

FAIRFAX COUNTY FEDERATION of CITIZENS ASSOCIATIONS

POLICIES & PROCEDURES

as Adopted by the Board of Directors: July 24, 2003
Implementing Bylaws Adopted by the Membership: October 18, 2001

(Each) *BYLAW in Italics*
Implementing Policy & Procedure (P&P) in Standard Type

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President	5+7+8+10+11+12+13+14+17+18+19+20+23+26+27+28
First Vice President	2+3+4+5+6+8+9+10+11+20
Second Vice President	3+5+6+8+10+11
Recording Secretary	6+8+9+10+11
Corresponding Secretary	7+8+10+11
Treasurer	2+5+7+8+10+11+26+27
Immediate Past President	7+10+11+18
Awards Committee Chair	18+19+20+21+22+23+26+27+28
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ARTICLE I: **NAME and LOCATION**

Section 1: Name: The Fairfax County Federation of Citizens Associations, Inc., is a Virginia nonprofit, nonstock corporation incorporated under the Virginia Nonstock Corporation Act (Chapter 10 of Title 13.1 of the Code of Virginia.

P&P Continued status as a Commonwealth of Virginia nonstock corporation shall be the responsibility of the **TREASURER** who must complete each August an annual report (and attach the required annual filing fee check) for the Virginia Corporation Commission identifying the Federation's Registered Agent as having a mailing address at the Federation's principal office.

Section 2: Principal Office: The principal office of the Corporation, hereinafter called the Federation, shall be located in Fairfax County, Virginia, at a location as designated by the Board of Directors.

P&P The principal office of the Federation shall be located in the Packard Center, 4022 Hummer Road, Annandale, Virginia, 22003-2403.

ARTICLE II: **PURPOSE**

The purpose of the Federation is to promote the interests of citizens associations in Fairfax County and to further the common good and general welfare of the citizens of Fairfax County. The Federation is organized and operates on a nonprofit, nonpartisan, and nonsectarian basis.

P&P The By-Laws limitation to nonpartisan activities shall prohibit endorsement of candidates for elected office by the Federation general membership, the Board of Directors, and Federation Officers, and Committee Chair (and Co-Chairs).

ARTICLE III: **MEMBERSHIP**

Section 1. Eligibility: A citizens association must be organized and operated for nonprofit, nonpartisan civic activity. Such association must represent at least ten housing units. This requirement may be waived by the Board of Directors.

P&P The **FIRST VICE PRESIDENT** shall report any request to waive the minimum housing unit membership requirement to the Board with a recommendation for action.

Section 2. Membership: Membership shall be granted annually to each eligible association upon the payment of annual membership Dues as determined by the membership.

P&P The **FIRST VICE PRESIDENT** shall maintain an official roll of current dues-paid Association Members and their designated Delegates and Alternates.

Section 3. Member Association Delegates: Each member association representing fewer than 100 housing units shall be entitled to one delegate and one alternate delegate, each member association representing 100 through 1000 housing units shall be entitled to two delegates and two alternate delegates, and each member association representing more than 1000 housing units shall be entitled to three delegates and three alternate delegates. The names of such delegates and alternate delegates shall be submitted to the Federation in writing.

P&P The **FIRST VICE PRESIDENT's** membership solicitations for annual dues shall include a form for listing---for each authorized Delegate or Alternate---a name, mailing address, telephone number, fax number, and e-mail address. The Federation Web Site shall include a copy of the application form. Authorized representatives may be redesignated at any time during the year. A current printout of dues-paid Association Members and designated Delegates and Alternates shall be brought to each membership meeting by the **FIRST VICE PRESIDENT** and available for review at the sign-in table at each membership meeting. Whenever the First Vice President cannot be present, he or she will arrange for the **SECOND VICE PRESIDENT** or other substitute sign-in officer to obtain a current printout. The first representative of an Association signing in at a membership meeting shall be furnished, as appropriate, a "1" or "2" or "3" card for use by the delegation at times of voting. A majority of the delegation present shall determine how that Association's vote shall be cast unless, when more than one representative is present from an Association entitled to cast more than one vote, the representatives present elect to trade in their initially assigned voting card for individual cards totaling the Association's total authorized representation.

Section 4. Member Association Dues: The membership year shall run from July 1 through June 30 of the following year. Written notice of any proposed change in dues for the following membership year shall be recommended by the Board of Directors, published in the notice of, and considered for adoption at, the annual meeting.

