

Adopted X, 2023

Prince William County Joint Environmental Taskforce  
Edward L. Kelly Leadership Center  
14715 Bristow Rd, Manassas, VA 20112

JOINT ENVIRONMENTAL TASKFORCE

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## ARTICLE 1 - AUTHORITY AND ESTABLISHMENT

1-1. The Taskforce, recommended by the Prince William County School Board on June 10, 2020, and established by the Prince William Board of County Supervisors on June 22, 2021, has adopted these Articles in order to facilitate its powers and duties under Title 15.2, Chapter 14, Article 1, Code of Virginia.

1-2. The official title of this Taskforce shall be the "Prince William County Joint Environmental Taskforce."

## ARTICLE 2 - PURPOSE AND OBJECTIVES

2-1. The purpose of the Joint Environmental Taskforce is to collaboratively unify the political, operational, and administrative capabilities of the county and school division to address climate change and environmental sustainability proactively and equitably.

2-2. The Taskforce, with the advice and assistance of the member county and school division agencies, and their respective attorneys, shall:

2-2.1. Prepare and recommend to the Board of County Supervisors and to the School Board funding priorities that are identified by the Community Energy Master Plan (CEMP) - and the relevant County and PWCS staff - that would benefit from program collaboration between the county and PWCS.

2-2.2. Identify, prepare and recommend initiatives to improve the county's environmental quality and sustainability in four overarching issue areas: Facilities/Infrastructure, Transportation, Workforce Development, and Energy.

2-2.3. Carry out all other such matters as may be appropriate pursuant to other ordinances of Prince William County and/or the Commonwealth of Virginia, adopted policies of Prince William County Schools, or as directed by the Board of County Supervisors and/or School Board.

2-2.4. Establish and maintain standing and special committees as appropriate.

2-3. The Taskforce, with the advice and assistance of the member county and school division agencies, and their respective attorneys may:

2-3.1 Cooperate with other contiguous counties, cities, towns, planning commissions or appropriate bodies of other localities so as to coordinate activities subject to the environmental and sustainability initiatives among the localities.

2-3.2 Appoint Ad-Hoc committees and adopt rules as needed to affect such cooperation.

2-3.3 Request information from departments and agencies of the Commonwealth that may affect the planning and development of the Taskforce's recommendations.

## ARTICLE 3 – MEMBERS

3-1. Appointments to the Joint Environmental Taskforce shall be made by the Board of County Supervisors, the School Board, Prince William County Government and Prince William County Schools; these members serve at the pleasure of the Board of Supervisors and School Board respectively.

3-2. The term of appointment is normally coterminous with the Board of County Supervisors and School Board.

3-3. Any vacancy in membership of Board of Supervisors or School Board members may be made by their respective boards; all other vacancies will be made by the County Government and School Division.

3.5. The Board of County Supervisors and School Board may provide for the reimbursement of actual expenses of Taskforce members.

## ARTICLE 4 - OFFICERS AND THEIR SELECTION

4-1. The Taskforce's officers shall consist of a Chairperson and a Vice Chairperson elected by roll call vote annually from the membership of the Taskforce.

4-2. In the absence of the Chairperson at any meeting, the Vice Chairperson shall preside; and at any meeting where both the Chairperson and the Vice Chairperson are absent, the members shall select from their number by roll call vote, a Chairperson pro tem to preside over such meeting and certify the minutes of such meeting.

4-3. The Taskforce may be provided an Executive Secretary from the Environmental & Energy Sustainability Office Staff who need not be a member of the Taskforce. The Environmental and Energy Sustainability Officer shall approve the Secretary to the Taskforce.

4-4. Nomination of officers shall be made annually from the floor at the first regular meeting, and then annually at the first regular meeting in the calendar year. Election of officers shall follow immediately thereafter. In accordance with the Freedom of Information Act, a roll call vote shall be taken and recorded in the Taskforce minutes.

4-5. With a quorum, a candidate receiving a simple majority vote of the members present and voting shall be declared elected and shall take office immediately.

4-6. Vacancies in office shall be filled immediately by regular Taskforce election procedures.

## ARTICLE 5 - DUTIES OF OFFICERS

5-1. The Chairperson shall:

5-1.1 Preside at all regular and special Taskforce meetings.

5-1.2. Appoint committees and be an ex-officio member thereof.

