

PITTSYLVANIA COUNTY AGRICULTURAL ADVISORY COMMITTEE BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the Pittsylvania County Agricultural Advisory Committee (“PCAAC”).

ARTICLE II: PURPOSE

The PCAAC will:

- Serve as an advisory committee to the BOS.
- Represent the agricultural community’s position on legislative and policy issues at the local, state, and federal level; review, advise, and offer recommendations to the Pittsylvania County Board of Supervisors (“BOS”).
- Promote and enhance the economic viability of production agriculture, forestry, and agribusiness.
- Coordinate agricultural economic development, marketing, and promotion activities.
- Provide feedback on the Director of Agribusiness’ job performance in accomplishing the PCAAC’s goals as part of his/her annual performance evaluation conducted by the County’s Director of Economic Development. In the event of a vacancy in the position of Director of Agribusiness Development, the PCAAC Chair, or his designee, shall serve on the County search committee to recruit, interview, and recommend a replacement for said vacancy, in accordance with all applicable County policies and procedures.
- Increase public understanding of state-of-the-art agricultural practices.
- Establish a network of agriculture producers and suppliers to strengthen the agricultural infrastructure.
- Promote agritourism.

ARTICLE III: MEMBERSHIP

At its Organizational Meeting, in the case of expired terms or other vacancies, the BOS shall appoint members to the PCAAC to serve two (2) year terms beginning at the time of appointment. Subsequent appointments of PCAAC members shall be for a term of two (2) years, with the ability to be appointed for two (2) additional two (2) year terms.

PCAAC membership shall include at least one (1) representative from each of the following agricultural groups:

- Cattle
- Crops
- Dairy
- Equine
- Forestry

- Horticultural
- Pittsylvania County Farm Bureau
- Poultry
- Tobacco
- Viticulture
- Agribusiness
- Agribusiness
- Agribusiness

A. Attendance

In the event any member fails to attend three (3) or more consecutive meetings, the PCAAC, following a majority vote, has the option to declare the seat vacant and seek a replacement appointee from the BOS.

B. Nominating Process

The PCAAC Chair may appoint a Nominating Committee to make recommendations to the BOS for appointments of members to the PCAAC.

The Nominating Committee shall produce a slate of recommended appointees for the members whose appointments expire the following January. All appointees must be residents of Pittsylvania County. A slate of nominees shall be proposed to the PCAAC for review, amendment, and approval. The approved slate of PCAAC nominees shall be submitted to the BOS.

The Nominating Committee shall also recommend nominees for any PCAAC vacancies occurring within an unexpired term. The remaining PCAAC members shall review, amend, and approve the nominees at any regular or special meeting, and submit the nominees to the BOS for approval. The person selected to fill such a vacancy shall serve the full unexpired term of the former PCAAC member whose vacancy is so filled.

ARTICLE IV: OFFICERS

A. Officers

PCAAC officers shall consist of a Chair and Vice-Chair selected from among the appointed PCAAC members at the PCAAC Organizational Meeting.

B. Terms of Officers

Officers shall serve a one (1) year term from the January meeting at which they are elected, until their successors are duly elected the following January. Officers may be re-elected for additional terms. The Chair serves until the new PCAAC Chair is appointed.

C. Responsibilities of the Chair

The Chair shall preside at all PCAAC meetings, appoint all committees and a secretary to record meeting minutes, execute all documents authorized by the PCAAC, oversee committee activities, set PCAAC agendas, and generally perform all duties associated with that office. .

D. Responsibilities of the Vice-Chair

The Vice-Chair, in the event of the absence or disability of the Chair, shall assume and perform the duties of the Chair.

E. Additional Officers

The PCAAC may appoint additional officers as needed for a limited term.

F. Vacancies and Special Elections

In the event of a vacancy in either the Chair or Vice-Chair, a special election may be held to fill the position for the remainder of the term.

ARTICLE V: MEETINGS

A. Regular Meetings

Regular meetings shall be held monthly. The date, hour, and location of the regular meeting will be set by the PCAAC at its Organizational Meeting. All regular meetings will be open to the public. The PCAAC may convene a closed meeting in accordance with the Virginia Freedom of Information Act.

B. Organizational Meeting

The Organizational Meeting, held in January of each year, shall be for the purpose of the election of officers and the establishment of the regular meeting times. Said meeting may be held in a different month due to unforeseen circumstances.

C. Special Meetings

Special Meetings may be called by the Chair or at the request of any two (2) PCAAC members for the transaction of business as stated in the agenda for said Special Meeting.

D. Quorum

At least one-half (or 50%) of the PCAAC members then serving in office shall constitute a quorum for the transaction of business at any regular or Special Meeting of the PCAAC. Provided a quorum exists, any questions/motions coming before the PCAAC shall be determined by a simple majority vote of the PCAAC present at such meeting.

E. Governance

Robert's Rules of Order shall govern all parliamentary issues in all meetings of the PCAAC or its committees. The Virginia Freedom of Information Act and the Virginia Conflict of Interest Act shall also apply/govern PCAAC members.

F. Cancellation

Any regular or Special Meeting of the PCAAC or its committees may be canceled when adverse conditions exist, or, by the Chair when, after consultation with the Director of Agribusiness Development, it is determined that there are no matters requiring PCAAC action. As well, due to the climactic nature of agriculture, meetings may be cancelled for a particular month due to the farming needs of the PCAAC members. All PCAAC members shall be notified as soon as possible regarding said cancellations.

G. Closed Meetings

Closed meetings, when appropriate and authorized by the Virginia Code, will consist of all PCAAC members and any other person(s) so designated by the Chair.

ARTICLE VI: COMMITTEES

A. Standing Committees

The PCAAC may appoint Standing Committees as needed to conduct the business of the PCAAC.

B. Ad Hoc Committees

The Chair may create additional ad hoc committees as needed.

C. Meetings with the Board of Supervisors and Board Committees

The PCAAC may meet with the full Board of Supervisors and its committees as needed.

D. Committee Meetings

PCAAC committee meetings shall be held in accordance with the Virginia Freedom of Information Act and held when deemed appropriate and necessary by any committee Chair.

E. Staff Participation

1. *Director of Agribusiness Development:* The Director of Agribusiness Development is not a PCAAC member, but his/her participation is required to provide technical assistance and professional expertise. Said Director shall have no vote in PCAAC

meetings. Further, said Director shall take minutes of all PCAAC meetings in which he/she is in attendance. In the event of his/her absence, the Chair shall temporarily assign another PCAAC member in attendance to take meeting minutes.

2. *BOS Representative:* One (1) BOS member shall be appointed by the BOS Chairman to participate in PCAAC meetings, but shall not be an official member of the PCAAC. Said BOS member shall serve as a liaison between the PCAAC and the BOS, and shall have no vote in PCAAC meetings.

3. *County Administration Representative and/or County Economic Development Director:* A representative from County Administration and/or the County's Director of Economic Development may be directed by the County Administrator to participate in PCAAC meetings, but shall not be an official member of the PCAAC. Said individual shall serve as a liaison between the PCAAC and the County Administrator, and shall have no vote in PCAAC meetings.

ARTICLE VII: AMENDMENTS

These By-Laws may be amended at any regular meeting of the PCAAC by a two-thirds (2/3) vote of the PCAAC members present at said meeting. Notice of any proposed By-Law amendment must first be submitted in writing to PCAAC members at least two (2) weeks (14 days) prior to such meeting. Any PCAAC By-Law amendments require BOS approval.