

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

BYLAWS

ARTICLE I – THE BOARD

1.1 Description. The Albemarle-Charlottesville Regional Jail Authority (the “Authority”) was created by an Agreement dated November 15, 1995, by and between the County of Albemarle and the City of Charlottesville, to which the Authority itself also became a party (the “Service Agreement”). The County of Nelson became a member jurisdiction and party to the Service Agreement July 1, 1998.

1.2 Membership. The powers of the Authority shall be exercised by a board as set forth in the Agreement.

ARTICLE II – OFFICERS

2.1 Chair. The board of the Authority shall select a chair from among its membership. The chair shall preside at all meetings of the Authority, shall have the same voting right as any other member, and shall appoint from time to time such committees as he or she may deem appropriate, and shall have such other powers or duties as may be prescribed in these bylaws or by resolution of the Authority.

2.2 Vice chair. The board shall also elect a vice chair from among its membership. The vice chair shall preside at all meetings when the chair is not in attendance, shall become chair if the chair dies or resigns, and shall have any other powers or duties prescribed in these bylaws. The chair and the vice chair shall be representatives of different member jurisdictions, unless no member is willing to serve to make adherence to this rule possible.

2.3 Clerk. The board shall appoint a clerk, who may be an employee of the Authority or of any member jurisdiction, to keep the minutes of meetings and serve as custodian of other records of Authority actions.

2.4 Terms. Following the initial election of offices, officers shall be elected at the first regular meeting in each calendar year. Officers shall serve for a term of two years, or until their successors are elected.

ARTICLE III – MEETINGS

3.1 Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of its business. An affirmative vote of a majority of the full membership of the Board shall be required to adopt the Annual Budget, to amend the per diem charges, or approve the creation of any Obligation or any other contract obligating the Authority for longer than one

year. All other decisions of the Board may be made by affirmative vote of a majority of the members present and voting.

3.2 Meetings. The usual order of business at a regular meeting shall be as follows:

- (a) Call to order.
- (b) Consent Agenda.
- (c) Matters from the Public
- (d) Matters from ACRJA Attorney
- (e) Matters from ACRJA Board Members
- (f) Matters from ACRJ Business Manager
- (g) Matters from ACRJ Superintendent
- (h) New Business
- (i) Closed Session (if needed)
- (j) Adjournment

3.3 Minutes. The clerk shall prepare summary minutes of each meeting, which shall be mailed or delivered via electronic mail to each member before the next regular meeting. The board shall approve the minutes of each meeting at a subsequent meeting. The chairman (or in the chairman's absence, the vice chairman) shall sign the minutes as approved.

3.4 Procedure. Meetings shall be conducted generally in accordance with Robert's Rules of Order (short form for small parliamentary bodies).

3.5. Remote Participation. Members may participate by electronic or remote participation as authorized by the Code of Virginia or other general law.

3.6. Annual Performance Review of the Superintendent. Prior to July 1 each year, the Authority board of directors shall conduct a review of the performance of the ACRJ Superintendent. Such review shall include the consideration of progress or completion of specific goals established for the Superintendent by the Authority for the review period, overall performance of the Superintendent and jail operations during the review period and identification of goals for the next review period. Documentation of all performance reviews shall be placed in the Superintendent's personnel file. The annual performance review shall serve as the basis for providing any merit-based salary adjustment.

ARTICLE IV – FINANCIAL

4.1 Fiscal Agent and Treasurer. The Authority may employ a qualified person to act as its treasurer and financial manager. Alternatively, the Authority may contract with either of the

member jurisdictions to serve as fiscal agent, in which case the city treasurer or county director of finance (as the case may be) shall serve as treasurer of the Authority.

4.2 Fiscal Year. The fiscal year of the Authority shall begin each year on July 1 and shall end on June 30 of the following year.

4.3 Budget. As required by the Agreement, the board shall adopt an annual operating budget for each fiscal year and establish per diem charges based on such budget, which shall be submitted to the governing bodies of the member jurisdictions on a schedule that will permit the jurisdictions' own budgets to be based on those per diem charges.

4.4 Audit. The Authority shall obtain an independent audit of its finances to be made each year, to reflect the full revenues and expenditures of the Authority. If one of the member jurisdictions serves as the Authority's fiscal agent, the independent auditor for that jurisdiction may perform the Authority's annual audit.

4.5 Procurement. The regional jail Superintendent shall have purchasing and contracting authority up to \$100,000.00. The Authority shall approve all contracts in excess of \$100,000.00. The Authority shall comply with the Virginia Public Procurement Act for all purchases, and may adopt an informal small purchase procedure for all purchases up to the limits permitted by that Act.

ARTICLE V – AMENDMENTS

5.1 Amendments. These bylaws may be amended in any manner consistent with the Agreement, by a majority vote of all members of the board.

These bylaws were adopted by the Board on January 18, 1996, and amended September 11, 2014, July 12, 2018 and January 14, 2021.

Attested:

Clerk