

Article 2.1 of these By Laws and shall be entitled to all rights and subject to all responsibilities associated with membership on the Commission.

- 2.3 Terms. Members shall serve a term coincident with their elected term of office on the governing body of their respective locality. Such terms shall begin upon appointment by the governing body and shall end upon resolution of the governing body or upon the member no longer holding office on the governing body. Subsequent appointments shall be made by the governing body following any election and organization meeting of a new governing body, or as vacancies occur. Members may be reappointed to successive terms.
- 2.4 Voting. Each member shall be entitled to one equal vote on all matters before the Commission.
- 2.5 Attendance. If a member fails to attend a minimum of fifty percent (50%) of the regular meetings of the Commission in the course of a fiscal year, the Chairperson shall notify the governing body that appointed the member, in writing, to (a) report the absences, and (b) to request appointment of a replacement member.
- 2.6 Compensation. The Commission provides no compensation to its members. Members may be reimbursed for documented actual and necessary expenses incurred in the conduct of any authorized business carried out on behalf of the Commission. Such reimbursements shall be made only upon presentation of properly authenticated vouchers that have been approved by the Treasurer or Chairperson in consultation with the Executive Director.

ARTICLE 3 – OFFICERS

- 3.1 Officers. The officers of the Commission shall be a Chairperson, First Vice Chairperson, Second Vice Chairperson, Treasurer and Secretary, who collectively shall constitute the Executive Committee.
- 3.2 Qualifications. Only duly-appointed Commission members may serve as officers. The eligibility of a member to hold a specific office shall be determined by the established Rotation of Officers (Article 3.4).
- 3.3 Term of Office. Officers shall be elected at the June meeting of the Commission and shall take office on the first day of the fiscal year following their election. Officers shall serve a term of one year ending at 11:59 p.m. on the last day of the fiscal year. Members shall not serve successive terms in the same office.
- 3.4 Rotation of Officers. The positions of Chairperson, First and Second Vice Chairpersons, Treasurer and Secretary shall be filled by members from each of the Commission's five localities using the following rotation: Stafford County follows the City of

Fredericksburg, which follows Caroline County, which follows King George County, which follows Spotsylvania County, which follows Stafford County. For example, when the term of the Chairperson ends at the beginning of a new fiscal year, a member from the locality represented by the outgoing Chairperson shall serve as Secretary that fiscal year, Treasurer the next year fiscal year, Second Vice Chairperson the following fiscal year, and so forth. In the event of the refusal or inability of a member to assume an officer position, the other member from the locality of the member refusing or unable to serve shall be appointed to serve in his/her place.

- 3.5 Removal of Officers. Any officer may be removed from office, with or without cause, by an affirmative vote of two-thirds (2/3) of members present and voting at a duly-called meeting whenever, in the judgment of the Board of Commissioners, the best interests of the Commission would be served thereby.
- 3.6 Resignation. An officer may resign at any time by delivering written notice to the Commission. A resignation is effective when notice is delivered unless the notice specifies a later effective date.
- 3.7 Vacancies. Any officer vacancy occurring during the fiscal year shall be filled, for the remainder of the term, by a Commission member from the same locality as that of the member vacating the office. Such vacancy shall not affect the Rotation of Officers.

ARTICLE 4 – DUTIES OF OFFICERS

- 4.1 Chairperson. The Chairperson of the Commission shall:
 - 4.1.1 Preside at all regularly-scheduled meetings of the Commission;
 - 4.1.2 Rule on all procedural questions. (Subject to a reversal of the ruling by an affirmative vote of two-thirds (2/3) of members present and voting at a duly-called meeting.);
 - 4.1.3 Appoint members to standing and ad hoc committees. (Subject to a reversal of the appointments by an affirmative vote of two-thirds (2/3) of members present and voting at a duly-called meeting.);
 - 4.1.4 Ensure that all decisions and resolutions of the Commission are carried out effectively;
 - 4.1.5 Sign written instruments on behalf of the Commission;
 - 4.1.6 Carry out such other duties as may be delegated by the Commission.
- 4.2 Vice Chairpersons. The First Vice Chairperson, or in his/her absence, the Second Vice Chairperson, shall:

- 4.2.1 Act in the absence of or inability of the Chairperson to act;
 - 4.2.2 Have the same powers to function in the capacity of Chairperson in case of his/her absence or inability to act;
 - 4.2.3 Assist the Chairperson as requested and discharge such other duties as may be delegated by the Commission.
- 4.3 Treasurer. The Treasurer shall be responsible for providing general oversight of the Commission's financial assets and for assuring the integrity and safekeeping of all Commission financial records. Specifically, the Treasurer shall:
- 4.3.1 Assure effective oversight of all financial processes, transactions and accounting records;
 - 4.3.2 Supervise and have ultimate accounting responsibility for all funds of the Commission;
 - 4.3.3 Assure that a written monthly financial report is presented at all regular meetings of the Commission;
 - 4.3.4 Perform all other duties ordinarily incident to the office Treasurer as well as such other duties as may be delegated by the Commission.
- 4.4 Secretary. The Secretary shall be responsible for assuring the integrity and safekeeping of all Commission records. Specifically, the Secretary shall:
- 4.4.1 Assure that written minutes of all Commission meetings and its designated committees are prepared;
 - 4.4.2 Assure that draft minutes of the previously-held regular meeting of the Commission are reviewed, amended as necessary and approved by the Commission at the next regular meeting at which a quorum is present;
 - 4.4.3 Assure that proper and timely notice is served of all meetings of the Commission and its designated committees;
 - 4.4.4 Certify, as appropriate, official documents of the Commission.
 - 4.4.5 Perform all other duties ordinarily incident to the office of Secretary as well as such other duties as may be delegated by the Commission.

ARTICLE 5 – STAFF

- 5.1 Executive Director. The Executive Director is the chief executive of the Commission and is accountable to, and serves at the pleasure of, the Board of Commissioners. Specifically, the Executive Director shall: