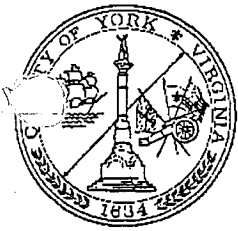


# YORK COUNTY WETLANDS BOARD

## BYLAWS



**JUNE 1992**



# YORK COUNTY WETLANDS BOARD

## BYLAWS

*June 1992*

### **ARTICLE I - BYLAWS ESTABLISHED**

The York County Wetlands Board hereby adopts the following articles in order to facilitate the duties of said Board in accordance with the establishment of said Board by the York County Board of Supervisors.

### **ARTICLE II - MISSION STATEMENT**

The purpose of the York County Wetlands Board is stated in the Virginia Wetlands Act of 1972 (62.1-13.1) as follows:

"To preserve the wetlands and to prevent their despoliation and destruction and to accommodate necessary economic development in a manner consistent with wetlands preservation."

Acting as administrator of Chapter 23 of the York County Code (Wetlands), the Board implements the Wetlands Act as follows:

- ▶ Reviews and acts on applications for wetlands permits.
- ▶ Investigates all projects, whether proposed or on-going, which alter wetlands located within the County.
- ▶ Prosecutes all violations of any order of the Wetlands Board, or any provision of the Wetlands Ordinance.

### **ARTICLE III - OFFICERS**

#### **Section 1: Officers**

Officers of the Board shall consist of a Chairman and Vice Chairman. Additional officers may be elected as needed.

#### **Section 2: Election of Officers/Terms**

Officers shall be elected following a process of soliciting nominations from the members of the Board. A candidate receiving a majority vote shall be declared elected to that office. Officers shall be elected at the Annual Meeting to serve for a term of one year. There are no restrictions regarding nomination and/or reelection of officers to the same or to other offices in this Board.

### **Section 3: Vacancies**

In the case of an officer vacancy, an election shall be held at the next meeting following each vacancy, provided that at least five days written notice of such election shall have been previously sent to all members.

## **ARTICLE IV - DUTIES OF OFFICERS/MEMBERS/STAFF LIAISONS**

### **Section 1: Chairman**

The Chairman shall call meetings, conduct meetings, and represent the Board at meetings of the York County Board of Supervisors or other appropriate bodies. The Chairman may appoint subcommittees as he deems appropriate. The Chairman shall report in writing to the Board of Supervisors on the activities of the Board at least annually.

### **Section 2: Vice Chairman**

The Vice Chairman shall substitute for the Chairman when necessary and shall become Chairman if the office of Chairman becomes vacant.

### **Section 3: Members**

Each member of the Board shall be responsible for attending all called and special meetings of the Board, and notifying the Staff Liaison when they must be absent. The members shall actively participate in activities of the Board in the accomplishment of its mission.

### **Section 4: Staff Liaison**

The Staff Liaison shall keep true and correct minutes of all official meetings, to include all motions and votes. The minutes shall be available to the public upon request. The Staff Liaison shall inform the membership of forthcoming election dates.

## **ARTICLE V - MEETINGS**

### **Section 1: Scheduling Meetings**

The date, time, and place for regularly scheduled Board meetings shall be established by the membership at the annual meeting each year. The "annual meeting" shall be the first meeting held in the month of July of each year.

### **Section 2: Special Meetings**

Special meetings may be called by the Chairman or by a written request of at least two members, with the time, date, place, and purpose to be designated in the notice of such call to all members. Such notice shall be delivered to all members at least 24 hours in advance of the special meeting.

### **Section 3: Attendance**

Any member who has three (3) successive unexcused absences from the regularly-scheduled meetings may be removed from the Board by the Board of Supervisors. The officers have the authority to decide for themselves if a member's absence is excused, and the Chairman shall inform the Staff Liaison if removal action is recommended to the Board of Supervisors.

### **Section 4: Rules of Order**

Meetings shall be conducted in accordance with procedures prescribed in these bylaws and decisions reached only after full consideration and debate on the issue in question. General parliamentary rules, as given in Robert's Rules of Order, shall be observed in conducting all meetings when they are not in direct conflict with these bylaws.

## **ARTICLE VI - AMENDMENTS**

These bylaws may be amended by the Board subject to a majority plus one vote.