BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
MONDAY, JANUARY 5, 2026
6:00 P.M.

The Appomattox County Board of Supervisors held its scheduled Organizational meeting on Monday, January 5, 2026 at 6:00 p.m. in the Board of Supervisors meeting room located at 333 Court St. Appomattox, Virginia.

Appomattox County Board of Supervisors
Present:

Nathan Simpson	Courthouse District
Kenneth Wolfskill	Appomattox River District
John F. Hinkle	Falling River District
Trevor L. Hipps	Wreck Island District
Alfred L. Jones, III	Piney Mountain District

Also, Present:
Susan M. Adams, County Administrator
Wanda McCormick, Financial Specialist III

CALL TO ORDER
Mrs. Susan Adams, County Administrator called the meeting to order at 6:00 p.m.
Pledge of Allegiance
Invocation – Mr. Hinkle

SETTING OF AGENDA
Motion made by Mr. Hipps, seconded by Mr. Hinkle, with all Members present voting yes, to approve the agenda as submitted.

BOARD ORGANIZES
Election of Chairman
Ms. Adams opened the floor for the 2026 Chairman nominations. Mr. Hipps, seconded by Mr. Wolfskill, nominated Mr. Hinkle to serve as the 2026 Chairman. Ms. Adams asked if there are any additional nominations to serve as the 2026 Chairman.

Motion made by Rev. Jones, seconded by Mr. Hinkle, with all Members voting yes, to close the floor for after there were no further nominations for Chair.

Motion made by Mr. Hipps, seconded by Mr. Wolfskill with all members voting yes, to elect Mr. John Hinkle as the 2026 Board of Supervisors Chairman.

Ms. Adams congratulated Mr. Hinkle and asked the newly elected Chairman to resume the meeting.

Election of Vice-Chairman

Chairman Hinkle opened the floor for the 2026 Vice-Chairman nominations. Mr. Wolfskill nominated Rev. Jones to serve as the 2026 Vice-Chairman. As there were no further nominations for Vice-Chair, Mr. Hinkle closed the floor.

Motion made by Mr. Wolfskill, seconded by Mr. Hipps with all Members present voting yes, to elect Rev. Jones as the 2026 Board of Supervisors Vice-Chairman.

ORGANIZATIONAL & ADMINISTRATIVE MATTERS
Adopt the Rules of Order for the Governing Body
Motion made by Mr. Hipps, seconded by Mr. Simpson, with all Members present voting yes, to adopt the "Robert's Rules of Order, Newly Revised" for the Governing body.

Adopt the Board Bylaws and Rules of Procedures
Motion made by Rev. Jones, seconded by Mr. Hipps, with all Members present voting yes, to adopt the Board Bylaws and Rules of Procedures.

APPOMATTOX COUNTY BOARD OF SUPERVISORS BY-LAWS AND RULES OF PROCEDURE
Revised and Adopted January 5, 2026

ARTICLE 1 – PURPOSE AND BASIC PRINCIPLES

SEC. 1-1. PURPOSE OF BY-LAWS AND RULES OF PROCEDURE

A. To enable County government to transact business expeditiously, transparently and efficiently affording every opportunity for the citizens to witness and participate in the operation of government;

B. To protect the rights of each individual Board member;

C. To preserve the spirit of cooperation among Board members; and

D. To determine the will of the Board on all matters.

SEC. 1-2. FIVE BASIC PRINCIPLES UNDERLYING BY-LAWS AND RULES OF PROCEDURE

A. Only one subject may claim the attention of the Board 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 and opinions of the minority must be preserved and respected; and

E. Each member shall remain respectful of fellow Board members, even in times of disagreement, in speech and in behavior.

ARTICLE 2 – MEETINGS

SEC. 2-1. WHEN AND WHERE REGULAR MEETINGS HELD

A. The time and place of regular meetings of the Board of Supervisors (hereinafter referred to as "the Board") shall be established by resolution at each annual organizational meeting held in January of each year, but which shall not be less frequent than once a month. Such regular meeting shall be held in the Board of Supervisors Meeting Room at the Appomattox Courthouse located at 333 Court Street, Appomattox, Virginia, every third (3rd) Monday of the month unless otherwise set by the Board. Such meetings shall begin at 6:00 p.m. Should the Board subsequently change the date, time or place of a regular meeting, it shall comply with the requirements of Section 15.2-1416 of the Code of Virginia (1950, as amended).

