



PULASKI COUNTY PUBLIC SERVICE AUTHORITY 2026 RULES OF PROCEDURE

Be it resolved that the Pulaski County Public Service Authority does hereby accept and adopt these Rules of Procedure in order to better facilitate its powers and duties in accordance with the provisions of Title 15.2, Code of Virginia of 1950, as amended.

ARTICLE I - TITLE

- 1.1 The official title of this Authority shall be the Pulaski County Public Service Authority

ARTICLE II - MEMBERS

- 2.1 The Pulaski County Public Service Authority shall consist of five (5) members. The terms of office for all members shall be four (4) years.

ARTICLE III – OFFICERS AND MEMBERS

- 3.1 Chair, Vice Chair and Secretary/Treasurer. A Chair, a Vice Chair and a Secretary/Treasurer of the Authority shall be elected from its members at the first February meeting of each calendar year. The Chair shall preside over all meetings and the Vice Chair shall preside in the absence of the Chair.
- 3.2 Term of Office. The Chair, Vice Chair and Secretary/Treasurer shall be elected for a one-year term. Any individual position, or all, may be re-elected for one or more additional one-year terms.
- 3.3 Clerk. The Authority shall appoint the Clerk of the Authority at the first February meeting of each calendar year. His/her duties shall be to serve the secretarial needs of the Authority to include meeting minutes, displaying of agenda and other duties as assigned by the Authority.
- 3.4 Code of Conduct and Code of Ethics. Each member of the Authority and the Clerk shall sign and date with each adoption of these Rules of Procedures, a Code of Conduct and Code of Ethics. Furthermore, these positions, from time to time, may be privileged to information that is confidential and not subject to the provisions of FOIA, said information shall be kept in the strictest of confidence and shall not be shared with any other person, party, or organization. Any knowing violation of these Codes or confidentiality may result in an annulment to an elected position by majority vote of the Authority, and if deemed appropriate by a majority vote of the Board of Supervisors, may further result in the removal from the Authority through proper administrative action.

ARTICLE IV - MEETINGS

- 4.1 Annual Organizational Meeting. The first February meeting held of each year, shall be known as the Annual Organizational Meeting. At said annual meeting, the Authority shall establish the days, times, and places for the regular meetings of the Authority for the ensuing twelve months and the times and places for Public Hearings if applicable.
- 4.2 Regular Meetings. The Authority will meet in regular session on the second Tuesday of each month. Pursuant to §15.2-111 of the Code of Virginia 1950, as amended, if the regular meeting of the Authority is unable to occur because of inclement weather conditions or other extenuating circumstances which make it hazardous for members to attend, the Authority will meet in regular session on the following Tuesday to conduct its business, including Public Hearings, without further advertisement. The Authority may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on the third Tuesday of the month, without action of any kind by the Authority.
- 4.3 Special Meetings. A special meeting of the Authority shall be called either by the Chair or at the request of two or more members pursuant to the Code of Virginia 1950, as amended. Upon receipt of the request, the Clerk shall immediately notify each member of the Authority and the Executive Director to attend the special meeting at the given time and place and for the given purpose. Such notice shall be given at least three (3) days before the date of the special meeting. No matters other than those specified in the notice shall be considered at such meetings unless all members are present and agree to such action by unanimous vote.
- 4.4 Emergency Meetings. The Chair, the Executive Director, or a majority of the Authority may call an emergency meeting pursuant in response to a declared federal, state or local emergency in which it is deemed to be in the best interest of protecting life and property within or upon the properties and assets of the Authority and such notice of the emergency meeting shall be provided contemporaneously to the public and the media as set forth in the Code of Virginia 1950, as amended.
- 4.5 Notices to Public. The Clerk or his/her designee shall notify the general news media of the time and place of all meetings, and the matters to be considered.
- 4.6 Public Hearings. Public Hearings shall be held where and when as advertised after proper public notice has been given pursuant to the Code of Virginia, 1950, as amended.
- 4.7 Continued Meetings. Any regular or special meeting may be continued by a majority of the members of the Authority present to a date and time prior to the next regular meeting.
- 4.8 Place of Meetings. Regular meetings may be held in various locations, from time to time,

upon PCPSA properties or within adequate meeting spaces owned by the County of Pulaski Virginia, and once meeting place has been established by the Authority, proper notice will be posted as required by the Code of Virginia, 1950, as amended.

