

ESVA 9-1-1 Commission Officers and Meetings Organizational Expectations/Guidelines

This document, annually at the first meeting each year (generally the January meeting), shall be reviewed and approved by the 9-1-1 Commission.

A copy of the resolution creating the 9-1-1 Commission (serving as a charter for the organization) shall be maintained as part of this document.

A copy of approved (by the 9-1-1 Commission) guidelines of non-appropriated fund balance expectations shall be maintained as part of this document.

An agenda template (serving as a guideline for agendas at 9-1-1 Commission meetings), with consent agenda guidelines shall be maintained as part of this document.

A copy of public hearing guidelines shall be maintained as part of this document.

This document shall be maintained, at least in the following locations: 1. 9-1-1 Commission website, 2. Document management locations used by ESVA 9-1-1 supervisory staff, such as PowerDMS and applicable shared folders.

Mission Statement

The mission of the Eastern Shore of Virginia 9-1-1 Center...To provide professional processing of emergency and non-emergency calls, without delay, and to dispatch fire and emergency services in a prompt and proficient manner for the Eastern Shore of Virginia residents and visitors.

Purpose and Basic Principles

Purpose

- (a) To enable the 9-1-1 Commission to transact business expeditiously and efficiently;
- (b) To protect the rights of each individual Commission member;
- (c) To preserve a spirit of cooperation among Commission members; and
- (d) To determine the pleasure of the Commission on any matter.

Basic Principles

- (a) Only one (1) subject may claim the attention of the Commission at one time;
- (b) Each item presented for consideration is entitled to full and free discussion;
- (c) Every member has rights equal to every other member;

(d) The will of the majority must be carried out, and the rights of the minority must be preserved;

(e) The personality and desires of each member should be merged into the larger unit; the ESVA 9-1-1 Commission.

Rules of Interpretation

a) These Rules of Procedure are rules of parliamentary procedure and are for the convenience of its members only. They do not have the force of law.

(b) Only members of the Commission have standing to raise a point of order or to challenge a ruling of the Chair or other action of the Commission on the basis of compliance or non-compliance with these Rules of Procedure (small boards) or, if the questioned action is not expressly covered by these procedures, by Robert's Rules of Order (small boards). In no event may questions over compliance herewith be raised judicially. Violations of these Rules of Procedure must be raised prior to a vote on the matter under discussion. If a challenge is raised in a timely manner by a Commissioner with standing as provided for herein, the only relief shall be the correction of the error in conformance with the Rules of Procedure. If a challenge is not timely made, the right to challenge a violation is waived. In no event will a violation hereof result in the voiding or overturning of any action of the Commission.

Interaction Between Commission and Staff

(a) Criticism of any staff member shall be directed to the 9-1-1 Director. Under no condition shall criticism of the work or personality of any staff member be voiced in public meeting. If there is a problem and satisfaction cannot be obtained through the 9-1-1 Director, the concerned Commissioner member may request that the issue be docketed for discussion at a closed meeting.

(b) If the 9-1-1 Director feels that a request for assistance from an individual Commissioner cannot reasonably be accommodated with the existing work load and priorities, the individual Commissioner shall be so advised, and, if necessary, the matter shall be placed on the next available meeting agenda for further guidance.

Officers

- The officers of the 9-1-1 Commission shall be a Chairman, Vice-Chairman, and Secretary-Treasurer. A. The Chairman shall preside at all 9-1-1 Commission meetings, represent the 9-1-1 Commission as needed, and serve as the immediate conduit to the 9-1-1 Commission from the 9-1-1 Director position; with any of these or other implied duties of the position delegated as needed. B. The Vice-Chairman shall execute the duties of the Chairman in his absence or as delegated by the Chairman,

C. The Secretary-Treasurer shall, as needed, work with the 9-1-1 Director and other staff on any duties associated with typical responsibilities associated with a Secretary and Treasurer position.

- Officer elections (which shall be determined by a plurality of votes) shall be held during the first meeting each calendar year (generally the January meeting), with a nominating committee appointed at the preceding meeting (generally the November or December meeting), unless otherwise designated by the Chairman or 9-1-1 Commission. The purpose of the nominating committee shall be to provide a slate of officers for the upcoming calendar year. The terms of the positions shall be for one-year.

