



Isle of Wight County
Department of Social Services

ADMINISTRATIVE BOARD BY-LAWS

Effective October 1, 2025

ARTICLE 1 – NAME AND OBJECTIVE

SEC. 1-1. CREATION

The local Isle of Wight County Social Services Board was created by the Board of Supervisors of Isle of Wight County pursuant to Title 63.2, Chapter 3, Article 1, Section 63.2-300 et. seq. of the Code of Virginia (1950, as amended).

SEC. 1-2. NAME

The official name of the Board is the "Isle of Wight County Social Services Board," hereinafter referred to as the Social Services Board.

SEC. 1-3. OBJECTIVES

The objectives of the Social Services Board, as stated in Title 63.2, Chapter 3, Article 1, Section 63.2-319, of the Code of Virginia (1950, as amended), are to provide, either directly or through the purchase of services subject to the supervision of the State Commissioner of the State Department of Social Services, and in accordance with regulations adopted by the State Board of Social Services, any or all child welfare services that are directed toward:

- 1) Protecting the welfare of all children including handicapped, homeless, dependent or neglected children;
- 2) Preventing or remedying, or assisting in the solution of problems that may result in the neglect, abuse, exploitation or delinquency of children;
- 3) Preventing the unnecessary separation of children from their families by identifying family problems, assisting families in resolving these problems and preventing the breakup of the family where preventing the removal of a child is desirable and possible;
- 4) Restoring to their families children who have been removed by providing services to families and children;
- 5) Placing children in suitable adoptive homes in cases where restoration to the biological family is not possible or appropriate; and
- 6) Assuring adequate care of children away from their homes in cases where they cannot be returned home or placed for adoption, when such services are not available through other agencies serving residents in the locality.

In addition, the Social Services Board shall provide rehabilitation and other services to help individuals attain or retain self-care or self-support and such other services as are likely to prevent or reduce dependency and, in the case of dependent children, to maintain and strengthen family life.

Moreover, the Social Services Board shall provide those adult services to aged or incapacitated adults as are set forth in Title 63.2, Chapter 16, Articles 1-3, Section 63.2-1600, et. seq. of the Code of Virginia (1950, as amended).

The Social Services Board shall also oversee the determination of eligibility for public assistance and perform the on-going responsibility of the administration of public assistance programs in accordance with Section 63.2-500 et. seq. of the Code of Virginia (1950, as amended).

ARTICLE 2 – MEMBERSHIP

SEC. 2-1. APPOINTMENT

The Social Services Board shall consist of five (5) residents of Isle of Wight County appointed by the Board of Supervisors of Isle of Wight County, with one (1) member from each election district. The Board of Supervisors shall appoint one of its membership to act as liason between the two bodies. Such liason shall not have voting authority on the Social Services Board.

SEC. 2-2. TERM

Each appointment is for a term of four (4) years, except that appointments to fill vacancies that occur during terms shall be for the remainder of those unexpired terms. Appointments to fill unexpired terms shall not be considered full terms, and such persons shall be eligible to be appointed to two (2) consecutive terms. No person may serve more than two (2) consecutive full terms; a member of the Social Services Board who serves two (2) consecutive full terms shall be ineligible for reappointment to the Social Services Board until the end of an intervening four (4) year period dating from the expiration of the last two (2) consecutive terms.

SEC. 2-3. SUSPENSION OR REMOVAL OF MEMBERS

Members of the Social Services Board may be suspended or removed for cause by the State Board of Social Services or by the Board of Supervisors.

SEC. 2-4. COMPENSATION AND EXPENSES

Each member of the Social Services Board may be paid by the governing body, as compensation for his/her services, an amount if so fixed by the governing body. Each member shall be paid his/her reasonable and necessary expenses incurred in attendance at meetings and while otherwise engaged in the discharge of his/her duties.

ARTICLE 3 – OFFICERS

SEC. 3-1. ELECTION OF OFFICERS

Annually, at the regular meeting of the Social Services Board held in the month of July of each year, the Social Services Board shall elect a Chairman and a Vice-Chairman. The officers may succeed themselves. The terms of the office of each officer shall begin with the July meeting. Nominations of officers shall be made from the floor and a candidate receiving a majority vote of the membership of the Social Services Board in attendance and voting at said meeting shall be declared elected and shall take office immediately and serve for one (1) year or until his successor shall take office. Vacancies in office shall be filled immediately by regular election procedures.

SEC. 3-2. DUTIES OF CHAIRMAN

The Chairman shall preside at all meetings of the Social Services Board and at other meetings and public hearings called by the Social Services Board. The Chairman shall call special meetings of the Social Services Board when required, and, in general, shall act as spokesman for the Social Services Board.

SEC. 3-3. DUTIES OF VICE-CHAIRMAN

The Vice-Chairman shall serve as Chairman in the absence or the disability of the Chairman. In the event of the death or resignation of the Chairman, the Vice-Chairman shall perform the latter's duties until such time as the Board shall elect a new Chairman.

SEC. 3-4. DUTIES OF DIRECTOR OF SOCIAL SERVICES

The local Director shall act as Secretary of the Social Services Board and shall keep on file minutes of the attendance and transactions at all meetings of the Social Services Board. The Director of the Department of Social Services shall prepare the agenda for Social Services Board meetings; shall prepare and send out notices for regular and special meetings; shall prepare and distribute minutes of Social Services Board meetings; and shall establish and maintain the Social Services Board files.