- 4.9 Open Meetings. All meetings of the PCPSA shall be open to the public, provided that the Authority may, for purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded, and duly adopted, meet in Closed Session. No Closed Session discussions concerning the adoption of any resolution, ordinance, rule, contract, regulation or motion shall have any legal effect or be binding upon the Authority. Any action to adopt any resolution, ordinance, rule, contract, regulation, or motion shall be taken in open session.
- 4.10 Authority Members shall make every reasonable effort to attend all meetings as scheduled by the Authority for the purpose of efficiently and effectively conducting the PCPSA's business, insuring a quorum and representing the community's interests. Whenever possible, Authority Members shall communicate to the Chair, Vice Chair, and/or Clerk their inability to attend with as much time as possible to adequately adjust to the absence. An Authority Member's frequent or routine inability to attend meetings may result in an annulment to an *office or committee if deemed appropriate, by a majority vote of the Authority. (*The term 'office' is not intended to convey the Authority Member's appointment by the Board of Supervisors.)

ARTICLE V - QUORUM AND ACTIONS

- 5.1 Quorum. A majority of all the members of the Authority shall constitute a quorum. A quorum shall not be established with less than three (3) members of the Authority.
- 5.2 Required Absence. No action shall be taken by the Authority unless there shall be present at least a quorum, provided; however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Authority. The Clerk shall suggest the absence of quorum prior to the taking of any action by the Authority. Failure of the Clerk, or any member of the Authority, to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.
- 5.3 Policy on Remote Participation in PCPSA Board Meetings. The policy set forth in this Section 5.3 is adopted pursuant to authority granted to public bodies by Virginia Code Section 2.2-3708.3(B) and (D). Except as provided by this policy, no member shall participate in a meeting by electronic communication means from a remote location.
- 5.3.1 Circumstances Under Which Remote Participation May Be Allowed. A member of the Authority may participate remotely in a Board meeting in the following circumstances:
- a) The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

- b) A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance; or,
 - c) The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
- 5.3.2 Notice to Chair. At least 48 hours prior to any meeting for which remote participation is requested, any member seeking to remotely participate in the meeting shall notify the Chair, in writing, of the circumstances requiring remote participation and request, in writing, that they be allowed to participate in the meeting remotely.
- 5.3.3 Approval of Request for Remote Participation; Disapproval. Requests for remote participation may be approved by majority vote of the members physically attending the meeting. The roll call vote of the members present at the meeting shall be recorded in the meeting minutes. The meeting minutes shall also record:
 - a) If remote participation is approved pursuant to 5.3.1(a), 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;
 - b) If remote participation is approved pursuant to 5.3.1(b), that the member participated through electronic communication means due to a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance;
 - c) If remote participation is approved pursuant to 5.3.1(c), the specific nature of the personal matter cited by the member participating remotely;
 - d) A general description of the remote location from which the member is participating, which remote location need not be open to the public.
- 5.3.4 Disapproval of Request to Participate Remotely. If a member's request for remote participation is disapproved by the members physically attending the meeting, the meeting minutes shall record the disapproval.
- 5.3.5 Effect of Remote Participation on Quorum. For purposes of determining whether a quorum is physically assembled, a member who is a person with a disability as defined in Virginia Code Section 51.5-40.1 and uses remote participation, or who is a caregiver for a person with a disability and uses remote participation, counts toward the quorum as if the individual was physically present. Otherwise, only those members physically present at the meeting count toward a quorum.
- 5.3.6 Frequency of Remote Participation. Subject to approval by the Board with respect to each separate meeting, a member may participate remotely pursuant to 5.3.1(c) in no more than two meetings each calendar year or 25 percent of the meetings in a calendar year, whichever is greater.

- 5.3.7 The Authority shall make arrangements for the voice of the remotely participating member to be heard by all persons in attendance at the meeting location during the open portion of the Board meeting in which the member participates and by those in attendance in the closed portion of the Board meeting in which the member participates.
- 5.4 Action of the Authority. Action of the Authority shall be taken in one of the following ways:
1. Resolutions. Actions may be taken by the adoption of a resolution. Resolutions shall be proposed in writing and a copy will be delivered to the Clerk and all members of the Authority prior to the proposing of adoption.
 3. Contracts. In certain instances, action may be required by contract. Contracts shall be proposed in writing, and a copy shall be delivered to the Clerk and all members of the Authority prior to the proposing of adoption.
 4. Motions. Where action of the Authority is required on a matter simply stated, action may be taken by oral motion.
- 5.5 Voting. Votes shall be taken on all motions made and seconded (*Refer to Section 7.11 for Exceptions*). Votes shall not be tendered nor shall a motion be in order to call the question until every member of the Authority has had an opportunity to speak at least once to the underlying motion.
- 5.6 Roll Call Vote. A roll call vote shall be taken at the request of any Authority Member when such a request is made prior to the taking up of any other business. A roll call vote shall be taken on the final vote on any resolution or contract.
- 5.7 Restating the Question. The Chair shall restate the question prior to the taking of a vote. The Chair may request that another Authority member or the Clerk restate the question if, in his/her opinion, that will expedite the decision thereof.
- 5.8 Unanimous Consent. Where no formal action is required, and no objection is heard, a request of an Authority Member shall be deemed a request of the Authority without further action, when such request is made at a meeting with a quorum present, and the Chair states that such a request shall be deemed a request of the Authority.
- 5.9 Tie Votes. When a tie vote occurs, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again. If the tie remains unbroken, the question is defeated and the Clerk will record it as defeated.
- 5.10 Reconsideration. An action may be reconsidered only upon a motion of an Authority

Member voting with the prevailing side on the original vote. A motion to reconsider may be made by an Authority Member voting on the losing side of the original vote after a 6-month period has elapsed. A motion to reconsider may be seconded by any Authority Member. A motion for reconsideration will be acted on only after following notice of not less than required by law.

