

TOWN OF VINTON, VIRGINIA
POLICY ON ATTENDANCE AND
CONFLICT OF INTERESTS STATEMENTS FOR
MEMBERS OF BOARDS/COMMISSIONS/COMMITTEES

Purpose:

The Town of Vinton established this Policy on Attendance and Conflict of Interests Statements for anyone appointed by Town Council to a Board, Commission or Committee.

Attendance:

Any member appointed by Town Council to a Board, Commission or Committee is expected to attend at least 75% of regularly scheduled meetings held within any calendar year. The Chairperson of the Board, Commission or Committee shall notify the Clerk of Council by December 1st of each year of any absences exceeding the standard of this policy during the prior eleven months. The Clerk shall send a non-attendance letter to the individual informing them that they must respond to the letter within 10 days of receipt with either a plan to attend meetings or a resignation. If no response is received, the non-attendance letter will serve as their official resignation.

Conflict of Interests Statements:

Any member appointed by Town Council to a Board, Commission or Committee that is required by Section 2.2.3115 of the 1950 Code of Virginia, as amended, to complete any Conflict of Interests Statements must file said Statements with the Clerk by the due date established by the Virginia Conflict of Interest and Ethics Advisory Council. If any member fails to file said Statements by the deadline, the Clerk shall send a letter to the individual informing them that their failure to meet the filing deadline will result in an automatic resignation.

The Clerk shall report these findings to Town Council at a Council meeting, typically in closed session. Town Council may override the implied resignation and extend the appointment if extenuating circumstances so dictate.

This policy shall apply to all Boards, Commissions or Committees, provided however, that if State law or Town Ordinance addresses attendance requirements in an alternative manner, such law shall prevail over this policy.

Adopted by Resolution No. 2234 by Town Council this 6th day of February, 2018.

RESOLUTION NO. 2234

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, FEBRUARY 6, 2018, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, Council desires to establish a Policy on Attendance for any member appointed by Town Council to a Board, Commission or Committee; and

WHEREAS, Council also desires to establish a Policy on Conflict of Interests Statements for any member appointed by Town Council to a Board, Commission or Committee that is required by Section 2.2.3115 of the 1950 Code of Virginia, as amended, to complete any Conflict of Interests Statements.

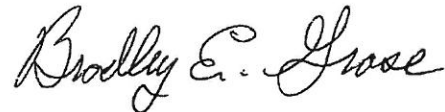
NOW THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the attached Policy of Attendance and Conflict of Interests Statements for Members of Boards/Commissions/Committees to become effective immediately.

This Resolution adopted on motion made by Council Member Liles, seconded by Vice Mayor Hare, with the following votes recorded:

AYES: Liles, McCarty, Scheid, Hare, Grose

NAYS: None

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk