

MEMORANDUM

To: RRRC Executive Committee
From: Patrick L. Mauney, Executive Director
Date: February 1, 2022
Subject: Nominating Committee

In an effort to facilitate the Executive Committee's development of a slate of officers for the March 1, 2022 to February 28, 2023 term, I am including here brief descriptions of responsibilities for the three officer positions, relevant sections of the Bylaws and a listing of current Commissioners and their attendance over the past two years (or since their appointment).

Chair responsibilities

- Convening and leading 6 Commission meetings per year
- Convening and leading Executive Committee meetings, as necessary (1-2 per year)
- Reviewing draft agenda with Executive Director prior to transmitting to Commission
- Providing guidance and/or feedback to Executive Director on Annual Work Plan or other Priority-setting initiatives

Vice-Chair responsibilities

- Serve in Chair's role in the Chair's absence at RRRC meetings
- Regular attendance and attention to RRRC meetings and initiatives
- Serve in an advisory role for RRRC Budget and Work Plan development and review
- Attendance at Executive Committee meetings, as necessary (generally 1-2 per year)

Treasurer responsibilities

- Availability 1-2 times per month to sign checks and review financial transaction activity, either at RRRC offices or other suitable location
- Provide treasurer's reports to Commission (or allow Executive Director to do so)
- Regular attendance and attention to RRRC meetings and initiatives
- Serve in an advisory role for RRRC Budget and Work Plan development and review
- Attendance at Executive Committee meetings, as necessary (generally 1-2 per year)

Executive Committee Member responsibilities

- Serve in an advisory role for RRRC Budget and Work Plan development and review
- Regular attendance and attention to RRRC meetings and initiatives
- Attendance at Executive Committee meetings, as necessary (generally 1-2 per year)

ARTICLE V. - PURPOSE AND OBJECTIVE

SECTION 1.

The purpose of the COMMISSION as provided in SECTION 4, ARTICLE I of the Agreement shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE VI. - MEMBERSHIP

SECTION 1.

Members of the COMMISSION shall be appointed and serve on the COMMISSION in accordance with the provisions of ARTICLE II of the Agreement, and for the terms provided by SECTION 1, ARTICLE III.

ARTICLE VII. - OFFICERS AND DUTIES

SECTION 1. OFFICERS

The officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, and Treasurer and such subordinate officers as may from time to time be elected or appointed by the COMMISSION. Each of such officers shall serve without compensation. The offices of Chairman and Vice-Chairman shall be held by members from different participating jurisdictions. *(Amended 9/23/1982)*

SECTION 2. TERMS OF OFFICE

Except for the original officers, each of the officers shall be elected at the February meeting of the COMMISSION, to serve for a term of one (1) year, unless sooner removed by the COMMISSION, or until his successor be elected and qualify. Any vacancy occurring in an office shall be filled for the unexpired term by the COMMISSION at the next regular meeting following the occurrence of such a vacancy. If the vacancy occurs in the office of Treasurer, an acting officer shall be appointed by the Chairman pending election. Commission officers shall be eligible for re-election, but may succeed themselves one time only. *(Amended 2/22/2017)*

SECTION 3. ELECTION

The Chairman shall, at the regular scheduled meeting in December each year, in accordance with these by-laws, appoint a Nominating Committee, consisting of one member from each participating jurisdiction. The Nominating Committee shall, at the following meeting, submit the

name or names of one or more persons for each office to be filled upon survey of COMMISSION members. Further nominations may be submitted by any member to the Nominating Committee during the month of December, as well as be made at the meeting at which the election is held. Election of officers shall be by secret ballot unless changed by unanimous vote of those present. The newly elected officers will take their office and assume duties thereof on March 1 of each year. *(Amended 9/23/1982; 10/27/1988; 2/22/2017)*

SECTION 4. CHAIRMAN

The Chairman shall preside at all meetings of the COMMISSION at which he is present, and shall vote as any other member. He shall oversee the implementation of the policies established and the actions taken by the COMMISSION; shall have all the powers and duties customarily pertaining to the office of Chairman of the Board; and shall perform such further duties as may be assigned to him by the COMMISSION. *(Amended 9/23/1982; 10/26/1995; 1/25/1996; 2/22/2017)*

SECTION 5. VICE-CHAIRMAN

The Vice-Chairman shall, in the event of death or absence of the Chairman, or of his inability to perform any of the duties of his office or to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION.

SECTION 6. TREASURER

The Treasurer shall sign or countersign all checks, vouchers or other instruments for any and all funds expended by the Commission or drawn on any of its accounts. *(Amended 9/23/1982; 10/26/1995)*

SECTION 7. PAST CHAIR

The Past Chair is the immediate Past Chair of the Commission. The Past Chair shall serve as a member of the Executive Committee during the term of the Chair immediately following the end of their term and only when the Past Chair remains appointed to the Commission as specified in Article VI, Section 1. *(Amended 4/28/2021)*

SECTION 8. SECRETARY

The Executive Director shall be the Secretary of the COMMISSION. The Secretary shall give to the members notice of all regular and special meetings of the COMMISSION, and shall attend all such meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next succeeding regular meeting of the COMMISSION. In general, he shall perform all of the duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the

COMMISSION. Additionally, the Secretary shall make a brief financial report at each regular meeting of the COMMISSION; and he shall make an annual financial report as soon as practicable after the end of each fiscal year. *(Amended 9/23/1982; 4/28/2021)*

