

**BY-LAWS OF  
FLUVANNA COUNTY  
SOCIAL SERVICES BOARD**

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### 1.01 Role and Responsibilities

The Fluvanna County Board of Directors is an Administrative Board with powers and responsibilities which include:

- policy decisions: establishing, reviewing and revising as needed.
- discretionary power over local funding, from both public and private sources.
- preparation and submission of budgets and reports to State and local officials.
- employment of legal counsel in civil matters.
- review of programmatic and personnel performance.
- provision of a variety of child welfare services, including child protective services, when not available through other community agencies.
- provision of adult protective services.
- placement of children and adults in foster homes or other facilities when appropriate.
- determination of which optional services will be offered.
- appointment of local department director (unless otherwise specified by local government), and assuring quality of this officer.
- defining the authority to be delegated to the department director on behalf of the Board.
- interest in all matters pertinent to local social services. (See Code of Virginia, Sections 63.1-50 through 63.1-58, for additional details).

**1.02 Directors**

Directors are appointed by the County Supervisors to represent the various districts in the County. Directors are appointed for a term of four (4) years and can be reappointed for a second consecutive term.

**1.03 Meetings**

**Regular Meetings** - Regular meetings are held on the fourth Monday of each month at the headquarters of the Social Services Department. An agenda and supporting documentation for regular meetings is mailed to each director at least one week in advance of the meeting.

**Special Meetings** - Special meetings of the Board of Directors shall be held whenever called by the Chair or by any two or more directors.

**1.04 Quorum**

A majority of the number of directors at the time fixed by these By-laws shall constitute a quorum for the transaction of business. The act of a majority of the directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the directors present may adjourn the meeting from time to time until a quorum be had. The directors shall act only as a Board and the individual directors shall have no power as such.

## 1.05

**Committees**

The Board of Directors may, by resolution adopted by a vote of a majority of the number of directors at the time fixed by these By-laws, designate four (4) of their members, including in each case the Chair, Vice-Chair, and two Directors appointed by the Chair, as an Executive Committee. While the Board of Directors is not in session, the Executive Committee, if there then be such a committee, shall have and exercise the authority of the Board of Directors in the management of the business and affairs of the Board, subject to the restrictions hereinafter set out and further subject to such limitations upon its authority as the Board may, from time to time, impose. In no event shall the Executive Committee, or any other committee, have authority to approve an amendment to these By-laws.

In addition to an Executive Committee, the Board of Directors may, by resolution of a majority of the directors present at any meeting at which a quorum is present, designate other committees of limited authority, each such committee to consist of one (1) or more directors.

Unless the Board of Directors by resolution otherwise provides, the Executive Committee and each other committee shall choose its own chairman and secretary. The Executive Committee and each other committee shall record all its acts and proceedings and report the same from time to time to the Board of Directors at the full Board meeting.

Regular meetings of any such committee which must be in accordance with the Virginia Freedom of Information Act, may be held at such times and in such places as shall be fixed by a majority of the committee. Special meetings of any such committee may be called at the request of any member of the committee. Notice of each special meeting of such a committee shall be given by the person calling the same as provided by these By-laws for special meetings of the full Board. Notice of any such meeting may be waived as provided by these By-laws in the case of meetings of the full Board.

A majority of any such committee shall constitute a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the committee. Members of any such committee shall act only as a committee and the individual members shall have no power as such.

**1.06 Officers**

The officers of the Board of Directors shall consist of a Chair and a Vice-Chair. The officers shall be elected annually at the July meeting of the Board.

The Board of Directors may establish officers in addition to those identified above, with such duties as defined by the Board.

**Chair -**

The Chair shall have general supervision of the business of the Board, subject, however, to the control of the Board of Directors and of any duly authorized committee of directors. In general, the Chair shall perform all duties incident to the office and such other duties as may from time to time be assigned to him by the Board of Directors or by any duly authorized committee of directors.

**Vice-Chair -**

The Vice-Chair shall perform such duties as from time to time may be assigned to him by the Board of Directors, or by any duly authorized committee of directors or by the Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.

**1.07 Execution of Contracts and other Documents**

The Board of Directors, except as by law or by these By-laws otherwise required, may authorize any officer or officers, agent or agents, in the name of and on behalf of the Board, to enter into any contract or execute any deed or other instrument, and any such authority may be general or confined to specific instances. Whenever the Board of Directors, in authorizing or directing the execution of any contract, deed or other instrument, shall fail to specify the officer or officers or other agency or agents who are to execute the same, such contract, deed or other instrument shall be executed in behalf of the Board by the Chair or Vice-Chair.

**1.08 Amendments**

The Board of Directors by a majority vote thereof shall have the power to make, alter, amend or repeal the By-laws of the Board at any regular or special meeting of the Board. This power shall not be exercised by the Executive Committee.

1.09

These By-laws shall be in conformity with the Local Board Member Handbook, Virginia Department of Social Services, August, 1992 and all future revisions.



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FAX TRANSMITTAL

TO: Alice DATE: 5/20/04  
 FROM: Judy PAGE ONE OF 8  
 MESSAGE: Alice,

Aleena Prince called me in reference to your request for our by-laws & charter. We (DSS Bd) is chartered under the Code of Virginia 63.2-300 through 63.2-336.

Our by-laws are attached. We will be looking at them in the next few months to make revisions, if necessary, and will forward a copy of any changes.

Call me if you have any questions.  
 Thanks, Judy

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