B. The Board shall give notice of the date, time and location of its meetings by placing a notice in a public location at which notices are regularly posted, or in the office of the Clerk of the Board. The Clerk may publish meeting notices by electronic means. The notice shall be posted at least three (3) working days prior to the meeting.

C. If the Chairman, or the Vice-Chairman if the Chairman is unable to act, finds and declares that the weather or other conditions are such that it is hazardous for the Board members to attend a regular meeting, the regular meeting shall be continued until the following Monday, unless that Monday is a legal holiday, then the meeting shall be on the Tuesday following the Monday holiday. Such conditions shall be communicated to the members of the Board and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

D. The Board may, by resolution, when necessary, change the time and place of the regular meeting. The resolution shall set forth the circumstances necessitating such change. Notice of such change shall be posted in a public location at which notices are regularly posted, or in the office of the Clerk to the Board, at least three (3) working days prior to the meeting to be held pursuant to the change, and published once in a newspaper of general circulation in the county, at least seven (7) days prior to the meeting. Three working days prior to the meeting to be held pursuant to such change, the Clerk shall give each Board member written notice, personally or by registered mail, of any change from the regular meeting days established by this section.

SEC. 2-2. SPECIAL OR EMERGENCY MEETINGS

A. The Board may hold such special or emergency meetings, as deemed necessary, at such date, time and place as it may find convenient. A special or emergency meeting of the Board shall be called pursuant to Sections 15.2-1417 and 15.2-1418 of the Code of Virginia (1950, as amended).

B. Special or emergency meetings may be called by the Chair or any two (2) members of the Board in writing to the Clerk for any purpose stated in the notice of the special or emergency meeting pursuant to Section 15.2-1418 of the Code of Virginia (1950, as amended). Only matters specified in the notice shall be considered unless all of the members of the Board are present.

C. Notice, reasonable under the circumstances, to the public and press of any special or emergency meeting shall be given contemporaneously with the notice provided the members of the Board and the County Attorney.

SEC. 2-3. ADJOURNED MEETINGS

Regular meetings, without further public notice, may be adjourned from day to day or time to time or place to place not beyond the time fixed for the next regular meeting, until the business before the Board is completed.

SEC. 2-4. MINUTES

A. Minutes of all regular, emergency or special meetings shall be recorded. Such minutes shall be maintained in the office of the Clerk of the Board of Supervisors. The minutes shall reflect (i) the date, time and place of the meeting; (ii) the members recorded as either present or absent; (iii) a general description of all matters proposed, discussed or decided; and (iv) record of any votes taken.

B. Approval of minutes shall be considered at the regular Board meetings. It shall not be necessary to read the minutes prior to approval. Prior to approval, any member may, through the Chair, request the privilege of amending or correcting the minutes to accurately reflect the substance of the prior meeting. If . If objection is made by any Board member to such amendment or correction, a majority vote of the Board shall be necessary for adoption of the correction or amendment. The Chair shall sign the adopted minutes.

ARTICLE 3 – OFFICERS

SEC. 3-1. ELECTION AND TERM OF CHAIRMAN AND VICE-CHAIRMAN

At the annual or organizational meeting of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, each of whom shall serve a term of one year expiring on December 31 of the year elected, or until their respective successor shall be elected. In the case of the absence of the Chairman and the Vice-Chairman, the members present shall choose one of its members as temporary Chairman.

SEC. 3-2. CLERK

The Clerk of the Board of Supervisors shall be the County Administrator, whose duties and responsibilities shall be those set forth in Section 15.2-1539 of the Code of Virginia (1950, as amended) and as may be delegated and directed by the Board of Supervisors.

