



Powhatan County

**COMPREHENSIVE PLAN UPDATE  
CITIZEN WORKING GROUP (CWG)  
BYLAWS  
Adopted December 17, 2024**

The CWG is authorized by its Charter, adopted by the Powhatan County Board of Supervisors on November 18, 2024. The CWG Charter is attached to these Bylaws for reference. The purpose of these Bylaws is to establish meeting procedures that will assist the CWG in efficiently completing its chartered duties.

**I. RULES OF ORDER**

In the conduct of all meetings, the CWG shall follow Robert’s Rules of Order for small boards, except as otherwise provided in the Charter or these Bylaws.

**II. QUORUM/VOTING**

Nine (9) members of the twelve (12) -member CWG shall constitute a quorum. The affirmative vote of seven (7) members is required to pass any motion. Members must be present at a meeting to cast a vote on any matter. Voting by proxy or absentee process is not permitted except that the public safety member’s vote may be cast by the Sheriff or his designee present at any meeting.

Members should notify the Chair as soon as possible if they are unable to attend a meeting, and in any case no later than 12:00PM on the day before the scheduled meeting. Should a quorum not be assembled at the appointed hour, the members present may adjourn temporarily in order that an opportunity may be given for a quorum to assemble, without which business cannot be legally transacted.

It shall be at the Chair’s discretion to cancel the scheduled meeting when the Chair deems it appropriate having allowed time to elapse, but no more than thirty (30) minutes from the time the meeting was to begin.

**III. REMOTE PARTICIPATION AND ALL-VIRTUAL MEETINGS**

**1. Remote Participation**

- a) Each member may attend an in-person meeting remotely via electronic communication means no more than twice. Remote participation is available only when a quorum is physically present at the regular meeting location and arrangements are made for the remote member’s voice to be heard clearly during the meeting.
- b) Members wishing to participate remotely must notify the Chair at least ten (10) days in advance. The Chair will determine whether such member may participate remotely by confirming that a quorum will be physically present at the meeting. Remote participation requests will be processed on a first-come, first-served basis. At the

meeting, members participating remotely shall state the reason for therefore and provide the general location from which they are participating.

- c) The meeting minutes shall contain a summary of which members participated remotely including the reason and general location given by the member, as well as any member requests to participate remotely denied by the Chair and the reasoning therefore.
- d) Remote participation in all-virtual meetings does not count toward the two-meeting limit for remote participation at in-person meetings.

## **2. All-Virtual Meetings**

The CWG may hold a limited number of all-virtual meetings by following the procedures below.

- a) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
- b) Public access to the all-virtual public meeting is provided via electronic communication means;
- c) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- d) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
- e) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
- f) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
- g) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

- h) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
- i) Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.

#### **IV. SUBCOMMITTEES**

The CWG may establish subcommittees as it deems necessary. Subcommittee meetings shall be open to the public and may be held through electronic means in the same manner as provided in these bylaws.

**Comprehensive Plan Update**  
**Citizen Working Group**  
**11/18/24**  
(revised 12/18/24)

**Charter**

The Board of Supervisors (BOS) has authorized the formation of an ad. hoc. citizen Working Group chartered to advise the BOS in its effort to update the County's current Comprehensive Plan and Land Use Map.

The Working Group will be strictly guided by the Board of Supervisors 2024-2029 Strategic Plan (final draft anticipated in December 2024) with concentration on two primary strategic areas identified in the Plan:

- Economic Growth & Business Development
- Housing and Residential Growth

While the remaining areas of the Strategic Plan are vital to the county's future and should be given consideration they are not core contributors to the charter assigned the Working Group.

**Dates of Operation**

The Working Group will commence with an organizational meeting in December 2024. The main work of the group will begin in January of 2025 who shall provide a written report to the BOS at its regularly scheduled monthly meeting in April of 2025.

**Meeting Conduct**

All Working Group meetings will be governed by Robert's Rules of Order and be conducted based on a set agenda developed by the Chair or their appointee and electronically sent to the members five (5) days prior to each scheduled meeting.

Minutes of each meeting will be taken representing attendees, highlights of group discussions and detail the specifics of all motions, seconds, and the resulting outcome of all votes.

**Organizational Meeting**

The Working Group will convene an organizational meeting at the convenience of the members but before December 31, 2024. The purpose of this first meeting will be to:

- Elect a chairperson,
- Elect a vice chairperson
- Elect or assign a recording secretary
- Set a work/meeting calendar specifying days, time, and location for all subsequent meetings.
- Develop and approve a framework & approach, to include possible sub-committee, to conduct business and provide its final report to the BOS.

## **Public Involvement**

Meetings of the group will be held in the Village Building Conference Room and open to the public. The Group's meeting schedule as adopted at its organizational meeting will be posted on the county's website. The Group's secretary will take minutes of each meeting and publish same for review and approval by the members at each subsequent meeting. Approved minutes will be posted on the county website.

The Group's recommendations will be considered by the BOS and referred to the Planning Commission for its consideration. Over the course of the Planning Commission's deliberations ample opportunity will be afforded the public to offer comment on the revised Plan draft via scheduled town halls conducted throughout the county.

The Board of Supervisors will assemble all relevant input and formulate a revised 2025 Plan placing it before the citizens for public comment followed by a vote to adopt on or before December 31, 2025.

## **Membership:**

Working Group membership will be comprised of 12 Powhatan citizens to include:

- An appointment made by each member of the BOS
  - District 1: Danny Beran
  - District 2: David Anderson
  - District 3: Doug Bradbury
  - District 4: Bill Melton
  - District 5: Bill Donati Sr.
- Commissioner of the Revenue
  - Jamie Timberlake
- A representative of the Economic Development Authority
  - Matt Schiefer
- A representative from the Agricultural & Forrestral Advisory Committee
  - Bob Reilly
- Four members at-large
  - Roger Richardson
  - Don Rissmeyer
  - Chris Shust
  - Rudy Gregory (or Sheriff)
- County Staff (non-voting) will be assigned to the Task Force
  - Ligon Webb, Planning Director
  - Roxanne Salerno, Director of Economic Development
- PlanRVA staff (non-voting) - providing process support and guidance
  - Mrs. Barbara Jacocks, PlanRVA - Community Development Director
  - Mrs. Martha Shickle, PlanRVA - Executive Director