

Guide to Advisory Committees, Boards and Commissions



Town of Warrenton
18 Court Street
Warrenton, VA 20186

The information outlined in this document is for descriptive purposes only and is not intended to supersede or substitute for any legal provisions in the Town Charter or Code of the Town of Warrenton. In all cases, the reader should note that provisions of the Town Charter and legislative actions of the Town Council shall prevail and be binding.

TABLE OF CONTENTS

PREFACE

<u>APPOINTED CITIZEN COMMITTEES, BOARDS AND COMMISSIONS - AN OVERVIEW</u>	1
<u>SELECTION OF A BOARDS, COMMITTEES AND COMMISSIONSMEMBERS</u>	2
<u>THE ROLE OF A COMMITTEE, BOARD AND COMMISSION MEMBER</u>	2
<u>SUPPORT OF COMMITTEE, BOARD AND COMMISSION ACTIVITIES</u>	3
• ROLE OF THE COUNCIL LIAISON	3
• ROLE OF THE STAFF LIAISON	3
• ROLE OF THE MAYOR	4
• ROLE OF THE TOWN ATTORNEY	4
• ROLE OF THE CHAIRPERSON ANDVICE CHAIR	4
<u>FOR THE RECORD AND A MATTER OF ETHICS</u>	5
• VIRGINIA OPEN MEETINGS ACT	5
• POSTING OF MEETING NOTICESAND AGENDAS	5
• MINUTES	5
• ATTENDANCE - DETERMINATION OF A QUORUM	5
• PUBLIC ACCESSIBILITY AND ACCOMMODATION OF SPECIAL NEEDS	6
<u>THE BOARDS, COMMITTEES AND COMMISSIONS – DUTIES AND RESPONSIBILITIES</u>	7
• <u>BOARD OF ZONING APPEALS</u>	7
• <u>ARCHITECTURAL REVIEW BOARD</u>	8-9
• <u>PLANNING COMMISSION</u>	10
• <u>COMMITTEE ON HEALTH, PARKS RECREATION</u>	11
• <u>PUBLIC SAFETY AND TRANSPORTATION COMMITTEE</u>	12
• <u>FINANCE COMMITTEE</u>	13
• <u>PUBLIC WORKS AND TRANSPORTATION COMMITTEE</u>	14
LINKED APPENDICIES	
<u>VIRGINIA OPEN MEETINGS LAW-VIRGINIA CODE 2.2.3707</u>	
<u>VIRGINIA CONFLICT OF INTEREST ACT</u>	
<u>TOWN OF WARRENTON CODE ETHICS</u>	
<u>PLANNING COMMISSION BY-LAWS</u>	
<u>APPLICATION TO SERVE ON A COMMITTEE, BOARD, COMMISSIONS</u>	

APPOINTED CITIZEN COMMITTEE, BOARDS AND COMMISSIONS

The Town of Warrenton is served by a number of citizens as members of committees, boards and commissions. Each Committee, Board and Commission exists to provide the Mayor, Town Council, and staff members with needed insight into areas of citizen interest or concern. Committees, boards and commissions are intended to make recommendations to the elected officials. All legislative authority is vested in the Town Council.

ADVISORY BODY	# OF MEMBERS
Board of Zoning Appeals	5 members
Architectural Review Board	5 members
Planning Commission	5-15 members; currently 6 members
Committee on Health Parks and Recreation	2 Citizen Members plus 3 Council Members
Public Safety and Transportation Committee	2 Citizen Members plus 3 Council members
Finance Committee	3 Council Members
Public Works and Utilities Committee	3 Council Members

SELECTION OF BOARDS, COMMITTEES AND COMMISSION MEMBERS

A member of a Town Boards, Committees and Commissions serves an important role in community life. The input of the members helps shape the policies under which the Town operates. Each Board and Committee commission shall have its own rules for a nominating process.

THE ROLE OF A BOARDS, COMMITTEES AND COMMISSION MEMBER

By accepting a position on a citizen committee, board or commission, members agree to:

1. Review the meeting material as distributed by the Staff liaison so that they are prepared to participate in the meeting.
2. Attend as many meetings as possible and no less than 50 percent of all scheduled meetings each year.
3. Attend periodic ethics training as scheduled by the Town.