SEC. 3-3. PARLIAMENTARIAN

The County Attorney shall serve as the Parliamentarian.

ARTICLE 4 – QUORUM AND MANNER OF VOTING

SEC. 4-1. QUORUM

A majority of the Board shall constitute a quorum and shall be necessary for the transaction of business by the Board. If a quorum is not present, those in attendance shall adjourn to a later time when a quorum is present to transact business.

SEC. 4-2. MANNER OF VOTING

All question submitted to the Board for decision shall be determined by a majority of the members voting on any such question unless another method of determination is required by the Constitution of Virginia or general law. No ordinance or resolution appropriating money exceeding the sum of $500, imposing taxes, or authorizing the borrowing of money shall be passed except by a recorded affirmative vote of a majority of all members elected to the Board.

ARTICLE 5 – CONDUCT OF BUSINESS SEC. 5-1. AGENDA PREPARATION

The Clerk shall prepare the agenda for each regular meeting conforming with the agenda format approved by the Board. Except as permitted at the discretion of the County Administrator, every item to be placed on the agenda shall be received in the Office of the County Administrator before the close of the work day on the Wednesday of the week prior to any regular meeting of the Board. The agenda packets shall be transmitted by the Clerk of the Board by the close of business on the Friday prior to the regular meeting using whatever means of delivery is deemed best suitable to ensure that the Board members have the agenda packages prior to the regular meeting. The Clerk shall prepare or cause to be prepared extra copies of the agenda and shall make the

same available to the public and the press in the Office of the County Administrator and on the County website. The Clerk shall also have at least one hard copy available at each regular meeting.

SEC. 5-2. ORDER OF BUSINESS

A. At regular meetings of the Board, the order of business shall generally be as follows:

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Approval of the Agenda

5. Citizen Comment Period (thirty (30) minutes in total)

6. Public Hearings/Public Appearances

7. Action Items

8. Appointments to Boards, Commissions and Committees

9. Approval of the Consent Agenda

10. County Attorney's Report

11. County Administrator's Report

12. Board Comments

13. Closed session (if necessary)

14. Adjournment

B. The above order of business may be modified by the County Administrator, after the Chairman has been notified, to facilitate the business of the Board.

SEC. 5-3. CITIZENS' COMMENTS

A. Citizens' Comments shall be governed by the following rules:

1. Citizens' Comments shall be for the limited purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Board. They shall not serve as a forum for debate with the Board or individual members of the Board.

2. Board members shall not discuss issues raised or questions raised by the public, within the same meeting, except by consent of a majority of the Board members present.

3. Citizens wishing to speak during the Citizens' Comment portion of the agenda shall sign the registration form, identifying, with reasonable certainty, the subject matter of his or her comments prior to the commencement of the Citizens' Comment portion of the agenda. Citizens who do not sign the registration form prior to the commencement of Citizens' Comment may address the Board after all others who had signed the registration form have had an opportunity to speak.

4. Remarks shall be addressed directly to the Board and not to staff, the audience or the media.

5. The Chairman shall open Citizens' Comments.

6. The Chairman will explain the Citizens' Comments policy prior to the commencement of the first citizen's comment(s) being received by the Board.

7. The Chairman will call on each speaker who has signed the registration form in the order upon which their name shall appear on the registration form.

8. Each speaker shall clearly state their name and election district of residence or city/county of residence if they reside out of the county, and shall be subject to a three (3) minute time limitation. If the speaker represents a group of individuals in attendance at a particular meeting, there shall be time lime of six (6) minutes. Members of group in attendance shall forfeit their right to speak on the same topic. For purposes of this section, a "group" shall constitute ten (10) or more individuals. No speaker shall address the Board more than once during Citizens' Comments at any single Board meeting and citizens shall not donate their unused speaking time to another speaker. Notwithstanding the time limitations state herein, the Chairman may, at his or her discretion, allow any citizen to speak beyond the designated time limitation for a reasonable period of time in order to conclude his or her remarks.

9. There shall be no comment during Citizens' Comments on a matter for which a public hearing is scheduled during the same meeting.

