us  
Subject: RE: 2015 Tentative Holiday and Meeting Schedule  
Attachments: Holiday and Meeting Schedule.pdf

It came to my attention yesterday that the Chamber of Commerce’s Annual Meeting is scheduled for the evening of Thursday, March 5 – accordingly, I’ve moved tentative budget retreat date to Tuesday, March 10 to avoid the conflict - it’s still tentative until the Board discusses and approves it at the January 26th meeting.

From: Mike Johnson  
Sent: Wednesday, December 31, 2014 10:23 AM  
To: Dallas Jones; 'rwest@southamptoncounty.org'; Alan Edwards; Carl Faison; Bruce Phillips; Barry Porter (bporter@southamptoncounty.org); Glenn Updike (gupdike@southamptoncounty.org)  
Cc: anne@raileyandrailey.com; Lynette Lowe; Amanda Smith (ASmith@southamptoncounty.org); Susan Wright (swright@southamptoncounty.org); Amanda Jarratt; eric.cooke@shcwa.org; 'RFrancis@courts.state.va.us'; 'Sheriff Jack Stutts'; David Britt (dbritt@southamptoncounty.org); Amy Carr (acarr@southamptoncounty.org); station6@ivorfire.net; Dr. Alvera Parrish (aparrish@southampton.k12.va.us); joyc@southampton.k12.va.us  
Subject: 2015 Tentative Holiday and Meeting Schedule

Good morning, gentlemen, and happy new year! I’m attaching a calendar with state holidays and tentative meeting dates for 2015. The calendar will be considered as part of your January 26 meeting agenda, but I wanted to get it out as soon as possible in case you’d like it revised before then. Regular meetings remain scheduled for the 4th Monday of each month at 6:00 p.m. (open session beginning at 7:00 p.m.), with the exception of May (Tuesday after Memorial Day) and December (third Monday).

I’m showing a budget retreat (similar to last year) for Thursday, March 5, from 1:00 p.m. to 9:00 p.m. at the former I.P. Building on Old Bridge Road. Like last year, I intend to invite all Constitutional Officers, the School Board, and Fire/Rescue to provide you with some early input. Hopefully, we’ll have state revenue projections by that point as well. Budget workshops will follow beginning on April 8 at 6:30 p.m. and continue each Wednesday night in April (15th, 22nd, and 29th). The budget public hearing would be scheduled for Monday, May 18 with a follow-up workshop on May 20. The budget could then be considered for adoption on May 26.

Again, the calendar is only tentative at this point – but I wanted you to be thinking about it before the January 26 meeting agenda goes out. Please let me know if you have any suggested revisions.

Best regards,
Mike

Michael W. Johnson  
County Administrator  
Southampton County
SOUTHAMPTON COUNTY HOLIDAY AND MEETING SCHEDULE

HOLIDAYS

January 1 - New Year's Day
January 2 - 8 Hours Additional Holiday Time
January 16 - Martin Luther King Jr. Day
February 16 - Presidents Day
May 25 - Memorial Day
July 3 - Independence Day
September 7 - Labor Day
October 12 - Columbus Day
November 11 - Veterans Day
November 25 - 4 Hours Additional Holiday Time
November 26 - Thanksgiving Day
November 27 - Day After Thanksgiving
December 25 - Christmas

MEETINGS

(6:00 P.M. UNLESS OTHERWISE NOTED)

January 26 - Regular Session
February 23 - Regular Session
March 10 - Budget Retreat (1:00 p.m.)
March 23 - Regular Session
April 8 - Budget Workshop (6:30 p.m.)
April 15 - Budget Workshop (6:30 p.m.)
April 22 - Budget Workshop (6:30 p.m.)
April 27 - Regular Session
April 29 - Budget Workshop (6:30 p.m.)
May 18 - Budget Public Hearing (7:00 p.m.)
May 20 - Budget Workshop (6:30 p.m.)
May 26 - Regular Session
June 22 - Regular Session
July 27 - Regular Session
August 24 - Regular Session
September 28 - Regular Session
October 26 - Regular Session
November 23 - Regular Session
December 21 - Regular Session