Each Boards, Committees and Commissions shall meet at least annually. Each Committee, Board and Commission shall also elect a chair and a vice chair on an annual basis.

Terms of office for Board of Zoning Appeals, Architectural Review Board and Planning Commission shall be four years. Terms of Council Committees shall be for two years and expire on June 30 of even numbered years (Finance, Committee on Health, Parks and Recreation, Public Works and Utilities and Public Safety and Transportation).

SUPPORT OF BOARDS, COMMITTEES AND COMMISSION ACTIVITIES

Role of the Council Liaison

A member of the Town Council may be appointed by the Mayor to the Planning Commission and Architectural Review Board as a non-voting council liaison. Council liaisons do not count toward a quorum. The role of the council liaison is to communicate the Town Council's needs, policies, and interests to the members of the board, committee, or commission and to communicate back to the Town Council the recommendations made and discussions held by the board, committee, or commission.

This ensures thorough communication between the elected officials and the members of the boards, committees and commissions.

Council liaison assignments are made on a biennial basis shortly after mayoral and council elections. The experience and interests of each member are considered in the assignment.

Role of the Staff Liaison

Each committee, board and commissions typically assigned a staff liaison by the Town Manager or his/her designee. Staff liaisons are members of the administrative staff and have knowledge and expertise in the functional area in which the Boards, Committees and Commissions is involved. The staff liaison is a non-voting member of the Boards, Committees and Commissions and does not count toward a quorum.

The staff liaison serves as follows:

1. to provide factual information to help members make their decisions and formulate their advice to the Mayor and Town Council.
2. to facilitate the meeting process by working with the chairperson to schedule meeting times, dates, and locations.
3. to coordinate with the chairperson on the various activities of the board, committee, or commission.
4. To provide continuity to the work of the Boards, Committees and Commissions by maintaining complete files of the work of the Boards, Committees and Commissions and to facilitate access to these records upon request by any member, Town official, employee or the members of the public.
5. to annually review with the Boards, Committees and Commissions
6. Open Meeting Law requirements pertaining to open meetings, minutes, agenda posting, etc., and ensure proper procedure is followed.
7. to develop the agenda in collaboration with the chair, and ensure every meeting schedule and agenda are posted on the Town Website.
8. To advise the Town Manager of the activities of the board, committee, or commission ensure thorough communication between the administrative staff, the members of the Boards, Committees and Commissions and the Mayor and Town Council.
9. to schedule, in conjunction with the chairperson, no less than one (1) meeting per year.

Role of the Mayor

The Mayor serves or designates someone to serve as an ex-officio non-voting member of all boards and commissions [Municipal Code Sec. 125.010 (c)]. In order to effectively carry out the duties of the office the Mayor may attend the meetings of any board or commission and participate in a discussion with the members.

Role of the Town Attorney

The Town Attorney is the legal counsel to the Town Council, and its appointed boards, committees and commissions of the Town. The Town Attorney reports to the Town Council. Members of any boards, committees and commissions who desire the advice of the Town Attorney on a matter before the board, committee, or commission may coordinate such a request through the staff liaison.

Role of the Chairperson

Each board, committee, or commission has a chairperson to facilitate the work of the members. The chair is selected by the members on an annual basis.

The role of the chairperson is as follows:

1. to call meetings, chair meetings, and set agendas.
2. to coordinate with the Mayor and Town Council on the Town's needs, policies, and interests and to communicate them to the members of the board, committee, or commission.
3. To coordinate with the staff liaison, and through this individual other members of the Town staff, on matters requiring the attention of the staff.

FOR THE RECORD AND A MATTER OF ETHICS

Virginia Open Meetings Law

All boards, committees, and commissions of the Town of Warrenton are subject to the provisions of the Virginia Open Meetings Law, ([VA Code 2.2-3707](#)).

Posting of Meeting Notices and Agendas

Notices of meeting are required to be posted at least three working days in advance of the meeting. The meeting calendar is posted on the Town's Website. In addition to the meeting notices, meetings agendas will be developed and posted for the meeting containing the items of business to be discussed. The staff liaison works with the chairperson to develop this agenda. The agenda may be brief and simply contain a listed of the items to be discussed. When required, a legal notice will be posted with a local newspaper.

Minutes

Recordings and or minutes of all committee, board and commission meetings will be taken in accordance with [VA Code 2.2-3707](#).

Minutes should be approved by the board or commission at the next meeting. The department with the operational responsibility for the board, committee, or commission's primary function typically maintains the board, committee, or commission's file, including the minutes and other work papers, subject to supervision by the Town Clerk.

Attendance - determination of a quorum

In order to conduct business, the board, committee, or commission must have a quorum. A quorum is a simple majority (half of the regular members plus one). The chairperson is considered a member in the determination of a quorum. A quorum is generally calculated out of the total number of seats on a board, committee, or commission or Task Force, not out of the number of seats currently filled. For example, if the Committee has 7 members and 2 vacancies, the quorum is counted out of 7 members, not 5. (However, for those bodies with flexible membership, described as "up to" a certain number, a quorum is determined based on the current number of appointed members). The Mayor, Council and Staff liaisons do not count toward a quorum. In the event a quorum is not obtained, the chairperson can hold discussion on the agenda items; however, no official business may be conducted without a quorum. Should late arrivals change the status, then actions may be considered.

Public accessibility and accommodation of special needs

Individuals with special needs are encouraged by Town policy to communicate their needs to the Office of the Town Manager in advance of any meeting so that the proper accommodations can be made, if any are required, for the individual to participate in the meeting.

In the event an individual with a special disability attends a meeting without advance notice of the need to provide an accommodation, the chairperson shall, absent an impending deadline for action, make reasonable effort to postpone and reschedule the item of business for which the individual is attending the meeting until arrangements can be made to satisfy the need(s) of the person.

Conflicts of Interest

The Virginia Conflict of Interest Act (VA Code 2.2-3100) sets forth the ethical standards of conduct expected by the elected and appointed officials and the employees of the Town. Further, the Town Council adopted a Code of Ethics in 2016 for itself and members of all appointed bodies.

Each member of a board, committee, or commission of the Town is required by ordinance to attend ethics training. The Town of Warrenton will periodically schedule ethics training for their employees and all board, committee and commission members. Each appointed official is also required to read a copy of the Town's Code of Ethics and to sign a statement indicating that he or she has received and read the material. These statements are maintained by the Town clerk.

Finally, during orientation each of the incoming Planning Commissioners is given a copy of American Planning Association's "Ethical Principles in Planning" that is a guide to ethical conduct for all who participate in the planning process.

Advisory Opinions

The Town Attorney is authorized to issue advisory opinions to elected and appointed officials upon request in an attempt to ascertain whether the ethics code is applicable in a given situation.

THE BOARDS, COMMITTEES AND COMMISSIONS DUTIES AND RESPONSIBILITIES

BOARD OF ZONING APPEALS

General Provisions

The Board of Zoning Appeals (BZA) shall hear and decide appeals from any order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the Zoning Ordinance. The BZA shall adopt such rules and regulations as it may consider necessary to carry out its authorized business.

Authority and Membership

The Board shall consist of five (5) members and shall be appointed by the Circuit Court of Fauquier County. Members shall be residents of the Town of Warrenton. The Board shall receive compensation for traveling expenses and may receive other such compensation as may be authorized by the Town Council.

Appointments to fill vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term. The term of office shall be for five (5) years. One of the five appointed members may be an active member of the Planning Commission.

Any member of the Board may be removed, for malfeasance, misfeasance or nonfeasance in office, or for other just cause, by the Circuit Court, after a hearing held after at least fifteen (15) days written notice.

Any member of the Board shall be disqualified to act upon a matter before the Board with respect to property in which the member has an interest.

The Board shall choose annually its own chairman and vice-chairman who shall act in the absence of the chairman.

The Town Manager shall appoint a staff member to serve as secretary to the Board of Zoning Appeals, without vote and shall prepare minutes of meetings, keep all records and conduct official correspondence of the Board. In the absence of the secretary at any meeting, the Board shall appoint some other person, who may or may not be a member of the Board, to prepare the minutes thereof.

[ARCHITECTURAL REVIEW BOARD](#)

Organization

The ARB consists of five Town Council appointed citizen volunteers who must have specialized knowledge and interest in history, historic preservation and/or architecture. Members are appointed for a term of four (4) years. Initial appointments are three (3) members for four (4) years, and remaining members for two (2) years. The ARB elects from its own membership a chairman and vice- chairman to serve annual terms and may succeed them. The Planning Director or designee serves as Secretary to the ARB.