10. There shall be no comment during Citizens' Comments on a matter which has already been the subject of a previous public hearing where no final vote has been taken by the Board.

11. Any issue raised by the public which the Board wishes to consider may be put on the agenda for the next Board meeting by a majority vote.

12. Public comment shall be germane to policies, affairs and services of the county government.

13. The above rules notwithstanding, members of the public may present written comments to the Board or to individual Board members at any time during the meeting. Such written comments shall be submitted through the Clerk and shall become a part of the record.

SEC. 5-4. CONSENT AGENDA

A. The Consent Agenda shall be introduced by a motion “to approve”, and shall be considered by the Board as a single item.

B. Upon the request of any Board member, an item may be removed from the Consent Agenda for consideration after approval of the remaining items on the Consent Agenda.

C. Approval of the motion to approve the Consent Agenda shall constitute approval of all items not removed from the Consent Agenda exactly as if each had been acted upon individually.

D. Characteristics of items placed on the Consent Agenda are, but are not limited to, routine items that appear monthly, such as departmental reports, requests for refunds, resolutions and motions; requests to advertise public hearings, advertising for bids and proposals; and, items of non-controversial nature that could be classified as housekeeping items of technical, non-policy nature, end of year department transfers, and items that have received prior unanimous approval of the Board.

SEC. 5-5. PUBLIC HEARING

A. It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his or her views on matters set for public hearing and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by the applicant and/or staff, it is the desire of the Board to hear from the public, therefore, the applicant or staff presentations will be as brief as possible. In order to accomplish this objective, it is necessary that certain rules of order prevail at all public hearings as follows:

1. The Chairman will make a brief statement identifying the matter to be heard and verify that all legal notification requirements have been met.

2. The Chairman will call upon the appropriate staff member to present the item to be heard.

3. The applicant may appear on his or her own behalf, or be represented by counsel or an agent, and shall have a combined total of ten (10) minutes to speak to the application.

4. The Chairman will open the floor to public comment, if any, after the applicant or his agent or counsel has spoken. Any private citizen may speak for or against the issue. The Clerk shall prepare a registration form for citizens to sign their name, address and/or election district of residence. The Chairman shall call each speaker in the order that their name appears on the registration form. Each speaker shall clearly state his or her name, address and/or election district of residence for the record. Citizen comments are limited to three (3) minutes per citizen speaker. If the speaker represents a

group of individuals in attendance at a particular meeting, there shall be a time limit of six (6) minutes. Members of a group shall forfeit their right to speak on the same topic. For purposes of this section, a "group" shall constitute ten (10) or more individuals. The applicant, or his counsel or agent, shall be given the opportunity for rebuttal, which shall last for no more than five(5) minutes. Notwithstanding the time limitations stated herein, the Chairman may, at his or her discretion, allow any citizen to speak beyond the designated time limitation for a reasonable period of time in order to conclude his or her remarks.

5. Upon the conclusion of public comments or the applicant's rebuttal, the Chairman shall close the public hearing.

B. When a public hearing shall have been closed by order of the Chairman, no further public comments shall be received by the Board. However, any Board member may ask a question of any person who spoke during the public hearing after being recognized by the Chairman to do so.

C. Following the close of the public hearing, the Chairman may entertain a motion to dispose of the issue and the Board may debate the merits of the issue or the issue may be tabled to a subsequent meeting of the Board for further consideration.

SEC. 5-6. ADJOURNMENT

Regular meetings of the Board shall adjourn no later than 10:30 P.M. If the Board desires to extend the meeting, a motion unanimously adopted by the members present shall be required. Any items not acted on prior to the 10:30 P.M. deadline shall be deferred to the next regular meeting.

SEC. 5-7. RULES OF ORDER

The proceedings of the Board, except as otherwise provided within these Rules of Procedure and applicable state law, shall be governed by Robert's Rules of Order, Newly Revised, and more specifically, the provisions which pertain to conduction of business for small boards, except as follows: (i) the section indicating that the minutes are accessible only to Board members is hereby deleted; (ii) all motions with require a second; and (iii) the Chairman may make and second motions.

