

AMHERST COUNTY SCHOOL BOARD AND BOARD OF SUPERVISORS JOINT BOARD COMMITTEE
CHARTER 2018

1. **Purpose.** The purpose of the Amherst County School Board and Board of Supervisors Joint Board Committee (Joint Board Committee or JBC) is to assist both the School Board and Board of Supervisors by providing information, advice, recommendations and reports on matters of mutual interest and shared effort. The Committee is particularly focused on matters that establish, maintain and promote the highest quality of education for Amherst County residents and their children. It recognizes that education is a critical element in advancing economic development within the County.

2. **Goals.** The goals of the Joint Board Committee are to provide specific, measurable, reasonable, and timely information, advice, recommendations, and reports to their governing parent bodies on matters related to its purpose. Action items for the Committee may be requested by either the School Board, the Board of Supervisors or the JBC itself. The Joint Board Committee is authorized to establish its own goals and projects to further the County's interests in the area of its purview so long as they do not supersede those of this document.

The Joint Board Committee may expect to receive specific objectives from the Board of Supervisors or the School Board from time to time toward which it will be expected to achieve and report its progress.

3. **Membership.** The Joint Board Committee will consist of six voting members consisting of two County Supervisors, two School Board members, the School Superintendent, and the County Administrator. Each voting member will serve at the pleasure of their respective Board, being selected at the organizational meeting of each Board each year. Voting members need not be sworn into office by the Clerk of the Circuit Court in order to be members of the JBC.

4. **Meetings.** Regular meetings of the Joint Board Committee will be held at a time and place agreed by the voting members and announced to the public in accordance with law. Meetings will be held, at a minimum of quarterly and as otherwise needed as determined by the respective Boards. Summarized minutes will be taken in the format specified by the County Administrator and submitted to the School Superintendent and County Administrator for approval no later than 30 days from the date of the meeting. The agenda for each meeting is determined by the Chairman with the assistance of the Secretary.

5. **Reports.** The Amherst County School Board and Board of Supervisors Joint Board Committee is required to provide a written report of its activities to the School Board and Board of Supervisors on an annual basis. The School Superintendent and County Administrator will direct the format and content of the report. On occasion, the School Superintendent and/or County Administrator may seek specific information, guidance, input, or recommendations from the Joint Board Committee on a matter being prepared for consideration by the School Board and/or Board of Supervisors. The School Superintendent and/or County Administrator will specify the format of the information sought.

6. **Structure.** The Joint Board Committee will be organized pursuant to ACR 1-3.11 except that there shall be no Treasurer for the JBC and the Chairman and Secretary shall be appointees from different parent bodies. The county administration staff will serve as clerk to the Secretary to perform administrative functions.

7. **Youth Participation.** The Joint Board Committee will not have a youth participant member.

8. **Staff Support.** The Joint Board Committee can expect to receive support directly from the county administration department who will perform the Joint Board Committee's clerk functions. The County Attorney is also available to answer legal questions. County email accounts will be opened for each member and added to a closed email distribution list to facilitate communications. Copying, postage, and other support can be made available through the County Administrator's Executive Assistant.

9. **Authority.** The Joint Board Committee may not represent the County of Amherst to the Central Virginia Planning District Commission (previously named Region 2000) and its partner organizations with the understanding that all final decisions regarding County business resides solely with the School Board and/or the Board of Supervisors, respectively, as provided by law. The Joint Board Committee may not represent the County to state, federal, nonprofit, or commercial and industrial organizations without coordination with the School Superintendent and County Administrator.

10. **Official Acts.** Acts of the Joint Board Committee shall be performed by majority vote and recorded in official minutes. Only the Chairman of the Joint Board Committee, as an individual, may speak for the body but must be careful not to overstep the bounds of consensus within the Committee. Decisions shall be reached according to ACR 1-3.9.

11. **Virginia Freedom of Information Act.** The Joint Board Committee is a "public body" under the Virginia Freedom of Information Act. It is the responsibility of the Chairman, with the assistance of the Secretary, to ensure compliance with all facets of this law. The Amherst County FOIA Officer(s) are hereby designated as the JBC's FOIA officer, who shall coordinate requests with the School Division's FOIA Officer.

12. **State and Local Governments Conflict of Interests Act.** Members of the Amherst County School Board and Board of Supervisors Joint Board Committee are not, solely by virtue of membership on the JBC, considered to be designated, non-salaried, citizen appointees to local boards and commissions which must file the annual Financial Disclosure Statement during the end of the year filing period (by December 15). They also are not members of planning commissions, boards of zoning appeals, or real estate assessors who are required to file an annual Disclosure of Real Estate Holdings. They also are not required to file semiannually by June 15. The submission of either the Financial Disclosure statement or the Disclosure of Real Estate Holdings is also not a condition of appointment to this body.