ARB Charge

The Architectural Review Board is charged by the Town Council with the review of most exterior alteration on all elevations of buildings, additions, demolitions, relocations, reconstruction, repairs using dissimilar materials, new building construction, walls and fences exceeding three-and-one-half-feet in height, signs, awnings, skylights, HVAC units (except for window air conditioners on residences), exhaust fans and any other major actions which would have a substantial effect on the character of the historic district. With approval, the ARB issues a Certificate of Appropriateness to be displayed on the front of the property during the undertaking. The annually-trained ARB meets once a month as needed. Council appoints members who have demonstrated knowledge or interest in historic or architectural development in the Town.

Applications for a Certificate of Appropriateness must be submitted by 4:30 P.M. on the first day of the month or the business day immediately following in order to be reviewed during that month's meeting.

The Architectural Review Board meets on the fourth Thursday of each month at 7:00 P.M at Town Hall.

Minutes, Archived Video Recordings and Agendas can be found on the Town of Warrenton Website, or by clicking [here](#) .

Architectural Review Board Meetings occur in the Town Council Chambers, and will be live- streamed and video recorded.

PLANNING COMMISSION

Purpose

The purpose of the Planning Commission is to promote the orderly development of the Town and its environs, in accordance with the enabling legislation in Va. Code 15.2-2200. In accomplishing the objectives of § [15.2- 2200](#), the Planning Commission shall serve primarily in an advisory capacity to the Town Council. Article 5 sec 2-161 creates the Planning Commission. Typical functions include the review of the comprehensive plan for Town Council consideration, making recommendations on rezoning and special use permit applications, making recommendations on zoning text amendments, Commission permits, and approval of subdivision plats.

Recruitment

1. Article 5 sec 2-162 creates the parameters that make up the Planning Commission the appointments and the terms of office.
2. Within the aforementioned parameters the Mayor has the ability to create special committees pursuant to article 3, Sec 2-38. With the adoption of this Citizens Guide the general appointments shall be deemed approved by the Town Council.
3. With each vacancy a Special Committee shall be created, consisting of two Council Members and the Chair of the Planning Commission.
4. Upon the adoption of this Citizens Guide, the initial committee shall be composed of the Council Member representing Ward 1, Ward 2 and the Chair of the Planning Commission. Upon the next vacancy, the committee shall consist of the Council Member representing Ward 2, Ward 3 and the Chair of the Planning Commission. Each new vacancy will result in the following succession:

Ward 1, Ward 2 & PC Chair

Ward 2, Ward 3 & PC Chair

Ward 3, Ward 4 & PC Chair

Ward 4, Ward 5 & PC Chair

Ward 5, At-Large 1 & PC Chair

At-Large 1, At-Large 2 & PC Chair

At-Large 2, Ward 1 & PC Chair

5. Once the rotation reaches the Council Member from Ward 5 and one of the two At-Large members. The At-Large Member with the most votes from the previous election will be the first At-Large Member on the committee, *At-Large 1*. It shall then move to both at large members for the next vacancy.
6. The Special Nominating Committee shall seek to recruit qualified candidates, in an attempt to create a diverse Planning Commission representing all five wards of the Town of Warrenton. In the event not all five wards can be represented the Special Nominating Committee shall try to achieve this goal as closely as possible.
7. The Special Nominating Committee will also review any candidates that submit their application in the general course of advertising the vacancy.
8. All candidates shall be interview and the Special Nominating Committee will make a recommendation to the council. A full council vote will be taken to approve an appointment
9. The Town Manager shall be responsible for ensuring that at least four Planning Commissioners are real property owners pursuant to 15.2-2212

The Planning Commission meets for their regularly scheduled meeting on the third Tuesday of the month at 7:00 P.M. If needed, The Planning Commission will also meet on the fourth Tuesday of the month for a Work Session at 7:00 P.M.

Minutes, Archived Video Recordings and Agendas can be found on the Town of Warrenton Website, or by clicking [here](#)

Planning Commission Regular Meetings and Work Sessions occur in the Town Council Chambers, and will be live- streamed and video recorded.