P&P A recommendation by the Board of Directors to the membership to amend the existing dues structure may be proposed only by a majority vote of Directors at its final Board Meeting preceding the Association's Annual Meeting in May for placement on the call of the Annual Meeting. To encourage the enrollment of new members, the Board may authorize half-rate membership dues for the second half of a fiscal year, January 1 through June 30, for association for which records of the

FIRST VICE PRESIDENT show no dues payment to the Federation within the past three years.

ARTICLE IV: OFFICERS

Section 1. Officers: The officers of the Federation shall consist of a President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. Eligibility: Any adult resident of Fairfax County may serve as officer except that the President, First Vice President or Second Vice President may not be a candidate for or hold an elective office, serve on the Fairfax County Board of Zoning Appeals or the Planning Commission, or be an officer of a partisan political party.

P&P Political party officeholders shall be defined to include county-wide party chairs, vice chairs, secretaries, treasurers, magisterial district chairs, and candidate campaign chairs for candidates on (a) partisan ballots and (b) non-partisan ballots where nominees are party-endorsed.

Section 3. Election and Term: The officers shall be elected by majority vote at the annual meeting and shall take office on July 1. They shall be elected annually and shall serve for a one-year term or until their successors are elected.

P&P If no candidate receives a majority on the first ballot, a second ballot shall be cast limited to the top two vote recipients on the first ballot. If any ballot results in a tie, selection shall be determined by lot.

Section 4. Vacancies: Any vacancy occurring in an elected office shall be filled for the unexpired term by a majority vote at the next regular meeting. Pending the election of a new officer, the President may appoint a person to fill the vacancy temporarily.

P&P Nominating Committee recommendations to fill vacancies in an elected office shall be reported as the first item of business at the next membership meeting. If included in the call for the meeting, election shall be the first order of business. If not included in the call, the election shall be the last item of business preceding adjournment.

Section 5. Nominating Committee: A Nominating Committee of five (5) persons shall be appointed by the President within thirty (30) days after assuming office. The Nominating Committee shall be chaired by the most recent Past President available to serve and shall consist of two District Chairs or District Representatives, and two member association delegates or alternate delegates.

Members shall serve one-year terms concurrent with the membership year. The Nominating Committee shall propose a slate for one-year terms and nominations to fill unexpired terms created by vacancies. The Nominating Committee slate for the annual election shall be published in the notice of the annual meeting.

P&P Recruitment of candidates for election at the Annual Meeting shall begin with an initial Nominating Committee meeting held no later than February. The Nominating Committee shall provide a progress report on the status of its recruitment efforts at Board Meetings held in March and April. The Nominating Committee's slate shall be published in the call for the May annual meeting. Nominating Committee member consultations may occur at a called meeting or by electronic communications. Following any Nominating Committee report, nominations from the floor are in order.

Section 6. Duties: In addition to those duties as directors of the Federation, the duties of officers shall be such as usually pertain to their respective offices and defined in these By-Laws.

a. President: The President shall preside at all meetings of the Federation; shall appoint special committees; shall appoint non-elected directors as specified in Article VI, Section 1, and Federation representatives to non-Federation boards, authorities and commissions, subject to the approval of a majority of the directors; shall ensure that the duties of the elected officers and the committees are carried out; shall have general supervision of the Federation's affairs; shall ensure that all written records are preserved; and shall speak on behalf of the Federation. The President may assign any duty to another director or to a delegate. The President shall be ex officio a member of all committees except the Nominating Committee and the Audit Committee.

P&P The **PRESIDENT** shall prepare an AGENDA for each Association meeting and each Board Meeting. The **PRESIDENT**, or a designee, shall review mail deposited in the Federation's Packard Center mail box at least weekly. The **PRESIDENT**, **FIRST VICE PRESIDENT**, and **TREASURER** will concur on a process for distribution of membership application information to both the **FIRST VICE PRESIDENT** and the **TREASURER** and for assuring that checks, bills, and bank statements are routed to the **TREASURER**. Other incoming information shall be forwarded to the appropriate officer or committee chair for review. The **PRESIDENT** shall immediately inform the **SECOND VICE PRESIDENT** of each appointment made to a board, authority, commission, or advisory group. The **PRESIDENT** shall approve all news media releases.

b. First Vice President: The First Vice President shall preside at meetings of the Federation in the absence of the President; shall serve as the Membership Chair and maintain a current list of

member associations and publish their list in the Federation Bulletin; shall organize an annual membership drive; shall solicit dues payments from associations in arrears; and shall perform such other duties as may be assigned by the President.