ARTICLE VIII - MEETINGS AND VOTING

SECTION 1. - REGULAR MEETINGS

- (a) Regular meetings of the COMMISSION shall be held at a date and time to be set annually at the June meeting of the COMMISSION. The Chairman may change the date and time of any regular meeting provided written notice of the change is mailed to all Commissioners at least one week in advance of the revised date. There shall also be an Annual Meeting of the COMMISSION each year held on a date and at a location to be determined by the members. *(Amended 9/23/1982; 8/27/2003; 12/12/2007; 2/22/2017)*
- (b) The order of business for a regular meeting shall include the following: (a) roll call, (b) approval of minutes of previous meeting, (c) unfinished business, (d) new business, and (e) adjournment.
- (c) All meetings of the Planning District Commission at which official action is taken shall be open to the public and all records of the Planning District Commission shall be a public record. The COMMISSION may meet in executive session in accordance with the Virginia Freedom of Information Act. *(Amended 9/23/1982)*

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the Chairman at his discretion or by any five (5) members of the COMMISSION upon forty-eight (48) hours notice to all members in writing or by telephone of the time, place and purpose of the special meeting.

SECTION 3. QUORUM

A majority of the COMMISSION members shall constitute a quorum.

SECTION 4. VOTING

As provided in ARTICLE III. SECTION 2 of the Agreement, each member of the COMMISSION shall be entitled to one vote on matters before the COMMISSION. All actions of the COMMISSION may be taken by a majority vote of a quorum. No vote by any member of the COMMISSION shall constitute or be construed as an official commitment of the participating jurisdiction represented by such member.

A Commissioner may send a voting alternative no more than twice per year by providing the COMMISSION with a signed letter of authorization naming the individual who will serve as the Commissioners' proxy and the date of the meeting that the proxy will be in effect. *(Amended 2/27/2002)*

ARTICLE IX. - COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

- (a) Membership - There may be appointed an Executive Committee composed of the Chairman, Vice-Chairman, Treasurer, the Past Chairman, and up to three representatives selected at large from towns or counties not represented by the aforesaid officers. All members of the Executive Committee will serve for a one-year term, but may succeed themselves. The COMMISSION Chairman and Vice-Chairman of the COMMISSION shall be the Chairman and Vice-Chairman of the Executive Committee. The Past Chair shall serve as a member of the Executive Committee during the term of the Chair immediately following the end of their term and only when the Past Chair remains appointed to the Commission as specified in Article VI, Section 1. *(Amended 9/23/1982; 1/25/1996; 2/22/2017; 4/28/2021)*
- (b) Meetings – Meetings of the Executive Committee shall be called by the Chairman as necessary. Meetings may also be called by the Executive Director upon written request of two members of the Executive Committee. *(Amended 1/25/1996; 2/22/2017)*
- (c) Quorum - A Quorum shall consist of a majority of the membership of the Executive Committee.
- (d) Duties - The Executive Committee may perform the functions of a finance committee, and may prepare a budget and make recommendations to the COMMISSION in regard thereto.

It may approve the application for all grants of funds from Federal and State governments by the participating jurisdictions and their agencies and any other sources. The Executive Committee shall have such further powers and duties as may from time to time be assigned to it by the COMMISSION.

The Executive Committee will supervise and advise the Executive Director including an annual performance review. The Executive Committee may take actions related to the Executive Director, including suspension, until such time as the COMMISSION meets. *(Amended 1/25/1996)*

SECTION 2. OTHER COMMITTEES


- (a) The COMMISSION may establish such other special and standing committees, advisory, technical or otherwise, as it shall deem necessary for the transaction of its affairs.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION (RRRC)

COMMISSIONERS

January 2021

Jurisdiction	Name	Position	First Appointed	Attendance (2020/2021)
Culpeper County	Mr. Gary Deal	Chair, Board of Supervisors	January 2021	5/6
Culpeper County	Mr. John Egertson	County Administrator	October 2018	11/11
Fauquier County	Mr. Chris T. Butler	Board of Supervisors	January 2017	3/11
Fauquier County	Mr. Paul S. McCulla	County Administrator	July 2011	9/11
Madison County	Mr. Clay Jackson	Chair, Board of Supervisors	January 2021	N/A
Madison County	Mr. Jonathon Weakley	County Administrator	October 2021	1/2
Orange County	Mr. James P. Crozier	Board of Supervisors	January 2014	9/11
Orange County	Mr. Theodore Voorhees	County Administrator	April 2020	9/10
Rappahannock County	Mr. Garrey W. Curry, Jr.	County Administrator	January 2018	9/11
Rappahannock County	Ms. Debbie Donehey	Chair, Board of Supervisors	January 2021	5/6
Town of Culpeper	Mr. Chris Hively	Town Manager	March 2015	9/11
Town of Culpeper	Ms. Meaghan E. Taylor	Town Council	January 2016	10/11
Town of Gordonsville	Mr. Robert K. Coiner	Mayor	April 2005	11/11
Town of Madison	Mr. William L. Lamar	Mayor	June 2018	2/11
Town of Orange	Ms. Martha Roby	Mayor	July 2014	7/11
Town of Orange	Mr. Greg Woods	Town Manager	October 2010	11/11
Town of Remington	Mr. Evan H. Ashby, III	Town Council	October 2011	2/11
Town of The Plains	Ms. Lori Sisson	Mayor	September 2020	1/8
Town of Warrenton	Ms. Brandie Schaeffer	Town Manager	December 2018	10/11
Town of Warrenton	Ms. Heather Sutphin	Town Council	May 2021	2/4
Town of Washington	Mr. Frederic Catlin	Mayor	February 2019	7/11

 Elected Official