

Election of Officers

(January each year – 1 year terms)

- Chair calls the meeting to order and establish (note) a quorum;
- Chair vacates and turns the meeting over to the Executive Director;
- Executive Director opens the floor for nominations for the Office of Chairman;
 - Nominations are made;
 - Ask for any other nominations; close the floor for nominations;
 - Ask for a vote for those in favor of _____, or roll-call vote form whom, if more than one nomination;
 - Congratulations!
- Executive Director turns over Chair to the new Chair who handles the nomination of Vice-Chair and Secretary-Treasurer.
- Historically the ACSA Board has selected an Executive Committee, per the By-Laws (Section 5.1 ... “Executive Committee may exercise between meetings of this Authority all powers of the Authority in such powers as the Authority may from time to time determine”). Historically, the Chair, Vice-Chair and a third Board member serve as the “Executive Committee.”

BY-LAWS

ALBEMARLE COUNTY SERVICE AUTHORITY

ARTICLE I - PREAMBLE

- 1-1. This authority was created on April 16, 1964, by action of the Board of Supervisors of the County of Albemarle, under provisions of Virginia Water and Sewer Authorities Act, Section 15.1-1239 through 15.1-1270, Code of Virginia, 1950, as amended.
- 1-2. The official title of this authority is designated by the aforesaid Board of Supervisors is: "Albemarle County Service Authority".
- 1-3. These bylaws or rules for the transaction of the business of this authority are made pursuant to authority vested in this authority under Section 15.1-1250(b) of the Code of Virginia of 1950 as amended and in accordance with the general provisions of the laws of the Commonwealth of Virginia governing water and sewer authorities as set forth in said 1950 Code in Chapter 28, Title 9, Virginia Water and Sewer Authorities Act.

ARTICLE II - MEMBERS

- 2-1. This authority shall consist of six members, said members to be appointed by the Board of Supervisors pursuant to Section 2-26 of the Albemarle County Code.
- 2-2. The members of the authority shall not be elective public county officers nor assistants to elective county officers.
- 2-3. All members of this authority are appointed by the Albemarle County Board of Supervisors for terms of four (4) years.
- 2-4. The authority may provide for the payment of expenses of this authority and a reasonable compensation for members of the authority who are not county employees.
- 2-5. Any vacancy in membership will be filled by appointment of the County Board of Supervisors and such appointments will be for the unexpired term only.
- 2-6. Any appointed member may be removed by the Albemarle County Board of Supervisors for inefficiency, neglect of duty, or malfeasance or misfeasance in office.

ARTICLE III - OFFICERS AND THEIR SELECTION

- 3-1. The officers of the Service Authority shall consist of a chairman, a vice-chairman, a secretary-treasurer and an executive director. The secretary-treasurer and the executive director need not be members of the authority.
- 3-2. Nomination of officers shall be made from the floor at the annual meeting held in January of each year. The elections shall take place at the same meeting.
- 3-3. A candidate receiving a majority vote of the entire membership of the Service Authority shall be declared elected. He shall take office immediately and serve for one (1) year, or until his successor takes office.
- 3-4. Vacancies shall be filled by regular election procedures at the next regular meeting.

ARTICLE IV - DUTIES OF OFFICERS

- 4-1. The duties of the chairman are:
 - a. To preside at all meetings.
 - b. To appoint all committees, with the exception of the Executive Committee.
 - c. To rule on procedural questions (subject to a reversal by a 2/3 vote of members present).
 - d. To carry out other duties as assigned by the authority.
- 4-2. The duties of the vice-chairman are:
 - a. To act in the absence of the chairman.
- 4-3. The duties of the secretary-treasurer are:
 - a. To keep a written record of all business transacted by the authority.
 - b. To notify members of the meetings.
 - c. To keep all official records and reports of the authority.
 - d. To certify all records, and reports of the authority.
 - e. To attend to the correspondence of the authority.
 - f. To keep a record of the minutes of meetings.

ARTICLE V - COMMITTEES

- 5-1. Executive Committee: An executive committee consisting of the chairman of this authority and not less than two other members may be elected by the authority from the membership.

The executive committee may exercise between meetings of this authority all powers of the authority, or such powers as the authority may from time to time determine.

- 5-2. Special Committees: The chairman may appoint such special committees as he may deem necessary.

ARTICLE VI - MEETINGS

- 6-1. Regular meetings of the authority shall be held monthly on the third Thursday of the month at 9:00 a.m.

- 6-2. Special meetings shall be called at the request of the chairman or at the request of a majority of the membership. Written notice of meetings shall be given to each member at least two (2) days prior to such meetings.

- 6-3. All regular meetings, records, and accounts shall be open to the public.

- 6-4. A majority of the membership of the authority shall constitute a quorum. In any meeting where there is otherwise a quorum and any member declares a potential conflict of interest on any matter of business the remaining eligible members shall constitute a quorum for the transaction of that business matter. Approval of any business matter shall require a majority vote of eligible non-abstaining members. Voting may be by roll call, in which case a record shall be kept as part of the minutes.

ARTICLE VII - ORDER OF BUSINESS

- 7-1. The order of business of a regular meeting shall be:
- a. Call to order by the chairman.
 - b. Determination of a quorum.
 - c. Approval of minutes of regular meeting and of executive committee meetings.
 - d. Matters from the public.
 - e. Consent Agenda.
 - f. Matters of business and discussion.

- g. Matters not listed on the agenda.
- h. Adjournment.

7-2. Parliamentary procedure in authority meetings shall be governed by the adopted rules of order, namely Robert's Rules of Order.

ARTICLE VIII - AMENDMENTS

8-1. These rules, excepting Articles I and II, may change by a two-thirds vote of the entire authority after ten days notice has been given them of the projected change.

BY-LAWS ADOPTED: **January 17, 1966**
AMENDED: **March 9, 1967**
 March 9, 1978
 April 17, 1986
 December 18, 1997
 December 16, 1999
 December 17, 2009