Meetings

- The January, February, April, May, July, August, October, and November 9-1-1 Commission meetings shall be held in Accomack County, at the 9-1-1 Center unless otherwise directed by the Chairman or 9-1-1 Commission. The March, June, September, and December meetings shall be held in Northampton County, at the Northampton County Sheriff's Office unless otherwise directed by the Chairman or 9-1-1 Commission.
- The times of regular monthly meetings shall be 6:30PM, on the last Thursday of each month, unless otherwise directed by the Chairman or 9-1-1 Commission.
- Special meetings shall be called by the Chairman or at the request of three 9-1-1 Commissioners.
- At any meeting, a majority of Commissioners shall be needed to establish quorum.
- The meetings of the 9-1-1 Commission are considered open/public meetings, unless otherwise directed by the Chairman or 9-1-1 Commission (following applicable state laws for closed/executive sessions). Employees of the 9-1-1 Commission are permitted to attend 9-1-1 Commission meetings, however if attending while on duty, will only do so with the authorization of the 9-1-1 Director or his designee.
- Individuals addressing the 9-1-1 Commission during the public comment period shall be afforded no more than three (3) minutes to address the 9-1-1 Commission, unless granted additional time by the Chairman. Individuals shall state their name and address prior to addressing the 9-1-1 Commission.

Expectations - 9-1-1 Center Supervisory Staff - Meetings

- The 9-1-1 Director or his designee shall provide 9-1-1 Commissioners the following documents prior to each regular monthly meeting, generally no less than forty-eight hours before each meeting: agenda, minutes from the most recent meeting, 9-1-1 Director Report, 9-1-1 Consultant Report, items listed on the Consent Agenda, action items changing the Policy Manual, and any other documents directed by the Chairman, and other documents, as determined by the 9-1-1 Director that would be helpful to provide ahead of time.
- The 9-1-1 Director is expected to attend 9-1-1 Commission meetings to provide report, needed information, and answer questions from 9-1-1 Commissioners. If unable to

attend, shall assure another representative of the supervisory staff of the 9-1-1 Center attends in his absence.

- The 9-1-1 Commission, shall have personnel of the 9-1-1 Center supervisory staff serve as the recording secretary of 9-1-1 Commission meeting activities (similar to a clerk position). The individual serving in this capacity shall accurately maintain the records of 9-1-1 Commission minutes at the 9-1-1 Center. This individual shall also assure Commission meeting packets are provided to all Commissioners at meetings.

Budget-Financial Related

- The 9-1-1 Commission shall adopt and maintain an operating budget, serving as a guiding document for the financial actions and priorities of the 9-1-1 Commission. This document shall be approved annually, following the budget schedules of both Accomack and Northampton Counties, with 9-1-1 Commission adoption generally occurring after both county budgets have been adopted. Minor budget modifications shall be approved by the 9-1-1 Director or designee (with notification to the 9-1-1 Commission). These minor budget modifications will generally involve the reassignment of funds between line items within the same budget (capital or operational). Major budget modifications shall be reviewed and approved by the 9-1-1 Commission. These major budget modifications will generally involve the transfer of funds between different budgets (capital or operational), unplanned use of fund balance, or significant changes to the financial priorities established in the adopted budget.
- The procurement actions/decisions/practices of the 9-1-1 Commission, overall shall follow the policies/practices of Accomack and Northampton Counties.
- The 9-1-1 Director or designee shall notify the 9-1-1 Commission of grant requests issued on behalf of the 9-1-1 Commission. Upon receipt of a grant (grant being awarded), the 9-1-1 Commission shall be notified. Any approval of a grant submission or grant award, by the 9-1-1 Commission, shall be at the discretion of the 9-1-1 Director (or designee) or the Chairman.

Other - Miscellaneous

- The 9-1-1 Commission shall maintain a Policy Manual (covering employee related policies and expectations). Minor (superficial/cosmetic/other) modifications shall be promulgated by the 9-1-1 Director or designee (with notification to the 9-1-1 Commission). Major (significant/other) modifications shall be reviewed and approved by the 9-1-1 Commission.
- In an effort to understand and track employees leaving or changing status with the 9-1-1 Commission, the 9-1-1 Director or his designee, shall attempt an exit interview. If completed, the exit interview, in summary form, shall be provided to the 9-1-1 Commission (in open meeting).
- Generally occurring early each year, all 9-1-1 Commissioners (following applicable state laws) shall complete an Annual Financial Disclosure Statement; which shall be maintained in an appropriate location (ESVA 9-1-1 Center, Accomack County

Administrative Office, Accomack County Sheriff's Office, Northampton County Administrative Office, or Northampton County Sheriff's Office).

