

Bylaws for the Floodplain Management Committee

The Floodplain Management Committee was established by the County Administrator of Gloucester County in May 2010.

Article 1

Committee Name

This Committee shall be known as the Floodplain Management Committee of Gloucester County, Virginia, hereinafter referred to as "the Committee".

Article 2

Purpose of the Committee

The Committee's purpose is to annually evaluate and review the Gloucester County Floodplain Management Plan as required by the National Flood Insurance Program (NFIP), Community Rating System (CRS) program.

Article 3

Membership

Section 1. The Committee shall include at least 16 members with at least half of the membership comprising members of the public who are residents, business owners, or property owners from flood prone areas of Gloucester County. Specifically, membership includes the following persons (1-8 are County Government representatives):

1. Board of Supervisor representative
2. Building Official
3. Planning & Zoning Department representative
4. Environmental Programs Department representative
5. Emergency Management Department representative
6. Administration representative
7. Parks, Recreation, and Tourism representative
8. Community Education representative
9. Gloucester Volunteer Fire and Rescue Squad representative
10. Abingdon Volunteer Fire and Rescue representative
11. Minimum of 6 additional members of the public.

- Section 2. The seven county staff representatives filling member role numbers 2 through 8 of Section 1 of this Article are appointed by the County Administrator to serve terms deemed appropriate. County staff representatives are voting members.
- Section 3. The Chair of the Board of Supervisors will select a Board of Supervisors representative at the Board's annual organizational meeting who will be appointed by the County Administrator annually. The Board of Supervisors representative is a voting member.
- Section 4. The County Administrator will appoint representatives for member role numbers 9 through 11 of Section 1 of this Article. Terms will vary dependent upon member interest. These members are voting members.
- Section 5. Vacancies occasioned by removal, resignation, or otherwise, shall be reported to the County Administrator, and shall be filled in like manner as original appointments.
- Section 6. Committee members shall serve without monetary compensation. Members shall not be reimbursed for travel and subsistence to professional meetings, conferences and workshops.

Article 4

Organization

- Section 1. The officers of the Committee shall be limited to a Chairperson, Vice Chairperson, and Secretary. The officers shall be elected at the organizational meeting (first in the calendar year) to serve for one year or until a successor shall be elected and qualified. Both the County staff representatives and the Board of Supervisors representative are ineligible for election as Chairperson or Vice Chairperson. The Building Official shall serve as the liaison to the committee and will assign the role of Secretary to a non-voting staff person.
- Section 2. Chairperson's Duties: The Chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings when deemed advisable, act as spokesperson, and perform all such duties as usually handled by a Chairperson, except when such duties are properly delegated. The Chairperson shall cause an agenda to be drawn up and request that the Secretary notify the members of the meetings and the agenda. The Chairperson shall, with the concurrence of the Committee, create appropriate subcommittees.

Section 3. Vice Chairperson's Duties: The Vice Chairperson shall preside at meetings in the absence of the chair.

Section 4. Secretary's Duties: The Secretary shall perform the usual duties pertaining to the office as follows:

1. Keep or cause to be kept a full and true permanent record of all meetings of the Committee, including regular and special meetings, plus reports of standing committees, and shall be the custodian of all pertinent documents.
2. Issue or cause to be issued notice of regular and special meetings.
3. Issue minutes of the previous meeting to the Committee members prior to all meetings.

Article 5

Adoption of Minutes

Section 1. Minutes for each meeting will be developed by the Secretary and adopted by the Committee through the following process:

1. Minutes will be developed and provided to Committee members within two weeks after each meeting.
2. Committee members may present proposed corrections/amendments to the minutes to fellow Committee members at the next regularly scheduled meeting. Approval of corrections/amendments requires a simple majority vote.
3. The final minutes, as amended, will be voted on by the Committee to record and document that they are a true account of the previous meeting. Approval of minutes requires a simple majority vote.

Article 6

Meetings

Section 1. Regular meetings shall be held quarterly.

Section 2. Changes to the regular meeting schedule or special meetings may be called by the Chairperson or on the written request of at least four (4) members.

Section 3. All meetings are open to the public.

Section 4. The first regular meeting of each calendar year shall be called the organizational meeting. The purpose of this meeting shall be the

election of officers and other business that may need to come before such meetings.

Section 5. A simple majority of the full Committee membership shall constitute a quorum at any regular or special meeting.

Section 6. The following standard meeting agenda shall be followed at each regular meeting:

1. Call to Order / Roll Call
2. Adoption of Minutes
3. Public Comment
4. Remaining items at the discretion of the Chairperson as reflected on the prepared agenda.

Article 7

Duties and Responsibilities of the Committee

Section 1. The Committee shall consider and advise the County Administrator on the following topics:

1. Annual evaluation and review of the Floodplain Management Plan as required by the CRS program.
2. Evaluation, review, and proposed modifications of the full Floodplain Management Plan at least every five years as required by the CRS program.
3. Monitoring and providing input regarding changes to the National Flood Insurance Program or Community Rating System as they relate to the Floodplain Management plan.
4. General topic of flooding in the County including understanding vulnerabilities and coordinating with other agencies to enhance local understanding as reflected in the Floodplain Management Plan.

Section 2. The Committee shall have no authority to enter into any contract or incur any obligation binding the governing body of Gloucester County.

Section 3. The Committee shall adopt bylaws, rules and regulations governing its procedures and that are not inconsistent with the provisions of state and local laws, regulations and ordinances, and the direction set forth by the Gloucester County Administrator.

Section 4. The Committee shall make full and complete reports to the County Administrator and governing body at such times as may be requested and at such other times as the governing body may deem proper.

Section 5. The Committee, through a duly appointed subcommittee, shall create a Program for Public Information (PPI) to increase awareness of flooding concerns to the general public.

Article 8

Amendments

These bylaws may be amended at any meeting of the Committee by a simple majority vote of the entire Committee, provided previous notice of the nature of any proposed amendment shall have been given at least one meeting before the action thereon shall be taken. The County Administrator must approve all amendments.

Article 9

Rules of Order

The current parliamentary procedure as laid down in the current edition of Roberts Rules of Order Newly Revised shall govern all meetings of the Committee in which they are applicable and in which they are not inconsistent with these bylaws and any special rules this Committee may adopt.

APPROVED BY:

5/15/15
Date

Sanford B. Warner
County Administrator

5-13-15
Date

Cathy L. Estep
Chairperson, Floodplain Management Committee