- 5.11 Appointments to Committees. An appointment to any standing or ad hoc committee shall require a majority vote of the Authority Members present constituting a quorum. Any member of the Authority may make nomination(s) for the Authority's consideration of appointment for any qualified and eligible individual(s) to serve. Appointment recommendations made in advance by Authority Members shall chronologically be included in the Authority's Packets in the order that they are tendered. The Chair shall take up the appointment recommendations as presented by way of a motion, second and majority vote to include the recommendations as nominations, as well as take up any additional nominations that may be offered up from the floor.
- 5.12 Voluntary Resignation of Appointment at time of Separation. The expiration of term or the separation of service of an Authority Member, and the separation of service of a county employee, shall constitute a voluntary resignation from any board/authority/committee appointment as a representative of Pulaski County or the PCPSA.

ARTICLE VI - ORDER OF BUSINESS

- 6.1 Commencement of Meeting. The meeting will commence at the specified time as advertised, or at the specified hour for adjourned or special called meetings, and the presiding officer shall call the meeting to order and direct the Clerk to note the presence or absence of Authority Members. The establishment of a quorum shall be required to commence the meeting at the appointed hour.
- 6.2 Agenda. The Clerk, along with the Chair and in consultation with the Executive Director and/or County Administrator, shall prepare an agenda for each PCPSA meeting. Any Authority Member having matters he/she desires to have considered at the next meeting shall submit them to the Clerk for inclusion in the agenda.
- 6.3 Public Comments. There may be an agenda item known as Public Comments to allow the general public time to address the Authority regarding any matter on the agenda as well as matters that are not agenda items and over which the Authority has influence. This period should not be used to request specific Authority action at that meeting. The speaker shall state their full name, place of residency and the subject in which they will speak. The speaker shall be subject to a time limitation of three (3) minutes. No speaker shall be permitted to yield time to another speaker. Each speaker is allowed only one appearance to speak. Public Comment shall not serve as a forum for debate with the Authority. Public

Comment, as an agenda item, is not a requirement of the Commonwealth or the County of Pulaski, but is a privilege granted at the discretion of the Authority. Citizens desiring an opportunity to speak during the Public Comment period should register with the Office of Public Service Authority or the Office of the Pulaski County Administrator at least five (5) days prior to the meeting at which they wish to speak to allow for proper inclusion on the Agenda. Requesting, registering or signing up to speak does not necessarily guarantee an opportunity to speak.

- 6.4 Authority Members' Time. The Chair shall provide in each regular meeting's agenda, a period during which each Authority member shall be entitled to time for such purposes as each Authority Member may deem appropriate, subject to such time limitation as the Chair may impose. Matters not included on the agenda and not disposed of during each Authority Members' unrestricted time, shall be taken up only if the presiding officer determines that:
1. They are emergency in nature; or
 2. They involve persons present who would not be present at a subsequent meeting; or
 3. By the unanimous consent of the members present.
- 6.6 Orders on Agenda. The Chair, in consultation with the Clerk, shall establish the order of the agenda, taking into account the need for staff or other presentations, and probable public interest, in order to maximize convenience to the public and minimize adverse impact on conducting the PCPSA's business or the performance of normal staff functions, insofar as it is practicable.
- 6.7 Preparation of Agenda. Except where emergency circumstances require otherwise, every item to be placed on the Agenda shall be received in the Office of the Executive Director or the Office of the County Administrator by no later than noon three (3) business days prior to any regular meeting of the PCPSA.
- 6.8 Delivery of the Agenda. Each member of the Authority, if at all possible, shall receive the Agenda at least two (2) days before any regularly scheduled PCPSA meeting.
- 6.9 Minutes. The Clerk shall keep the minutes of the meetings of the PCPSA with the exception of Closed Sessions. A copy of the meeting minutes shall be kept in an appropriate repository that is accessible by the general public.
- 6.10 Approval of Minutes. The Clerk shall promptly transcribe the minutes following completion of the meeting and shall submit copies for distribution with the following month's Meeting Agenda, at which their approval will be on such Agenda. Approval of the meeting minutes will be one of the first items on each Agenda, shortly following the establishment of the quorum. The meeting minutes may be approved, or corrected and approved without reading or as part of the Consent Agenda.