Appendix - List

- Appendix A - Agenda Template Document/Consent Agenda Guidance
- Appendix B - Robert's Rules of Order for Small Boards - Guidance
- Appendix C - Non-Appropriated Fund Balance Expectations Document
- Appendix D – Public Hearing Guidelines
- Appendix E - Resolution Document - Creating 9-1-1 Commission

Approved 2-4-2021 - Modified 6-24-21

APPENDIX A - MEETING AGENDA TEMPLATE/CONSENT AGENDA GUIDANCE

The normal order of business at regular ESVA 9-1-1 Commission meetings shall be as follows; with latitude to adjust provided at the presiding officers discretion. When formulating each regular meetings agenda, the 9-1-1 Director (or designee) shall confer with the Chairman on agenda formulation.

- A. Call to Order
- B. Invocation
- C. Public Participation
- D. Consider Minutes of Previous Meeting
- E. Consent Agenda Item(s)
- F. Review and Approve Budget Report
- G. 9-1-1 Director Report
- H. Consider Action Item(s)
- I. 9-1-1 Consultant's Report
- J. Chairman's Report and Informational Issues
- K. Other Business
- L. Payables - Approval*
- M. Adjournment

* It is noted the payables are informally reviewed and approved by the Chairman as they are submitted for payment from 9-1-1 Center staff to the County of Northampton.

Consent Agenda Guidance

Items included on the Consent Agenda will be non-controversial items generally requiring no discussion/explanation prior to Commission action or items which have already been discussed/explained and do not require further discussion/explanation. Consent Agenda items may include, but are not limited to:

- Reports provided for information (outside of the traditional Director's Report).
- Minor budget modifications, not resulting in changes to the Commission's overall revenue expectations and/or overall expenditure expectations.
- Correspondence requiring no action or explanation.

- Minor policy revisions, that are cosmetic in nature (cleaning up/providing clarity), and not changing the overall intent and meaning of the policy.
- Final approval of proposals, contracts, or reports that have been fully discussed and vetted at previous meetings.
- Submission of routine grant requests that do not obligate any funds from the grant request.

General Consent Agenda Procedures

1. Consent agenda items will be developed by the 9-1-1 Director in consultation with the Chairperson or other presiding officer (in the absence of the Chairperson) of Commission meetings. Consent Agenda items shall be placed on the overall agenda immediately after the approval of the previous meeting minutes.
2. Items on the Consent Agenda shall be provided to Commission members, generally no less than forty-eight hours prior to a Commission meeting, with the appropriate documents provided to allow Commissioners to fully review the items. This will generally be provided along with other traditional meeting preparation documents (minutes from previous meeting, Director Report, Consultant Report, agenda, and substantial policy changes).
3. Upon reaching the Consent Agenda in the overall agenda (during a Commission meeting), the presiding officer shall inquire if there is any objection to any item on the consent agenda (wishing the item to be removed from the Consent Agenda). Any item(s) requested to be removed will be placed on the overall agenda for discussion/action in a location determined by the presiding officer; either immediately following the approval of the other Consent Agenda items (if applicable) or other location as determined by the president officer.
4. The remaining Consent Agenda item(s) will be read by the presiding officer and then approved as a group without further discussion. Consent Agenda items shall be considered en-masse by a single vote of the Commission, but shall be recorded separately in the minutes of the meeting (the Secretary including the full text of items adopted as part of the Consent Agenda).
5. Any other Consent Agenda procedures shall be established and executed by the Chairperson or other presiding officer.

APPENDIX B: ROBERT'S RULES OF ORDER FOR SMALL BOARDS

The following information is from Robert's Rules of Order for large organizations. The ESVA 9-1-1 Commission shall utilize the *Rules for Small Boards* which is less formal and requires no seconds to motions.

PROCEDURE IN SMALL BOARDS. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method of such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair; and subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.
- Members are required to obtain the floor before making motions or speaking, which they can do while seated.

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This:	You Say This:	May You Interrupt Speakers?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting	I move that we adjourn	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	I move that we recess until ...	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp., etc.	Point of privilege	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Suspend further consideration of something	I move we table it	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	I move the previous question	May not interrupt speaker	Must be seconded	Debatable	Amendable	$\frac{2}{3}$'s vote required
Postpone consideration of something	I move we postpone this matter until ...	May not interrupt speaker	Must be seconded	Debatable	Amendable	$\frac{2}{3}$'s vote required
Have something studied further	I move we refer this matter to a committee	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	I move that this motion be amended by...	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	I move that...	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