SEC. 5-8. REMOTE PARTICIPATION

A. The Board may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with VA Code Section 44-146.17 or when the Board has declared a local state of emergency pursuant to VA Code Section 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations or the discharge of the Board's lawful purposes, duties, and responsibilities. When convening a meeting in accordance with this section, the Board shall:

Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Board;

2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already being used by the Board;

3. Provide the public with the opportunity to comment at those meetings when public comment is customarily received; and

4. Otherwise comply with the provisions of the Virginia Freedom of Information Act.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to VA Code Sections 44-146.17 or 44-146.21.

B. Any Board member may use remote participation instead of attending a public meeting in person if (i) the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of the Board who is a person with a disability as defined in VA Code Section 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present; (ii) a medical condition of a member of the Board'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. For purposes of determining whether a quorum is physically assembled, an individual member of the Board who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present; (iii) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or (iv) the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, however, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater. If participation by a member through electronic communication means is approved pursuant to this subsection, the Board shall record in its minutes the remote location from which the member participations; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

1. If participation is approved pursuant to subsections (B)(i) or (B)(ii), the Board shall also include in the minutes the fact that the member participated through electronic communication means due to a (A) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (B) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance.

2. If participation is approved pursuant to subdivision (B)(iii), the Board shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.

3. If participation is approved pursuant to subdivision (B)(iv), the Board shall also include in its minutes the specific nature of the personal matter cited by the member.

ARTICLE 6 – CONDUCT OF THE PUBLIC

SEC. 6-1. PUBLIC CONDUCT

A. The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all time during the conduct of public business, and the Board will permit no behavior which does not comply with this policy.

B. Prohibited conduct at all meetings shall include, but not be limited to:

1. Campaigning for public office;

2. Soliciting of funds;

3. Promoting private business ventures;

4. Using profanity or vulgar language and/or gestures;

5. Using language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties;

6. Making non-germane or frivolous statements;

7. Discussions of a sectarian or partisan nature;

8. Smoking or eating in the Board room;

9. Addressing questions or statements to anyone other than the Chairman;

10. Wearing hats, caps or other types of headgear.

C. The Chairman shall preserve order and decorum at all meetings. The Chairman may order the expulsion of any person from violating these rules, disruptive behavior, or any words or actions which incite violence or disorder, subject to appeal to the Board. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board of a specified and reasonable period of time not to exceed six

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ARTICLE 7 – MISCELLANEOUS

SEC. 7-1. RESERVED AREA

Only members of the Board, the County Administrator, County Attorney, administrative staff and other persons expressly invited shall be entitled to enter the area behind the Board dais.

SEC. 7-2. PRESS

Cameras from the press shall be limited to the west side of the Board room. Members from the press shall not interview the public or staff in the Board room while meetings are in session.

SEC. 7-3. AMENDMENT OF RULES

These rules of procedure may be amended by majority vote of the entire membership.

No notice shall be required of the adoption of any amendments.

Confirmation of the Clerk to the Board
Motion was made by Rev. Jones, seconded by Mr. Hipps, with all Members present voting yes, to confirm the County Administrator, Susan Adams, as the Clerk of the Board.

Set Date, Time and Location of Regular Meetings

Motion made by Mr. Wolfskill, seconded by Mr. Hipps, with all Members present voting yes, to set the Regular Board meetings on the 3rd Monday of each month at 6:00 p.m. in the Board of Supervisors meeting room located at 333 Court St., Appomattox, Virginia, and when a holiday falls on the 3rd Monday, the meeting will be held on the following Tuesday at 6:00 p.m. in the Board Supervisors Meeting Room at 333 Court St., Appomattox, Virginia. It was noted that January and February meeting fall on the 3rd Monday, so the Board of Supervisors meeting will be held on the 3rd Tuesday of both months.

ADJOURNMENT
Motion made by Mr. Hipps, seconded by Rev. Jones and carried with all members present voting yes, to adjourn the meeting at 6:10 p.m.

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John Hinkle, Chairman