

**BY-LAWS OF THE
LAKE FRONT ROYAL SANITARY DISTRICT ADVISORY
COMMITTEE**

ARTICLE 1 - PURPOSE OF COMMITTEE

- 1-1 The Lake Front Royal Sanitary District Advisory Committee (LFRSDAC) is hereby created to act as an advisory board for the Board of Supervisors of the County of Warren (Board of Supervisors). The primary responsibility of the LFRSDAC is to give input to the Board of Supervisors and County Administration Staff on the Annual Budget and Tax Rate for the Lake Front Royal Sanitary District. Additional responsibilities include providing input on the Road System Capital Improvement Plan and Facility Maintenance for the Lake Front Royal Sanitary District.
- 1-2 LFRSDAC provides input and recommendations to the Board of Supervisors and County Administration Staff on the following issues:
- 1-1-1 Annual Budget
 - 1-1-2 Sanitary District Tax Rate
 - 1-1-3 Road System Capital Improvement Plan
 - 1-1-4 Facility Maintenance

ARTICLE 2 - SELECTION OF DIRECTORS

- 2-1 LFRSDAC shall have five (5) directors (Directors), and all Directors must be property owners within the boundaries of the Lake Front Royal Sanitary District. All Directors shall be appointed by the Board of Supervisors.
- 2-2 The Directors shall hold office for a term of two (2) years each. However, the initial term shall end on December 31, 2018. 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 LFRSDAC 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 LFRSDAC shall serve until December 31, 2017. A candidate receiving a majority vote of the Directors shall be declared elected.
- 3-3 Vacancies shall be filled for an un-expired term by a majority vote of the LFRSDAC.

ARTICLE 4 - DUTIES OF OFFICERS

- 4-1 The chairman shall:
 - 2-1-1 Preside at meetings.
 - 2-2-2 Rule on procedural questions (subject to reversal by a majority vote of the Directors present).
 - 2-1-3 Report official communications at the next regular meeting.
 - 2-1-4 Certify official documents involving the authority of the LFRSDAC.
 - 2-1-5 Certify minutes as true and correct copies.
 - 2-1-6 Carry out other duties as assigned by the LFRSDAC.
 - 2-1-7 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 LFRSDAC public hearings and public meetings.
- 4-3-7 Attend to the correspondence necessary for the execution of the duties and functions of the LFRSDAC.

ARTICLE 5 - MEETINGS

- 5-1 The LFRSDAC shall meet at least quarterly at a time to be determined by the Directors. 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 LFRSDAC 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 LFRSDAC 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 LFRSDAC 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 LFRSDAC meetings shall be governed by Robert's Rules of Order.

7-3 LFRSDAC 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 By-laws may be amended by a majority vote of the Board of Supervisors after ten (10) days prior notice.

Adopted: 11/15/16