To Do This:	You Say This:	May You Interrupt Speakers?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront	Point of Order	May interrupt speaker	No second required	Not debatable	Not amendable	No vote required; Chair decides
Request information	Point of Info	If urgent, may interrupt	No second required	Not debatable	Not amendable	No vote required
Ask for a vote by actual count to verify a voice vote	I call for a division of the house	May not interrupt speaker	No second required	Not debatable	Not amendable	No vote required unless someone objects
Object to considering some undiplomatic or improper matter	I object to consideration of this question	May interrupt speaker	No second required	Not debatable	Not amendable	$\frac{2}{3}$'s vote required
Take up a matter previously tabled	I move we take from the table	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Reconsider something already disposed of	I move we now (or later) reconsider our action relative to ...	May interrupt speaker	Must be seconded	Debatable if orig. motion is debatable	Not amendable	Majority vote required
Consider something out of its scheduled order	I move we suspend the rules and consider ...	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	$\frac{2}{3}$'s vote required
Vote on a ruling by the chair	I appeal the chair's decision	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

APPENDIX C - NON-APPROPRIATED FUND BALANCE GUIDELINES

The ESVA 9-1-1 Commission's recommended non-appropriated fund balance is equal to 8% of the 9-1-1 Commission's annual budget for operational expenses. This represents just under one-month of expenses in a non-appropriated fund balance if needed for emergency conditions or unanticipated expenses.

Approved 2-4-2021 - Modified 6-24-21

APPENDIX D – Public Hearing Guidelines

ESVA 9-1-1 Commission – Public Hearing Procedures and Expectations

The principal purpose of a public hearing is to provide an opportunity for members of the public to provide input to the ESVA 9-1-1 Commission regarding the subject to the public hearing. Members of the 9-1-1 Commission may ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the public hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents. At the close of the public hearing, the Chairman may inquire to appropriate 9-1-1 Commission staff whether there is any additional information to convey, or written statements with requests that they be read into the Public Record.

A public hearing is not a debate. Its express purpose is to receive additional facts, comments and opinions on public hearing topic (agenda item). Public hearings before the 9-1-1 Commission shall be conducted in accordance with the following procedures, unless statutory requirements compel additional actions or otherwise directed by the Chairman.

- A sign-up sheet will be provided at an appropriate location at the location of the meeting for those wishing to address the 9-1-1 Commission during the public hearing.
- The clerk (Recoding Secretary) shall maintain, as part of the meeting records, the sign-up sheet as well and noting the name of each speaker (from the public) participating in the public hearing in the minutes.

1. The Chairman or designee will read aloud the specific public hearing notice (or other appropriate documents) being considered at the beginning of the hearing and will then open the public hearing.
2. The 9-1-1 Director or applicable staff designee will present a staff report on the proposed public hearing matter.
3. The Chairman will then recognize any members of the public desiring to speak on the proposed public hearing matter. The Chairman will first recognize those members of the public who have signed up to speak from the sign-up sheet.
4. Each speaker will state his full name and address and identify (of any) any economic or professional relationship he or she has related to the public hearing topic/matter. Each speaker shall be allotted three (3) minutes to speak. Speakers will be allowed to receive one additional three-minute donation of time from someone else.
5. Speakers are not to engage in debate with 9-1-1 Commission staff or 9-1-1 Commissioners. Speakers are to speak directly to the issue before the 9-1-1 Commission and are not to engage in any campaigning for political office, promotion of a private

business venture or use language of a personal nature which insults or demeans any person or which, when directed at a public official, is not related to his or her official duties.

6. After all speakers have been heard that wish to speak at the public hearing, the 9-1-1 Commission shall vote to close the hearing, as directed by the Chairman, and if needed, will then take up discussion on the proposed matter for a potential vote of adoption, denial, or other action.

The Chairman has the right and duty to maintain proper order in accordance with these procedures.

Approved 2-4-2021 - Modified 6-24-21

APPENDIX E – REMOTE MEETING PARTICIPATION (ADDED 6/24/2021)

The ESVA 9-1-1 Commission may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the 9-1-1 Commission notifies the chair that:

- a. they are unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
- b. they are unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a 9-1-1 Commissioner to this section is limited each calendar year to two meetings.

The notification of remote participation shall include the mode/mechanism for meeting participation and approval to participate remotely shall be granted by the chair of the 9-1-1 Commission (or designee), following this policy.

If participation by a 9-1-1 Commissioner through electronic communication means is approved, the 9-1-1 Commission shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved, the minutes shall also include the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance (if this is the case) or the specific nature of the personal matter cited by the member (if this is the case). If a member's participation from a remote location is disapproved because such participation would violate this policy adopted, such disapproval shall be recorded in the minutes of the 9-1-1 Commission with specificity.

