

**Amendment to: SECTION F: ORDER OF BUSINESS**

2. Agenda - The Chairman, with the County Executive, shall prepare an agenda for each meeting. Any member having matters to be considered by the Board shall submit them to the County Executive for inclusion on an appropriate agenda, in consultation with the Chairman.

- (a) Each meeting agenda shall be published in accordance with Virginia Code § 2.2-3707 that provides at least one copy of all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body.
- (b) The official County website shall permit citizens to sign up for a subscription to allow them to automatically receive the agendas simultaneous with their publication.
- (c) The official County website shall allow for citizens to provide comments on agenda matters that shall open at the time of the publication of the agenda for a meeting, and close not sooner than two hours prior to the start of the meeting for which the agenda was published. All comments submitted to the website shall be copied and delivered to the Board members at the start of the meeting for consideration in the same manner as citizen's speaking during Citizen's Time.
- (d) On any agenda matter that requires a Board vote for which materials are provided to the Board for their deliberations, such materials must be included in the agenda packet at the time of its publication to allow citizens adequate time to review the same material available to the Board. No votes shall be permitted on matters on the agenda for which supporting materials needed for deliberations are provided to the Board on the day of the meeting and that were not publicly available in the published agenda as required by Virginia Code.