

BYLAWS OF THE
CARROLL COUNTY
BOARD OF
SOCIAL SERVICES

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The following bylaws shall govern the conduct of meetings of the Carroll County Board of Social Services.

1. Board Members.

The present Board of Social Services is composed of six members, a citizen from each magisterial district, appointed by the Board of Supervisors to fulfill a four year-term. One of the members is a member of the Board of Supervisors. The board meets monthly to set local policies, to approve expenditures, and to oversee the activities of the Department of Social Services. The Board also has the responsibility for submitting an annual operational budget to the local governing body and to the state office.

2. Officers.

The Board shall elect officers for a one-year term beginning July 1 and ending the following June 30. Officers shall be a Chairman and a Vice-Chairman. The Director shall act as Secretary of the Board. In the event the Chairman and Vice-Chairman are not elected by July 1, the officers shall remain in office until their successors are chosen. Vacancies in the offices of Chairman or Vice-Chairman shall be filled by the Board for the remainder of the term.

The Chairman, or the Vice-Chairman, or in their absence a member of the Board chosen by the quorum, shall preside at all meetings of the Board. The Chairman shall determine all questions concerning the application of rules of procedure, subject to vote of the Board.

3. Quorum.

A quorum shall consist of a majority of the members of the Board. In the absence of a quorum, no business shall be conducted and no votes may be taken.

4. Public Comment.

The Board shall allow for public comment at each meeting of the Board. Each public comment period shall be limited to 15 minutes and each speaker may speak for 3 minutes, unless additional time is allowed by the Chairman.

5. Minutes of Meeting.

The Secretary shall prepare and keep on file minutes of the attendance and transactions at all meetings of the Board in accordance with the requirements of the Code of Virginia. Minutes of the immediately prior meeting shall be approved by the Board at the next meeting, if possible, or at a subsequent meeting.

6. Regular Meetings.

The Board shall set the date, time and place of its regular meetings, and shall post notice of such regular meetings at the offices of the Department of Social Services. The Board shall meet at least bimonthly. At least one meeting a year shall be an orientation and training session for local board members. The Chairman may cancel any meeting because of inclement weather and reschedule the meeting by giving notice to each of the Board members as soon as possible.

7. Special Meetings.

Special meetings of the Board may be called by the Chairman or by a majority of the Board by providing written notice to each of the Board members as soon as possible prior to the meeting. The notice shall specify what matters will be discussed at the special meeting. Only those matters identified in the written notice of the special meeting may be considered by the Board at the special meeting unless the entire membership of the Board agrees to discuss other items.

8. Closed Session.

The Board may go into closed session pursuant to the Virginia Freedom of Information Act. A motion to go into closed session, citing the appropriate section of the Act allowing such closed session, shall be adopted prior to going into closed session. The Board may invite staff or others into the closed session. Following the closed session, the Board must certify, in accordance with the Freedom of Information Act, which to the best of each member's knowledge only those public business matters exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session.

9. Board Attendance.

In the event that a Board member is not present for two consecutive Board meetings, the Chairman will contact the Board member to determine the reason for the absences and if the Board member desires to continue as a Board member.

10. Amendment of Bylaws.

These bylaws may be amended at any time by action of the Board.

Adopted this 18th day of May, 2021.