P&P The **FIRST VICE PRESIDENT** shall maintain a membership database; print out a Delegate and Alternate listing for use at the check-in table at each Association membership meeting; and produce from it labels for meeting notices. Labels shall also be furnished to any Association Delegate or Alternate or member Association President or Federation Officer or Director certifying that its use will be to exercise an option under Article X.

c. Second Vice President: The second Vice President shall preside at meetings of the Federation in the absence of the President and First Vice President; shall maintain a current list of Federation appointees to various boards, authorities, commissions and other advisory groups; shall secure semi-annual activity reports from each such appointee; shall arrange Federation-sponsored events including training seminars and forums and shall perform such other duties as may be assigned by the President.

P&P The **SECOND VICE PRESIDENT** shall seek periodic reports from each Federation appointee to a board, authority, commission or advisory group; shall obtain written activities reports from appointees semi-annually for distribution to the Board; and shall advise such appointees that they are to represent Federation positions if established for specific issues, may vote their consciences on other issues, and should consult the President or Board of Directors for guidance when in doubt as to the appropriate position a Federation representative should take.

d. Recording Secretary: The Recording Secretary shall record the meetings of the Board of Directors and of the Federation; shall assume the duties of the President and Vice Presidents in their absences; and shall perform such other duties as may be assigned by the President.

P&P When the **RECORDING SECRETARY** must serve as presiding officer in the absence of the President and both Vice Presidents, the **RECORDING SECRETARY** shall appoint a Secretary Pro-Tem. Within two weeks following each Association meeting and Board meeting, the **RECORDING SECRETARY** shall distribute by e-mail or fax a draft of the Minutes of that meeting setting a turnaround time for comments. The **RECORDING SECRETARY** shall distribute at the beginning of each meeting printed copies of the Minutes of the previous meeting.

e. Corresponding Secretary: The Corresponding Secretary shall provide copies of all resolutions and positions approved by the Federation to appropriate local, state and/or federal officials

and the news media and shall perform such other duties as may be assigned by the President.

P&P The **CORRESPONDING SECRETARY** shall maintain a current list of local, state, and federal officials and their mailing addresses, fax numbers, and e-mail addresses for the distribution of resolutions approved by the Federation and news releases approved by the President. The **CORRESPONDING SECRETARY** shall direct that official stationery, news release headings, and other Federation information distributions include the Web Site address.

f. *Treasurer: The Treasurer shall receive, deposit, and disburse all funds of the Federation and shall maintain complete and accurate financial records; shall prepare an annual financial report; shall chair the Finance Committee; and shall perform such other duties as may be assigned by the President.*

P&P The **TREASURER** shall be responsible for all disbursements. Items within an annual budget line-item shall be first approved by the Federation official responsible for activities related to that line-item by signing "approved by . . ." on each billing forwarded to the Treasurer for payment. The **TREASURER** shall designate, with approval of the **PRESIDENT**, one other Officer to be a bank account signatory authorized to make disbursements in the absence of the Treasurer.

g. *Immediate Past President: The most recent Immediate Past President able to serve shall serve as chair of the Nominating Committee; shall chair the annual Awards Selection Committee; and shall chair the annual awards banquet committee.*

P&P When the **IMMEDIATE PAST PRESIDENT** is not available to serve in a By-Law assigned role, the President shall have broad discretion to recruit one or more substitutes from among Past Presidents willing to serve. The Awards Selection Committee and annual awards Banquet Committee shall function under guidelines of *Supplement B*.

Section 7. Removal: A minimum of ten (10) member associations may petition in writing for consideration of removal of an officer from office. Such petition shall be submitted at a regular meeting. A hearing on the complaint shall be held at a regular or special meeting not more than two (2) months after submission of the complaint and after written notice of such complaint to all member associations and the Board of Directors. Disposition of the complaint shall be by ballot; removal shall require a three-fourths (3/4) vote.

P&P A petition for removal shall contain the signatures of a minimum of one Delegate or Alternate to the Federation or Member Association President from each of the ten or more Associations petitioning for removal action.

ARTICLE V: **MEMBERSHIP MEETINGS**

Section 1. Regular meetings. Regular meetings shall normally be held monthly except during the summer on such date and at such time and place as designated by the Board of Directors.

P&P Regular Association meetings shall be called on the Third Thursday at 7:30 p.m. at the Packard Center, unless a different date, time, location, or cancellation is approved by the Board. July and August meetings may be cancelled at the discretion of the Board. A scheduled meeting shall be automatically cancelled without notice whenever the Fairfax County school system has announced full-day closing for either the meeting date or the following day. On any other occasion of severely inclement weather or other emergency, a majority of the **SIX OFFICERS**, conferring by telephone, FAX, or e-mail, may cancel a meeting and communicate its cancellation on the Federation's Web Site. The **PRESIDENT** may reschedule the meeting, if appropriate, and announce the rescheduling on the Federation's Web Site. Robert's Rules of Order, latest edition, shall govern the conduct of business except as provided for non-profit associations in Virginia statutes, in Federation Articles of Incorporation, in Federation By-Laws, or in these Policies and Procedures. All meetings shall be open except portions of a meeting when Federation personnel or legal positions are to be discussed.