5-1.3. Rule on all procedural questions, subject to majority of the Taskforce members present.

5-1.4. Be informed immediately by the Sustainability Office of any official communication related to the Taskforce and report it at the next meeting or sooner at the direction of the Environmental and Energy Sustainability Officer.

5-1.5. Carry out other duties as assigned by vote of the Taskforce.

5-2. The Vice-Chairperson shall:

5-2.2. Act in the absence or inability of the Chairperson to act.

5-2.3. Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's inability to act.

5-2.4 Ensure the basic support of Sustainability Office to the Joint Environmental Taskforce.

5-3. The Secretary shall:

5-3.1 Prepare and maintain a set of minutes for all regular and special meetings, as well as committee meetings or work sessions, when requested.

5-3.2 Sign all minutes and, at the end of the calendar year, certify that the minutes of the preceding year are a true and correct copy of same.

5-3.3 Keep a written record of all business transacted by the Taskforce.

5-3.4 Notify all members of all meetings. A copy of the agenda for all regular and special meetings shall be sent to all members, said agenda being posted publicly at least three business days before the meeting closed on the 3 days preceding the meeting.

5-3.5 Keep a file of all official records and reports of the Taskforce.

5-3.6 Certify all records and reports of the Taskforce.

5-3.7 Serve notice of all hearings and public meetings.

5-3.8 Attend to Taskforce correspondence as hereinafter prescribed.

5-3.9 Prepare and be responsible for the publishing of advertisements relating to public hearings.

## ARTICLE 6 – COMMITTEES

6.1. For the purpose and terms approved by the Taskforce, the Chairperson may appoint standing and special committees from its membership. Committee meetings shall be set, and the time and place announced during a regular Taskforce meeting. Such committee meetings shall be open to the public, and the committee's decision/findings(s) shall be announced during the committee meeting.

6-2. The time and place of all committee meetings shall be determined by a majority vote of the committee members or Chairperson thereof.

6-3. Minutes shall be prepared for all committee meetings and submitted to the Taskforce at a regular meeting for acceptance and incorporation into the Taskforce minutes as consent items.

6-4. Standing committees authorized pursuant to article 6.1. shall be established per resolution and that resolution shall be attached per Joint Environmental Taskforce ByLaws and Procedures.

## ARTICLE 7 - HEARINGS AND MEETINGS

7-1. Regular meetings of the Taskforce shall be held on the 3rd Thursday of each month. When a meeting date falls on a legal holiday, the meeting shall be held on the following day, unless otherwise designated by the Taskforce.

7-1.1. In addition to those required by law, at its discretion, the Taskforce may hold public hearings when it decides that such hearings will be in the public interest.

7-1.2. All regular meetings shall begin at 6pm.

7-1.4. All regular meetings shall be held in Room 1101 A/B of the Kelly Leadership Center, located at 14715 Bristow Rd Manassas, VA 20112. Special meetings and work sessions shall be held at the Kelly Leadership Center, or in the place specified by the notice required under paragraph 7.2 hereafter. Taskforce Work Sessions shall be scheduled at the pleasure of the Taskforce Chairperson. Work sessions may be commenced without a quorum present; however, no action may be taken unless a quorum is present. A straw vote may be taken and recorded in the minutes of all work sessions if directed by the Chairperson.

7-2. The Chairperson may call special meetings and work sessions of the Taskforce, or a special meeting or work session may be called by two of the Taskforce members upon written request to the Secretary. The Secretary shall deliver to all members, at least five (5) days in advance of a special meeting, a written notice stating the time, place, and purpose thereof. The foregoing written notice to the members of a special meeting is not required, if the time of the special meeting has been established at a regular meeting, or if all members are present at the special meeting, or if a written waiver of notice is filed. Notice shall be given to the public in accordance with the Freedom of Information Act.

7-3. All meetings of the Taskforce, and all records and accounts thereof, shall be open to the public, except as provided in paragraph 7-4. hereafter.

7-4. The Taskforce may go into closed session in accordance with Section 2.2-3711 VA Code Ann., to discuss certain matters, but the Taskforce may not take any official action(s) while in closed session.

7-5. A majority of the Taskforce's membership shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the members present and voting. Voting may be by roll call, in which case a record shall be kept as part of the minutes.