SEC. 3-5. ADDITIONAL DUTIES

The Chairman and Vice-Chairman shall perform other duties and functions as may from time to time be required by the Social Services Board or by its By-Laws.

SECTION 4 – MEETINGS

SEC. 4-1. REGULAR MEETINGS

Regular meetings of the Social Services Board shall be held on the third (3rd) Tuesday of each month at 4:00 p.m. in the Public Services Building, Conference Room, Isle of Wight, Virginia, provided that if this should be a legal holiday, the meeting shall be held at the same time and place on the first (1st) succeeding day not a holiday. Each member shall be notified of each regular meeting at least five (5) days prior to the meeting by written agenda prepared by the Director, Isle of Wight Department of Social Services to the Social Services Board. At least one (1) meeting a year shall be an orientation and training session for Social Services Board members.

SEC. 4-2. SPECIAL MEETINGS

Special meetings of the Social Services Board may be called at any time by the Chairman, or in the absence or unavailability of the Chairman, by the Vice-Chairman. The Director of the Department of Social Services shall mail to all members, at least five (5) days in advance of a special meeting, a written notice, fixing the time and place of the meeting and the purpose thereof. Written notice of the special meeting is not required if the time of the special meeting has been fixed at a regular meeting.

SEC. 4-3. QUORUM; MAJORITY VOTE

A majority of the members shall constitute a quorum and no action of the Social Services Board shall be valid unless authorized by a majority vote of those present and voting.

SEC. 4-4. ORDER OF BUSINESS

The order of business at regular meetings shall be as follows: (1) Call to order and roll call; (2) Determination of a quorum; (3) Approval of Agenda; (4) Consent Agenda; (5) Old Business (6) New Business (7) Department Director's Report (8) County Attorney's Report (9) Closed Session (10) Adjournment.

SEC. 4-5. RULES OF ORDER

Robert's Rules of Order, revised, shall be the final authority for resolving procedural disputes. The Chairman shall decide all points of Order. The Board may dispense with *Robert's Rules of Order* by a unanimous vote.

SEC. 4-6. MEETINGS AND RECORDS OPEN

All meetings of the Social Services Board at which official action is taken shall be open to the public and all records of the Social Services Board shall be public record. Minutes of the Social Services Board shall be public record when duly adopted by the Social Services Board.

SEC. 4-7. SUBMISSION OF BUDGET

The Social Services Board shall submit annually to the Board of Supervisors a budget, containing an estimate and supporting data setting forth the amount of money needed to carry out the mandates of the Code of Virginia and a copy thereof shall also be forwarded to the Commissioner of the State Department of Social Services.

ARTICLE V – PROCEDURE

SEC. 5-1. PROCEDURE

These By-Laws may be amended at any regular meeting of the Social Services Board by an affirmative vote of not less than two-thirds (2/3) majority of the members, present and voting, provided that such amendments shall have first been presented to all members in writing at a meeting of the Social Services Board least thirty (30) days prior to the meeting at which vote is taken.

ARTICLE 6 – SPECIAL COMMITTEES

SEC. 6-1. SPECIAL COMMITTEES

Special committees shall be created by motion of the Social Services Board duly adopted setting forth the title of the committee, purpose of the committee, number of Board members to serve on the committee, and the length of time, if necessary, for which the committee is appointed. The members of the committee will be appointed by the Chairman.


ARTICLE 7 – BY-LAWS

SEC. 8-1. EFFECTIVE DATE OF BY-LAWS

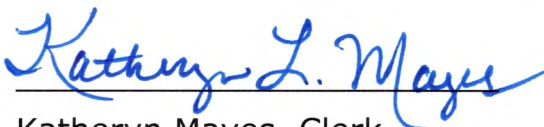
These By-Laws and any amendments thereto shall not take effect until approved by the Board of Supervisors of Isle of Wight County, Virginia.

Approved by the Board of Supervisors at a regular meeting by motion duly adopted the 18th day of September, 2025.

Approved By: _____

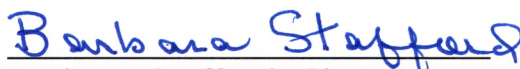

Don Rosie, II, Chairman
Board of Supervisors

Attested by: _____

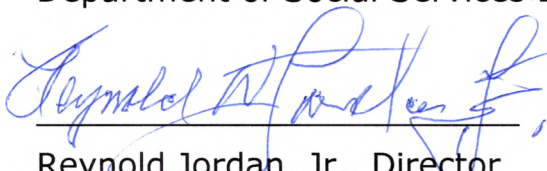

Katheryn Mayes, Clerk

Adopted by the Department of Social Services this 16th day of September, 2025.

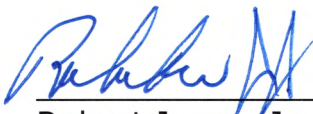
Approved By: _____


Barbara Stafford, Chairman
Department of Social Services Board

Attested by: _____


Reynold Jordan, Jr., Director
Department of Social Services

Certified By: _____


Robert Jones, Jr.
County Attorney