

01. ADMINISTRATION

1.6. Resolutions

BOS Approved January 6, 2016

1.6.1. Purpose. This policy provides procedural guidelines for the request and issuance of Fluvanna County Resolutions.

1.6.2. Policy Intent

A. A resolution is a discrete, formal, written action of the Board of Supervisors to express approval or disapproval. It reflects the official expression of the opinion or will of the Board. Resolutions ordinarily relate to the administrative and operational aspects of County government (in contrast to legislative and regulatory enactments that are the subject of ordinances).

B. Resolutions are generally used for two purposes. First, resolutions express their consensus on matters of public policy: lawmakers routinely deliver criticism or support on a broad range of social issues, legal rights, court opinions, and even decisions by higher government authorities. Second, resolutions are used for internal, administrative purposes. Resolutions are not laws; they differ fundamentally in their purpose. However, under certain circumstances resolutions can have the effect of law.

C. Examples of formal resolutions include an action authorizing issuance of bonds or establishing an employee compensation plan. Ceremonial types of resolutions may include expressions of gratitude for service, an expression of regret upon the death of an individual.

D. As a spontaneous expression of opinion, a resolution is intended to be timely and to have a temporary effect. Resolutions take effect immediately, unless otherwise specified within the resolution.

1.6.3. Resolution Purpose, Evidence, Action and Format requirements

A. Purpose

- Why are we writing this resolution?
- Where does our recommendation come from?
- Why is this important to us?
- What are we seeking as an outcome?

B. Evidence

- What supporting facts (reports, statistics, anecdotal, newspaper, etc.) exist?
- Who else shares our recommendation?

C. Action

- What can be done to achieve our recommendation?
- Who can take the action to achieve our recommendation?

D. Format

- Title- Reflect Action the resolution seeks to affect
- Whereas- Purpose of resolution and supporting Evidence
- Therefore be it resolved- Restate Action

1.6.4. General Submission Requirements

A. All requests for resolutions must be submitted in writing to the County Administrator's Office, Attn: Clerk to the Board of Supervisors. Requests can be hand delivered, submitted via email, or by U.S. mail. Requests should include:

B. Organization's full legal name and tax status and the contact person's first and last name, street and email address and telephone number.

C. A brief summary that includes sufficient background of the issue. Include a brief narrative specifically identifying the relevance to Fluvanna County residents that explains why you believe it is important for the Board of Supervisors to adopt your resolution and how the resolution is planned to be used.

D. Draft text for the resolution, including "Whereas" clauses and concluding with a "Now, Therefore be it resolved" declaration.

Note: Traditional resolutions begin with a series of clauses starting with the word "Whereas," which means "because," "in as much as," or "since." "Whereas" clauses set the stage, state the issue, and suggest actions and reasons why the resolution is being issued. They are followed by one phrase beginning with "Now, Therefore be it resolved," which is the actual declaration and request for specific support.

E. A deadline, if any, when the resolution is needed.

F. Name and contact information for representative(s) who will be present at Board of Supervisors meeting, if different from person submitting the request.

G. To ensure efficient processing, requests should be made at least four weeks in advance of the date the document is needed and be submitted with complete information.

1.6.5. Approval Steps and Timeline for Board Adoption

A. Request is made regarding the Board supporting a resolution. If the request is first made to a Supervisor, the representative will be directed to the Clerk of the Board. The Clerk will advise the representative of the process and submission requirements.

B. Once the submission is received, the Clerk will review the request for completeness, format the draft resolution as shown in the attachment, and then forward it to the County Administrator for review.

C. If the resolution request is approved for the agenda by the County Administrator and Board Chair, the Clerk will contact the representatives and make arrangements for them to appear at the scheduled Board meeting, as necessary.

D. Final edits will be made by the Clerk and the draft will be provided in the Board package with other materials for the Board meeting.

F. Resolutions will generally be placed on the Consent Agenda for consideration.