7-6. Any person addressing the Taskforce shall limit their presentation to the time allotted by the Chairperson unless the Taskforce extends the time by unanimous consent.

7-7. Repetitive testimony shall be discouraged on any matter. Persons with the same position as previous speakers may simply state their name, address, and the position(s) they agree with.

7-8. Only speakers recognized by the Chairperson may speak. All persons in attendance shall refrain from making remarks, unless recognized by the Chairperson. All groups or individuals in the audience shall refrain from creating an atmosphere detrimental, or disturbing, to the conduct of the meeting at the risk of being asked to leave by the Chairperson.

7-9. Questions shall be addressed to the Chairperson; answers and follow-up questions by the Taskforce – unless otherwise specified - shall be reserved until the end of the presentation to avoid interrupting the speaker and duplicating ground the speaker may cover.

7-10. Discussion and debate by the Taskforce shall be conducted following the presentation of the pending item. Members shall not speak until recognized by the Chairperson. A member who has spoken shall not be recognized again until each member desiring to speak has had their opportunity.

## ARTICLE 8 - ORDER OF BUSINESS

8-1. The order of business for a regular meeting shall be:

8-1.1 Call to order by Chairperson.

8-1.2. Pledge of Allegiance.

8-1.3. Roll call and determination of a quorum.

8-1.4. Public Comment. The Taskforce shall offer public comment at the beginning of each regular meeting. During this time, the Joint Environmental Taskforce will receive comment from any individual on any item not on the public hearing agenda for the evening, without restriction. Each individual who wishes to speak will get 3 minutes to address the Taskforce. Public comment time shall not exceed 30 minutes. The Chairperson shall prohibit the use of obscenity or other speech tending to create a breach of the peace. The Chairperson shall allocate time to each speaker in an equitable manner.

8-1.5. Consent Agenda. The reading or approval of Official Minutes and Resolutions covering a specified period.

8-1.6. Public Hearings. Public testimony, Taskforce discussion and deliberation, and voting on all items advertised and listed on the agenda. Refer to Article 7 - Meetings and Hearings.

8-1.7. Joint Environmental Taskforce Procedures (Old Business and New Business) other than those herein shall be maintained by the Environmental & Energy Sustainability Office Staff with the support of appropriate county and school division agencies. Discussion of Taskforce-related items, including policies and procedures and request(s) shall be made to the

Environmental & Energy Sustainability Office for information and action(s).

8-1.9. Taskforce Members' Time. On each agenda there shall be a period designated "Taskforce Members' Time," during which each Taskforce member shall be entitled to unrestricted use not to exceed five (5) minutes for such purposes as each Taskforce member deems appropriate. A Taskforce member may announce his or her intent to seek Taskforce action but may not make a motion during Taskforce Members' Time.

8-1.11. Departmental Reports. Reports, and discussion thereof, from the Environmental & Energy Sustainability Office or other member agency, including administrative reports, and discussion(s) of a house-keeping nature.

8-1.12. Adjournment.

8-2. The Chairperson or Secretary shall restate motions before a vote is taken. The names of persons making and seconding motions, as well as roll call voting, shall be recorded in the Taskforce minutes.

8-3. Parliamentary procedures in Taskforce meetings shall be governed by the adopted rules of order, namely, "Robert's Rules of Order," in all cases not otherwise provided for in these rules.

8-4. The Taskforce shall maintain a set of minutes of all regular and special meetings, and work sessions at the call of the Chairperson and these minutes shall become a matter of public record.

## ARTICLE 9 - AMENDMENTS

9-1. These rules may be added to, amended, or waived by a recorded majority vote of the entire membership, provided notice of such change is mailed at least five (5) days before the meeting. In the event said notice of proposed rule change is mailed to each member of the Taskforce at least fifteen (15) days before said meeting, the rule may be changed by majority vote of those present, provided a quorum is in attendance.

9-2. The Taskforce may temporarily suspend any of these rules by a unanimous vote of the members present.

## ARTICLE 10 - EFFECTIVE DATE

10-1. Nothing in the foregoing by-laws and procedures shall invalidate any official business transacted by the Taskforce prior to the adoption of these by-laws and procedures.

10-2. The foregoing by-laws and procedures shall become effective upon a vote of the majority of the membership of the Taskforce at a regular meeting.

10-3. The effective date of the Prince William County Joint Environmental Taskforce by-laws and procedures is X.