

LEESBURG TECHNOLOGY AND COMMUNICATIONS COMMISSION BYLAWS
(Effective April 6, 2021)

ARTICLE I: Name

A. The name of the organization shall be the Leesburg Technology and Communications Commission, hereafter referred to as the "Commission."

ARTICLE II: Mission

The Technology and Communications Commission makes recommendations to the Town Council and applicable Town staff for the efficient, economical, secure, and productive use of technology and telecommunications for the Town's citizens, functions and businesses.

Additional Powers and Duties:

- i. To make recommendations regarding the operation, staffing, maintenance, capital improvements, and funding of the Department of Information Technology.
- ii. To maintain a continuous oversight and review of cable system operations and advise the Town on grantees' compliance with the terms of this contract.
- iii. To encourage and make recommendations on the utilization and enhancements to the Town's public access communication channels, websites, and other publicly facing technologies.
- iv. To promote the long-term economic growth of the technology focused companies and development of Leesburg in a way that is economically sustainable and results in the expansion of its commercial and industrial tax base.

ARTICLE III: Membership

The commission shall consist of seven members who shall be residents of the town of Leesburg and appointed by the Town Council. The term of Commission members, unless otherwise specified, shall correspond to the official tenure of the Council member who nominated them. Any appointments to fill vacancies shall be for the unexpired term.

Appointment Process

The following procedure shall apply to appointment of individuals to the Commission: In the event of a vacancy inclusive of the conclusion of regular terms, the Clerk of Council shall advertise such vacancies. Submitted letters of interest and or qualifications shall be forwarded to Council.

In the year following a Town Council election, when the newly elected or reelected Council Members are seated, each councilmember, including the Mayor, shall be encouraged to consider incumbent members of Boards and Commissions when determining their nominee. Once officially seated after an election, each newly elected or re-elected Council member including the Mayor will nominate one person to the Commission. The Town Council shall vote to approve or disapprove the selection. Commission members shall serve at the pleasure of the Council. All of the foregoing shall take place as is more particularly set forth in the Leesburg Town Code Sections 2-193 thru –198 and Section 2-228.

ARTICLE IV: Officers

A. Officers

The officers shall consist of a Chair and a Vice-Chair elected by and from the voting members of the Commission at its annual meeting in January of each year. In nominating and electing Officers, the Commission shall receive nominations from the floor, and shall elect its officers.

B. Terms of Officers

Officers shall serve a term of one year from the January meeting at which they are elected or until their successors are fully elected.

C. Responsibilities of the Chair

The Chair shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an ex-officio voting member of all committees, make committee assignments, set agendas for Commission meetings, and generally perform all duties associated with that office.

D. Responsibilities of the Vice-Chair

The Vice-Chair, in the event of the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of the Chair.

E. Vacancies and Special Elections

In the event of a vacancy in either office, a special election of the Commission may be held to fill the position for the remainder of the term.

ARTICLE V: Meetings

A. Regular Meetings

Regular meetings shall be held on a monthly basis. The date, hour, and location of those meetings are to be set by the Chair. Proceedings of all meetings of the full Commission shall, to the greatest extent possible, be governed by Robert's Rules of Order.

B. Annual Meeting

The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the Regular meeting in January of each year.

C. Special Meetings

Special meetings may be called by the Chair or at the request of three members, for the transaction of business as stated in the call for the special meeting.

D. Quorum/Voting

A quorum for the transaction of business at any Commission meeting shall consist of at least fifty-one percent of voting membership in physical attendance exclusive of any vacant seats. There shall be a quorum requirement of at least three (3) Committee members for Committee meetings. Unless otherwise specified herein, all votes by the Commission shall be decided by the majority of those present at the time of the vote.

E. Proxy Votes

Members of the Commission may not use proxies for meeting attendance or for voting.

F. Minutes

Commission meetings will be taped in accordance with applicable law and Town policy. Summary minutes reflecting the actions and recommendations of the Commission shall be prepared by Town staff and shall be forwarded to all members within thirty days.

G. Director of Information Technology and Deputy Director of IT

The Director and Deputy Director of Information Technology of the town of Leesburg are not members of the Commission, but they will serve as an ex-officio non-voting members. They may determine if a designee may attend on his/her behalf and if other departmental staff are needed on an occasional basis to provide technical assistance and professional expertise.

H. Meeting Cancellation

Any regular or special meeting of the Commission or its Committees, to be held on a day on which, due to inclement weather, the public schools are closed, will be cancelled. The substitute date, hour, and location, if any, of such meeting will be set by the Chair of that meeting. School delays will not affect meeting time.

Meetings may also be cancelled by a majority vote of the Commission or by the Chair or Vice Chair if they deem special circumstances apply. Consecutive meeting may not be cancelled by the Chair or Vice Chair under this exception.

ARTICLE VI: Committees

Ad-hoc Committees must be recommended to the full Commission and approved by a majority vote. The Ad-hoc committee by vote can select a chairperson or the chairperson can be selected by the Commission when the Ad-hoc committee is created. The Ad-hoc committee will document the purpose and goals of the committee at the first meeting. The Chairperson will report to the Commission at the regularly scheduled meeting the progress of the Ad-hoc committee. Any recommendation from the Ad-hoc committee will be presented to the full Commission for approval.

ARTICLE VII: Amendments

Substantive changes to these bylaws require approval by a majority vote of the Commission.