



ADMINISTRATIVE GUIDELINES FOR BOARD OF SUPERVISORS AGENDA ITEMS

Any person may request an audience with the Board of Supervisors at a regular monthly meeting of the Board; however, all agenda items require sponsorship of a member of the Board. Regular Board meetings are scheduled for the second Thursdays of each month. Work sessions, as necessary, are typically held in the morning with the regular Board meeting convening at 6:30 PM. Public hearings, as necessary, are typically scheduled immediately following the regular Board meeting.

Any person with an agenda matter to be scheduled for a monthly Board meeting should submit the information to the County Administrative Offices no later than ten (10) days in advance of the Board meeting as follows:

1. An agenda item should be accompanied by a complete written narrative exposition of the exact nature of the subject or issue to be considered.
2. If specific Board action regarding an agenda item is contemplated or requested, the recommendation for Board action must be stated clearly and concisely.
3. If an **Ordinance**ⁱ or **Resolution**ⁱⁱ is proposed as an agenda item for Board consideration, it should be styled in formal and proper language as determined by the County Administrator and County Attorney.
4. An agenda item submission must include the name, address and telephone number of a person who can provide additional information responsive to the inquiries of members of the Board.
5. Whenever possible, all agenda submissions should be forwarded in electronic format to the Deputy Clerk at: BOS@fauquiercounty.gov.

If the Chairman of the Board, or other presiding officer, considers a proposed agenda item incomplete or improper as to form, the agenda item may be deleted from the agenda either before or during the meeting. Matters pertaining to County finances or personnel shall be referred to the Board Finance or Personnel Committee prior to a full Board agenda submission. All materials and correspondence pertinent to agenda items are considered public information, unless specifically excluded under applicable provisions of the Freedom of Information Act or Privacy Protection Act. Opening presentations for agenda items will be limited to 10 minutes, unless additional time is granted by the presiding officer.

ⁱ An **Ordinance** is a *proposed law* that is approved by the Board of Supervisors to become county law. After approval, it is incorporated into the Code of Fauquier County with all of the county ordinances. Ordinances generally amend or repeal existing laws.

ⁱⁱ A **Resolution** is a *formal expression* approved by the Board of Supervisors to state policy, opinion, or intent. Resolutions are generally advisory in nature and state policy, and do not have the force of county law.