

BY-LAWS OF THE SHENANDOAH FARMS SANITARY DISTRICT ADVISORY COMMITTEE

ARTICLE 1 - PURPOSE OF COMMITTEE

- 1-1 The Shenandoah Farms Sanitary District Advisory Committee (SFSDAC) is hereby created to act as an advisory committee for the Board of Supervisors of the County of Warren (Board of Supervisors). The primary responsibility of the SFSDAC is to give input to the Board of Supervisors and County Administration Staff on the Annual Budget and Tax Rate for the Shenandoah Farms Sanitary District. Additional responsibilities include providing input on the Road System Capital Improvement Plan and Facility Maintenance for the Shenandoah Farms Sanitary District.
- 1-2 SFSDAC's primary responsibility is to give input on the annual budget and per-lot tax rate for the District. No later than January 1 prior to the beginning of each fiscal year, the SFSDAC shall prepare and submit a proposed annual budget and suggested tax rate for its operating expenses to County Administration staff. The County shall collect Sanitary District funds semi-annually and place them in a separate fund and appropriate based on the adopted budget.
- 1-3 Based on the reports/updates provided by the SFSDAC, County Public Works staff shall work with the SFSDAC to create an annual Road System and Facility Maintenance Capital Improvement Plan (CIP) for the District. Basic maintenance and oversight would be provided by County Public Works staff, for which any associated costs would be back charged to the budget. If outside contractors are needed (hauling, paving, etc.), those costs would also be charged against the budget. Unspent funds at the end of each fiscal year would be set aside for Capital Improvements as identified in the CIP or with District Needs.

ARTICLE 2 - SELECTION OF DIRECTORS

- 2-1 SFSDAC shall have five (5) Directors, and all Directors must be property owners within the boundaries of the Shenandoah Farms Sanitary District. All Directors shall be appointed by the Board of Supervisors.
- 2-2 The Directors shall hold staggered two-year terms of office. The initial term for two (2) Directors shall end on June 30, 2023, and the initial term for three (3) Directors shall end on June 30, 2024. Directors shall hold office until the successor has been appointed, which successor shall serve the unexpired remainder of that Director's term.

ARTICLE 3 - SELECTION OF OFFICERS

- 3-1 Officers of the SFSDAC shall consist of a chairman, vice-chairman, and secretary, who shall be elected by the Directors.
- 3-2 Nomination of officers shall be made from the floor at the beginning of the initial

meeting of each year for the ensuing year. Election of officers shall follow immediately. However, officers elected at the first meeting of SFSDAC shall serve until December 31, 2022. A candidate receiving a majority vote of the Directors shall be declared elected.

- 3-3 Vacancies shall be filled for an unexpired term by a majority vote of the SFSDAC.
- 3-4 The Board of Supervisors may, by unanimous vote of the entire body, remove a member of the SFSDAC.

ARTICLE 4 - DUTIES OF OFFICERS

4-1 The chairman shall:

- 4-1-1 Preside at meetings.
- 4-1-2 Rule on procedural questions (subject to reversal by a majority vote of the Directors present).
- 4-1-3 Report official communications at the next regular meeting.
- 4-1-4 Certify official documents involving the authority of the SFSDAC.
- 4-1-5 Certify minutes as true and correct copies.
- 4-1-6 Carry out other duties as assigned by the SFSDAC.
- 4-1-7 Shall act as the point of contact for the Sanitary District and County Administration staff for issues and concerns.

4-2 The vice-chairman shall:

- 4-2-1 Assume the full powers of the chairman in the absence or inability of the chairman to act.

4-3 The secretary shall:

- 4-3-1 Record attendance at all meetings.
- 4-3-2 Record the minutes of the meetings.
- 4-3-3 Notify Directors and other persons entitled to notice under the Virginia Freedom of Information Act of all meetings.
- 4-3-4 Maintain a file of all official records and reports.
- 4-3-5 Certify maps, records, and reports.
- 4-3-6 Give notice and be responsible for publishing public notices of all SFSDAC public hearings and public meetings.
- 4-3-7 Attend to the correspondence necessary for the execution of the duties and functions of the SFSDAC.

ARTICLE 5 - MEETINGS

- 5-1 The SFSDAC shall meet at least once per quarter. Such meeting may be cancelled by the Chairman upon proper notice to the Directors.
- 5-2 Special meetings may be called by the chairman or by two Directors upon written

request to the secretary. The secretary shall email a written notice to all Directors, at least three (3) days before a special meeting, stating the time, place, and purpose of the meeting. Written notice of a special meeting shall not be required if the time of the special meeting has been fixed at a previous regular meeting or if all Directors are present at the special meeting or if they filed a written waiver of the required notice.

5-3 All meetings of the SFSDAC shall be held at the Warren County Government center unless otherwise stated, and all meetings shall be open to the public, except as provided for in the Virginia Freedom of Information Act.

5-4 Any Director who has three (3) unexcused absences in a calendar year shall be removed from the SFSDAC and another Director shall be appointed by the Board of Supervisors to fill the unexpired term of office.

ARTICLE 6 - VOTING

6-1 A majority of the Directors shall constitute a quorum.

6-2 No action of the SFSDAC shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE 7 - ORDER OF BUSINESS

7-1 The order of business for a regular meeting shall be:

7-1-1 Call to Order.

7-1-2 Roll Call.

7-1-3 Adoption of Agenda.

7-1-4 Approval of Minutes.

7-1-5 Committee Matters.

7-1-6 Adjournment.

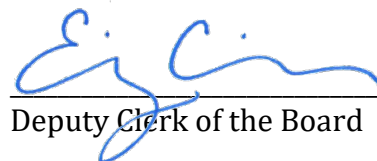
7-2 Parliamentary procedure in SFSDAC meetings shall be governed by Robert's Rules of Order.

7-3 SFSDAC shall keep minutes of each meeting, and these minutes shall become a public record. The chairman shall sign all minutes and they shall be kept in the official minute book

ARTICLE 8 - AMENDMENTS

8-1 These Bylaws may be amended by a majority vote of the Board of Supervisors after ten (10) days prior notice to the SFSDAC.

Adopted: June 7, 2022



Deputy Clerk of the Board