This policy shall be applied strictly and uniformly, without exception, to the entire 9-1-1 Commission membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

A quorum of the 9-1-1 Commission shall be physically assembled at one primary or central meeting location and arrangements shall be made for the voice of any remote participant to be heard by all persons at the primary or central meeting location.

APPENDIX F - RESOLUTION CREATING THE ESVA 9-1-1 COMMISSION

Approved

Jimmy Payne / Donald Hart

A JOINT RESOLUTION CREATING AN AGREEMENT BETWEEN THE
COUNTY OF ACCOMACK, VIRGINIA AND THE COUNTY OF NORTHAMPTON,
VIRGINIA, TO JOINTLY PROMOTE
EMERGENCY SERVICES
WITHIN THE COUNTIES OF ACCOMACK AND NORTHAMPTON
AND THE ESTABLISHMENT OF THE
EASTERN SHORE OF VIRGINIA 9-1-1 COMMISSION

WHEREAS, the Counties of Accomack and Northampton wish to participate in the universal numbering system known as 911 to provide the prompt and efficient response to emergency situations; and

WHEREAS, pursuant to the provisions of Section 15.1-21 of the Code of Virginia of 1950, as amended, the power and powers, privileges of authority exercised or capable of being exercised by a political subdivision may be exercised jointly with another subdivision;

NOW, THEREFORE, BE IT RESOLVED AND AGREED BY THE COUNTY OF ACCOMACK AND THE COUNTY OF NORTHAMPTON AS FOLLOWS:

(1) That the County of Accomack and the County of Northampton hereby establish the Eastern Shore of Virginia 9-1-1 Commission.

(2) That said Commission is created to carry out the purposes stated in Paragraph 3 hereof. Said Commission shall be and is hereby deemed a separate legal entity from the Counties of Accomack and Northampton. The Commission shall be composed of twelve (12) members, said members to be appointed by the Boards of Supervisors of said Counties, which members, except for the County Administrator and law-enforcement officers herein after referred to, shall serve at the pleasure of the appointed Board and may be removed at any time without cause. Accomack County shall appoint two members from that Board to serve on the Commission; Northampton County shall appoint one member from that Board to serve on the Commission. The County Administrator of each County shall be appointed a member to said Commission by virtue of his position. From each county there shall be appointed the Sheriff or his designee, one firefighter and one rescue squad member. The first sergeant of State Police Area 31 or his designee shall be appointed a member by virtue of his position. Commission members may be compensated for attending meetings at a rate not to exceed \$35.00 per meeting and the Commission shall determine if mileage is to be paid for members.

(3) That the purposes of said Commission are to manage the 9-1-1 system in order to save the lives and property of the citizens of Accomack and Northampton counties by use of a universal emergency number.

(4) That the affairs and activities of said Commission shall

be financed each year by the levying of a tax on each telephone line in Accomack County and in Northampton County pursuant to the Code of Virginia of 1950, as amended, Section 58.1-3813, the same rate of tax being in effect in each County, said sums to be paid to the Fiscal Agent of the Commission within thirty days of receipt by the respective County Treasurers. In accordance with the provisions of Section 15.1-162, the approval of said budget shall not obligate either County to appropriate said sums contained therein.

(5) That the existence of this Agreement and the Commission established pursuant hereto shall be perpetual unless terminated in accordance with the provisions of paragraph 6 hereof.

(6) That this Agreement may be cancelled by either County by giving to the other written notice, by registered or certified mail, at the office of the County Administrator prior to the beginning of any calendar quarter of its intention to terminate at the end of the next ensuing quarter. Upon the expiration of said next ensuing quarter, said Agreement shall be deemed to be terminated and said Commission dissolved except for that period of time necessary for the limited purpose of disposing of any assets of the Commission. All assets, or the proceeds thereof, of said Commission shall be divided in the same proportion as funds were paid to the Commission by each County over the preceding five years upon termination and dissolution

(7) That this Agreement and the Commission established pursuant hereto shall be deemed to be effective retroactive to July 1, 1990 upon the joint adoption of this Agreement by the governing body of Accomack County and the governing body of Northampton County.

BE IT FURTHER RESOLVED that the County Administrator of Accomack County certify a true copy hereof to the County Administrator of the County of Northampton.

Approved at a duly called meeting of the Accomack County Board of Supervisors held on July 18, 1990.

A COPY -

TESTE:

Arthur K. Fisher
County Administrator