ARTICLE VII - ORDER IN THE CONDUCT OF BUSINESS

- 7.1 Persons Addressing the Authority. These persons shall limit their presentation to the time allotted by the Chair on the agenda, unless the Authority by majority consent, will extend such time. The Chair, in fixing such time, shall take into account the complexity of the matter, its importance in relation to other business of the Authority, and time available on the meeting date sought. Insofar as it is practicable, persons addressing the Authority will furnish the Clerk and members of the Authority with a written copy of their remarks.
- 7.2 Recognition. Shall be given only by the presiding officer. No person shall address the Authority without having first been recognized.
- 7.3 Cumulative or Repetitive Testimony. Shall not be permitted on any matter, and persons of the same position, as a previous speaker shall state their name and the position with which they agree.
- 7.4 Questions. By Authority Members, will be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
- 7.5 Discussions and Debate by the Authority. Shall be conducted following the presentation of testimony on the item of business pending, in which each member of the Authority shall have the opportunity to speak to the matter. After the Authority has acted, any member has the right to state a protest against the action, and his/her reasons therefore.
- 7.6 Decisions on Points of Order. The Chair, when presiding at a meeting of the Authority, without vacating the chair, may give his/her reasons for any decision made by him/her on any point of order and such decision shall be made without debate.
- 7.7 Points of Order and Appeal to Authority. Any member of the Authority may appeal to the Authority from the decision of the Chair on any question of order, a majority vote of those present being necessary to over-rule the Chair.
- 7.8 The Chair may, as he/she sees necessary or at the request of a member of the Authority, call a brief recess. In the case of an identified emergency, the Chair may adjourn the meeting subject to appeal upon motion of any Authority Member.
- 7.9 Motion to Adjourn. At a meeting of the Authority, a motion to adjourn shall always be in order and shall be decided without debate.
- 7.10 Motions While a Question is Under Debate. When a question is under debate at a meeting of the Authority, no motion shall be received unless it be one to amend, to commit or to postpone the previous question, for a substitute motion to be laid on the table or to adjourn.

When there is an objection to consideration of a dilatory motion, the disposition of the motion shall require a majority vote of the Authority and the underlying motion shall not be considered for the duration of the meeting.

- 7.11 Voting on Appointments to Office. Every appointment by the Authority shall be by oral vote and recorded by name in the minutes of the Authority.

ARTICLE VIII - DECORUM

- 8.1 Of Authority Members. Shall be maintained in order to expedite disposition of the PCPSA's business before the Authority. Questions, and remarks, shall be limited to only those relevant to the pending business. Authority Members shall not converse with other members or with other persons in any manner having a disturbing effect on the conduct of such business. Authority Members shall address all remarks to the Chair as the presiding officer. The Authority shall further refer and adhere to their Code of Conduct and Code of Ethics.
- 8.2 Of Other Persons. Shall be maintained by the Chair, who may request such assistance as to him/her appears necessary and may request the Sheriff or one of his/her deputies to attend meetings to preserve order. Persons addressing the Authority shall limit their remarks to those relevant to pending items. No persons in attendance shall be allowed to voice remarks except as recognized by the presiding officer after audibly stating their full name, place of residency and whom they represent. Individuals or groups in the audience creating an atmosphere detrimental or disturbing the conduct of the meeting will be asked to leave by the presiding officer. No person shall bring into the PCPSA's meeting room any sign, banner, or other such item; provided, that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted. The Chair may order an expulsion of any individual from the premises that he/she deems disorderly, subject to appeal to the full Authority, for the safety and protection of the Authority, County staff and the general public, and to maintain proper decorum.

ARTICLE IX - MISCELLANEOUS

- 9.1 Roberts Rules of Order. Newly revised Roberts Rules of Order shall govern the conduct of all meetings of the Authority to the extent that they are not inconsistent with these rules and the laws of the Commonwealth of Virginia.
- 9.2 Amendment of the Rules. May be accomplished by a majority vote of the entire membership, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented in at least one previous meeting at which the date for a vote has also been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.

- 9.3 Suspension of the Rules. May occur whenever the Authority, by a majority, votes to adopt a motion to suspend the rules. In such event, the rules shall be deemed suspended only with respect to the specific matter or question not then in accord with the rules.
- 9.4 In the interest of objectivity and to avoid any conflict of interest or the appearance thereof, the Authority will not hire or appoint to any office or committee, any Authority Member's *family or any close business associate. It is the sole responsibility of each Authority Member to fully disclose any familial or close business relationships prior to any consideration of employment or appointment.

*(*Family member is defined as spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, uncles, aunts, nieces, nephews, as well as adopted, half, and step members of the immediate family.)*

Adopted by the Authority on: _____

By: _____
PCPSA Chair

Attest: _____
Clerk of the Authority