

BY-LAWS

STAFFORD COUNTY ADVISORY BOARD ON LAW ENFORCEMENT TOWING

ARTICLE 1. TITLE.

The official title of this Board shall be Stafford County Advisory Board On Law Enforcement Towing ("the Board").

ARTICLE 2. MEMBERSHIP.

The Board shall be composed of ten (10) members to be appointed by the Board of Supervisors and shall include four (4) law-enforcement officers, including a representative from the Virginia State Police; four (4) towing and recovery operators (one from each zone and one heavy duty towing & recovery operator); and two (2) citizens. The members shall serve a term of one (1) year at the pleasure of the Stafford County Board of Supervisors.

ARTICLE 3. OFFICERS AND THEIR SELECTION.

- a. The officers of the Board shall consist of a Chairman, Vice-Chairman, and Secretary.
- b. Nomination of officers shall be made from the floor at the annual meeting. Election of the Chairman shall follow immediately thereafter. The Sheriff or his designee shall oversee the nomination and election of the Chairman.
- c. The Chairman and the Vice-Chairman may succeed him/herself in office, but no member may serve as Chairman or Vice-Chairman for more than two (2) consecutive years.
- d. Following the election of the Chairman, he/she shall assume the chair and conduct the election of the Vice-Chairman and the Secretary. The Secretary does not need to be a member of the Board.
- e. Vacancies in office shall be filled at the next Board meeting, regular or special, by regular election procedures.

ARTICLE 4. DUTIES OF OFFICERS.

a. The Chairman shall preside over all meetings of the Board. The Chairman, or Sheriff, or his designee if requested by Chairman, shall report to the Board of Supervisors when the Board of Supervisors requests a report or as determined as necessary by the Board.

b. The Vice-Chairman serves in the absence of the Chairman. In the event that both the Chairman and Vice-Chairman are absent, the remaining members of the Board shall choose a temporary Chairman.

c. The Secretary shall keep official minutes of all the meetings; notify all members of meetings; and prepare all documents for the Board.

ARTICLE 5. MEETINGS.

a. Annual meeting.

The first meeting in January of each year shall be known as the annual meeting. Election of officers shall occur at the annual meeting.

b. Regular meetings.

The Board shall meet on a quarterly basis on the second Wednesday in January, April, July, and October. Whenever the regularly scheduled meeting date falls on a legal holiday, the regular meeting shall be held on the following day in accordance with Virginia Code § 15.2-1416. The Chairman may cancel any meeting he determines appropriate and the Board members and the public shall be notified promptly. The hour for the meeting shall be 10:00 a.m., unless otherwise designated by the Chairman. The place of meeting shall be the Training Room in the Stafford County Public Safety Building unless otherwise designated by the Chairman or the Sheriff.

c. Special meetings.

Special meetings may be called by the Chairman at the request of the Sheriff or two members of the Board. Reasonable notice of such meetings shall be given to each member and the public, and shall state the purpose of the meeting.

d. Quorum and voting.

A majority of the entire membership of the Board shall constitute a quorum and the number of votes necessary to transact business shall be a majority of the entire membership of the Board.

At the discretion of the Chairman, voting may be by voice vote, a show of hands, or roll call vote. A roll call vote shall be taken whenever at least one member of the Board requests such a vote. Regardless of the manner of voting, nothing shall prevent the Secretary from recording in the minutes how each member voted and the Secretary shall at a minimum, record the member making the motion and second, and vote total.

Any member abstaining shall state their reason for abstaining and the abstention and reasons shall be noted in the minutes. Any matter on which there is a tie-vote that cannot be broken shall be deferred until the next regular Board meeting.

e. Parliamentary procedure.

Parliamentary procedure in all Board meetings shall be governed by the current edition of Robert's Rules of Order.

ARTICLE 6. TOWING PANEL.

The Towing Panel (“Panel”) is a panel of the Board, which hears complaints brought by the Sheriff’s Office for a hearing. In the event that a member of the Panel lodges a complaint against another tower, said Panel member shall be excused from that hearing. The Panel shall consist of a quorum of the remaining members compiled from the membership of the Board, excluding the Sheriff.

ARTICLE 7. AMENDMENTS.

These By-Laws may be amended by a majority vote of the entire membership of the Board. Board members shall be given notice of the proposed amendment at least fifteen (15) days prior to the meeting at which the amendment is to be discussed and vote to be taken.