

## RESUME

### CONSIDERATION OF APPOINTMENTS – BOARD, COMMISSIONS, COMMITTEES, AUTHORITIES:RESOLUTION OF APPOINTMENT(S):

#### RESOLUTION; APPOINTMENTS (THREE MEMBERS); SENIOR TASK FORCE

The members of the Senior Task Force were appointed to serve at the pleasure of the Board. However, it has been brought to Staff's attention that the Task Force adopted By-Laws that include terms for the members. I have attached a copy of their By-Laws (see Article 2 – Selection of Directors). Therefore, the terms of Ms. Mary Ann White, Ms. Charlotte Siebert, and Ms. Susan Walters have expired. All three want to be reappointed. I have included a copy of Ms. White's and Ms. Walters' emails. Ms. Siebert notified the Clerk by phone.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, this 14<sup>th</sup> day of June, 2022:

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Present:

Marlene J. Waymack, Chair  
Donald R. Hunter, Vice-Chair  
Floyd M. Brown, Jr.  
Alan R. Carmichael  
T. J. Webb

Vote:

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A-13F

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; THREE APPOINTMENTS; SENIOR CITIZEN TASK FORCE

WHEREAS, On March 9, 2021, the Prince George County Board of Supervisors established a task force to address the needs of the growing number of senior citizens in the County; and

WHEREAS, the Senior Citizen Task Force consists of seven citizens of the County; and

WHEREAS, Pursuant to the established Senior Task Force By-Laws, the terms of Ms. Mary Ann White, Ms. Susan Walters, and Ms. Charlotte Siebert have expired and they would like to be reappointed.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of June, 2022, does hereby reappoint Ms. Mary Ann White, Ms. Charlotte Siebert, and Ms. Susan Walters to serve on the Prince George County Senior Citizen Task Force effective immediately for a two-year term ending on March 1, 2024.

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator

## **Teresa Knott**

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**From:** Susan Walters <susanwalters81@gmail.com>  
**Sent:** Friday, June 3, 2022 7:47 AM  
**To:** Teresa Knott  
**Subject:** Senior task force

Hello,

I am Contacting you to let you know I am willing to continue on the Senior Task force for Prince George County.

Sincerely,

Susan Walters

Sent from my iPhone

## Teresa Knott

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**From:** Mary Ann White <mawie48@outlook.com>  
**Sent:** Thursday, May 26, 2022 1:56 PM  
**To:** Teresa Knott  
**Subject:** Senior Citizen Taskforce

Good afternoon Mrs. Knott, I would like to request that the Board of Supervisors reappoint me for a 2 year terms for the Senior Citizen Taskforce as my term has expired. I feel like the taskforce has made some head way in the last year and I would like to follow up on the different items we have discussed. Please let me know if there is anything else I need to do. Thanks so much.

Mary Ann S. White, REALTOR, CRS, MRP  
Napier REALTORS, ERA  
20 Dunlop Village Circle  
Colonial Heights, Va. 23834  
DIRECT PHONE: 804-731-1152  
Office Phone: 804-524-9001  
[mawie48@outlook.com](mailto:mawie48@outlook.com)  
[www.maryannrealestate.com](http://www.maryannrealestate.com)  
Licensed in the Commonwealth of Virginia

**By-Laws of the  
Prince George County Senior Citizen Task Force**

**ARTICLE 1- Purpose of Task Force**

- 1.1 The Prince George County Senior Citizen Task Force (“Task Force”) is hereby created to act as an advisory board for the Board of Supervisors of the County of Prince George (“Board of Supervisors”).
- 1.2 The Task Force shall provide an annual report to the Board of Supervisors on the Task Force’s activities.

**ARTICLE 2- Selection of Directors**

- 2.1 The Task Force shall have seven (7) directors. The directors shall be residents of Prince George County appointed by the Board of Supervisors
- 2.2 Three (3) directors, drawn by lot, shall service an initial term of one (1) year, beginning March 1, 2021. The remaining four (4) directors shall serve an initial term of two (2) years, beginning March 1, 2021. Thereafter, all directors shall hold office for a term of two (2) years each, such that the terms of office of the directors are staggered. There shall not be a term limit, and directors shall hold office until the successor has been appointed by the Board of Supervisors, which successor shall serve the unexpired remainder of that director’s term.

**ARTICLE 3- Selection of Officers**

- 3.1 Officers of the Task Force shall consist of a chair and vice-chair that shall be elected by the directors.
- 3.2 Nomination of officers shall be made from the floor at the beginning of the January meeting for the ensuing year. Election of officers shall follow immediately. A candidate receiving a majority vote of the directors shall be declared elected.
- 3.3 Terms of office shall be for one year or until a successor takes office. Officer vacancies shall be filled for an un-expired term by a majority vote of the Task Force.

**ARTICLE 4- Duties of Officers**

- 4.1 The chair 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 Task Force meeting.
  - 4.1.4 Certify official documents involving the authority of the Task Force.
  - 4.1.5 Carry out other duties as assigned by the Task Force.

- 4.2 The vice-chair shall:
- 4.2.1 Assume the full powers of the chair in the absence or inability of the chair to act.

#### **ARTICLE 5- Meetings**

- 5.1 Meetings of the Task Force may be called by the chair or by two directors upon written request to the chair. The chair shall mail a written notice to all directors, at least two days before the meeting, stating the time, place and purpose of the meeting. Written notice of the meeting shall not be required if the time of the meeting has been fixed at a previous meeting or if all directors are present at the meeting or if the directors filed a written waiver of the required notice.
- 5.2 All meetings of the Task Force shall be open to the public, except as provided for in the Virginia of Freedom of Information Act.

#### **ARTICLE 6- Voting**

- 6.1 A quorum shall consist of a majority of the appointed directors. Open positions for directors shall not be included when determining a quorum.
- 6.2 No action of the Task Force 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 Task Force Matters.
- 7.1.5 Adjournment.
- 7.2 Parliamentary procedure in Task Force meetings shall be governed by Robert's Rules of Order.

#### **ARTICLE 8 – Participation by Electronic Communication Means**

- 8.1 The Task Force may conduct any meeting where in the public business is discussed or transacted through electronic communication means as provided in Code of Virginia § 2.2-3708.2 (1950), as amended, subject to the following requirements:
- 8.1.1 A director must notify the chair that he/she is unable to attend the meeting due to either (a) a temporary or permanent disability or other medical condition that prevents the director's physical attendance; (b) a family member's medical condition that requires

the director to provide care for such family member, thereby preventing the director's physical attendance; or (c) a personal matter and the director identifies with the specificity the nature of the personal matter. Participation by a director due to a personal matter is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

- 8.1.2 A quorum of the Task Force must be physically assembled at one primary or central meeting location.
- 8.1.3 The Task Force must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- 8.1.4 The Task Force shall record in its minutes the remote location from which the director participated, but the location does not have to be open to the public.
- 8.1.5 The Task Force shall record in its minutes that the director participated through electronic communications due to either (a) a temporary or permanent disability or other medical condition; (b) a family member's medical condition that required the director to provide care for such family member; or (c) a personal matter and the minutes shall include the specific nature of the personal matter.
- 8.1.6 If a director's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
- 8.1.7 The policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the director requesting remote participation or the matters that will be considered or voted on at the meeting.

#### **ARTICLE 9 - Amendments**

- 9.1 These By-laws may be amended by a majority vote of the Board of Supervisors after ten days' prior notice.