COMMITTEE ON HEALTH PARKS AND RECREATION

The Committee on Health, Parks & Recreation (CHPR, pronounced “Chipper”) is an advisory Committee to Town Council. The purpose of CHPR is to consider and recommend policy issues for Town Council pertaining to:

- Health policies
- Park facilities and recreation facilities use policies
- Department of Parks & Recreation activities updates
- Recreation and event programming policies
- Planning for parks and recreation facilities development

CHPR will consider policy issues from several sources:

- Policy recommendations of Town staff
- Policy matters referred from other Council advisory Committees or Town Council
- Policy recommendations from citizens or Committee members

CHPR membership is comprised of three (3) members of Town Council plus two citizen members. These citizen members shall be nominated and decided on by the Committee.

CHPR meets bi-monthly at 6:00 P.M. before the Regular Town Council Meeting.

Minutes, Archived Video Recordings and Agendas can be found on the Town of Warrenton Website, or by clicking [here](#)

CHPR meetings occur in the Town Council Chambers, and will be live- streamed and video recorded.

PUBLIC SAFETY AND TRANSPORTATION COMMITTEE

The Public Safety & Transportation Committee is an advisory Committee to Town Council. The purpose of The Public Safety & Transportation Committee is to consider and recommend policy issues for Town Council pertaining to:

- Public safety policies
- Police and WVFC activities updates
- Transportation policies
- Traffic control and vehicular, pedestrian and cycling safety policies and facilities
- Transportation infrastructure planning

The Public Safety & Transportation Committee will consider policy issues from several sources:

- Policy recommendations of Town staff
- Policy matters referred from other Council advisory Committees or Town Council
- Policy recommendations from citizens or Committee members

Public Safety & Transportation membership includes three (3) members of Town Council plus two citizen members. These citizen members shall be nominated by the Committee.

Public Safety and Transportation Committee meets bi-monthly at 6:00 P.M. before the Town Council Work Session.

Minutes, Archived Video Recordings and Agendas can be found on the Town of Warrenton Website, or by clicking [here](#)

Public Safety and Transportation Committee meetings occur in the Town Council Chambers, and will be live- streamed and video recorded.

FINANCE COMMITTEE

The Finance Committee is an advisory Committee to Town Council. The purpose of the Finance Committee is to consider and recommend policy issues for Town Council pertaining to:

- Financial Policies
 - Budget and Expenditure Control
 - Fund Balance and Cash Balances
 - Purchasing
 - Internal Controls
 - Capital Assets
 - Investments
- Monthly financial statements
 - Current revenue and expenditure positions
 - Bills paid
- Budget planning

The Finance Committee will consider policy issues from several sources:

- Policy recommendations of Town staff
- Policy matters referred from other Council advisory Committees or Town Council
- Policy recommendations from citizens or Committee members

Finance Committee membership is comprised of three (3) members of Town Council.

The Committee meets bi-monthly at 6:00 P.M. before the Town Council Work Session.

Minutes, Archived Video Recordings and Agendas can be found on the Town of Warrenton Website, or by clicking [here](#)

Finance Committee meetings occur in the Town Council Chambers, and will be live- streamed and video recorded.

PUBLIC WORKS AND UTILITIES COMMITTEE

The Public Works & Utilities Committee is an advisory Committee to Town Council. The purpose of Public Works and Utilities Committee is to consider and recommend policy issues for Town Council pertaining to:

- Policies related to construction, maintenance and use of Town:
 - Streets
 - Sidewalks
 - Public rights-of-way
 - storm water facilities
 - motor vehicle fleet
 - buildings and properties
 - water treatment and distribution systems
 - wastewater treatment and collection systems
- Utility billing policies
- Planning for public works and utility capital improvements

Public Works & Utilities will consider policy issues from several sources:

- Policy recommendations of Town staff
- Policy matters referred from other Council advisory Committees or Town Council
- Policy recommendations from citizens or Committee members

Public Works & Utilities membership is comprised of three (3) members of Town Council.

Public Works & Utilities meets bi-monthly at 6:00 P.M before the regular Town Council meeting.

Minutes, Archived Video Recordings and Agendas can be found on the Town of Warrenton Website, or by clicking [here](#)

Public Works and Utilities meetings occur in the Town Council Chambers, and will be live- streamed and video recorded.