

Adopted August 6, 2014

## **FLUVANNA COUNTY BOARD OF SUPERVISORS**

### **Bylaws of the Fork Union Sanitary District Advisory Committee**

The Fork Union Sanitary District was established under the provisions of Section 21-113 et seq. of the Code of Virginia, 1950 as amended, by an order entered in the Circuit Court of Fluvanna County on the 3rd day of November, 1966, pursuant to and in accordance with general laws.

#### **ARTICLE I. PURPOSE**

There is hereby created the Fork Union Sanitary District Advisory Committee (hereinafter referred to as the Advisory Committee) which is to advise the Fluvanna County Board of Supervisors on matters relating to the Fork Union Sanitary District. This document supersedes all preceding bylaws for the Fork Union Sanitary District and reformulates the FUSD Advisory Committee in accordance with these articles.

#### **ARTICLE II. MEMBERSHIP, APPOINTMENTS AND TERMS, VACANCIES**

The Advisory Committee shall be composed of seven (7) voting members appointed by the Board of Supervisors and who shall be chosen as follows:

- a) Five voting members shall be appointed directly by the Fluvanna County Board of Supervisors. All voting members appointed directly by the Board of Supervisors must be residents of the District's Service Area except one member may be a resident from the county either within or outside the Fork Union Sanitary District Service Area.
- b) One voting member may be nominated by The Fork Union Military Academy (FUMA) from among its employees and staff. The nominee shall be introduced to the Board of Supervisors who, upon finding the nominee qualified, shall appoint him/her to the Advisory Committee.
- c) One voting member may be nominated by The Fork Union Fire Company from among its officers. The nominee shall be introduced to the Board of Supervisors who, upon finding the nominee qualified, shall appoint him/her to the Advisory Committee.

In the event one or both of the entities in b) and c), above, decline(s) to nominate a voting member, then such voting member(s) shall be appointed by the Board of Supervisors as described in a), above.

Terms of voting members shall be four (4) years expiring December 31 of the final year. Initial terms of office shall be as follows: One (1) term expiring December 31, 1994; two (2) terms expiring December 31, 1995; two (2) terms expiring December 31, 1996 and two (2) terms expiring December 31, 1997. The initial terms shall be determined by lot at the first regular scheduled meeting of the Advisory Committee when all members are present. All vacancies will be advertised by the County Administrator and applicants will be requested to introduce themselves to the Board of Supervisors.

The Board of Supervisors member representing the Fork Union Election District shall serve as an ex officio member of the Advisory Committee and may participate in Advisory Committee meetings as a nonvoting member.

The County Administrator, or his designee, shall serve as the Advisory Committee's nonvoting Administrative Officer.

The Board of Supervisors member and the Administrative Officer serve at the pleasure of the Board of Supervisors.

### **ARTICLE III. OFFICERS**

The Advisory Committee shall elect annually (in January) from among its voting membership a chairperson (the presiding officer) and a vice-chairperson who shall act as presiding officer in the absence of the chairperson. The County Administrator shall be the keeper of all documentation and gathered information.

### **ARTICLE IV. MEETINGS, QUORUM**

The Advisory Committee shall hold one regularly scheduled meeting during the months of January, March, May, July, September and November and may hold such additional meetings and work sessions as may be determined by the Board. All scheduled meetings shall be held at the main office of the Fork Union Sanitary District unless an alternate meeting place is selected and approved by a majority vote of the Advisory Committee, and public notice given of the alternate meeting place.

Special meetings may be called by the Chairperson or by the written request of any two members to the County Administrator. Upon receipt of such request the County Administrator shall notify the membership and the media of the time, place and purpose of such special meeting at least seven days in advance thereof.

If the Chairperson (or Vice-Chairperson in the absence of the Chairperson) deems an emergency exists, an emergency meeting may be called by the County Administrator which need not be advertised, however the County Administrator shall make efforts to notify the media as time and circumstances allow.

Four of the voting members of the Advisory Committee shall constitute a quorum.

One member of the Fork Union Sanitary District work force shall attend each meeting who shall inform and advise the Board on all relevant occurrences.

The proceedings of the FUSD Advisory Committee shall be subject, where applicable, to the provisions of the Commonwealth of Virginia Freedom of Information Act.

All meetings shall be open to the public.

Minutes of all meetings of the Advisory Committee shall be kept and made available to the public upon request.

## **ARTICLE V. POWERS AND DUTIES**

The Advisory Committee shall investigate and be informed on matters relating to water production and supply in the FUSD water system, and on such other matters as the Board of Supervisors may from time to time request. The Chairperson or his designee shall present a status report quarterly, and in person, to the Board of Supervisors.

Supervision of the FUSD work force and operations are the responsibility of the County Administrator. All authorities and regulations of the Virginia Code, Title 21, Chapter 2, set forth shall govern.

## **ARTICLE VI. LIMITATION OF AUTHORITY**

The Advisory Committee shall have no authority to charge the County with any liability or to incur any expenses, except as may be expressly authorized by the Board of Supervisors.

## **ARTICLE VII. REMOVAL OF MEMBERS**

The membership of a voting member of the Advisory Committee automatically ceases if said member moves from the Service Area, or fails to attend four (4) regularly scheduled meetings in a calendar year unless excused by the Chairperson prior to an absence. A vacancy shall be filled for the unexpired term.