Section 2. Annual meeting: The annual meeting shall be held in May.

P&P Annual Meeting. The annual meeting shall be held on the Third Thursday of May.

Section 3. Special meetings: Special meetings may be called by the President, by a majority of the Board of Directors, or upon written request by five (5) member associations, stating the purpose for such meeting. The meeting shall consider only the business stated in the notice.

P&P An Association membership petition for calling a special meeting shall contain the signatures of a minimum of one Delegate or Alternate or the Association President from each of the five or more Associations petitioning for a special meeting.

Section 4. Quorum: The quorum for regular and special meetings shall be ten (10) percent of current member associations.

P&P A membership list prepared under ARTICLE III, Section 2 shall be the basis for determining the total membership upon which to apply the 10% quorum minimum. A 10% minimum so determined shall be rounded upward to the next whole number.

Section 5. Notice: Official notices of meetings shall be in writing and should be mailed at least ten (10) days or sent by e-mail or fax at least seven (7) days prior to the day of the meeting.

P&P The membership database maintained by the **FIRST VICE PRESIDENT** and print outs from it shall identify those who must be notified by mail, those who may be notified by fax, and those who may be notified by e-mail.

Section 6. Voting Privileges: Only delegates and alternate delegates present and certified under Article III, Section 3, shall have the right to move, second, and vote. Delegations representing less than 100 housing units shall cast one vote; delegations representing 100 through 1000 housing units shall cast two votes; delegations representing more than 1000 housing units shall cast three votes. The right to speak or raise a point of order shall extend to (a) Directors identified in Article VI, Section 1, and (b) former Association Presidents (deemed Federation Members-for-life). Recognition of others present who may provide expertise on a specific subject matter shall be at the discretion of the presiding officer.

P&P Persons identified as having speaking privileges who are also duly designated Delegates or Alternates from member Associations shall have the privileges of voting Delegates or Alternates. The **RECORDING SECRETARY** shall maintain a current list of Directors and former Association Presidents eligible to speak or raise points of order. The presiding officer shall rule on points of order raised; a motion to overturn a ruling shall require a majority vote. A motion to close debate shall require two-thirds approval. Other motions shall be resolved by majority vote unless Articles of Incorporation or By-Laws require a greater majority. Proxy voting is prohibited. The presiding officer, if the only delegate or alternate present designated by a member Association, may vote as a member on each motion. Separately, the presiding officer, as presiding officer, may cast a vote to break a tie vote after all Associations have voted, except for votes cast under Article 4, Section 3.

Section 7. Policy Decisions: Motions to adopt or amend policy positions of the Federation shall be submitted to the Board of Directors for consideration and, if recommended for membership action, published in the Federation Bulletin prior to consideration at a meeting. This requirement may be suspended by a two-thirds vote.

P&P Normally, a proposed policy position will be:

- (1) forwarded to the Federation Board by (a) an issue-appropriate standing committee or (b) a District Council,
- (2) reviewed and revised by the Federation Board, and, if Board-recommended for Federation consideration,
- (3) published in the next Federation Bulletin or on the Federation web site announcing consideration by the membership at the next Association meeting.

The requirement for Federation Bulletin publication shall be deemed met if a postcard meeting notice (Bulletin substitute) has calendared discussion of a specific policy issue and specified that the complete proposal has been posted on the Federation Web Site. Written copies shall be available at the meeting sign-in table. When a proposal was not included in pre-meeting communications and requires a two-thirds vote for introduction, initial discussion shall be limited to why action is so urgent that consideration cannot be delayed until the next meeting. Discussion of the merits of a proposal itself shall be ruled out of order by the presiding officer until action on the two-thirds vote requirement for introduction has been taken. A resolution format, with a BACKGROUND section, a WHEREAS section, and a BE IT RESOLVED section, shall be the normal means by which the Federation will consider taking a position on any particular issue. Resolution sponsors are responsible for providing copies of any proposed resolution and for responding to questions about BACKGROUND paragraphs, WHEREAS paragraphs, and interpretations of the language of proposed action in BE IT RESOLVED paragraphs. When a compressed time circumstance requires scheduling of Federation testimony before the next scheduled general membership meeting, or an inclement weather circumstance has necessitated cancellation of a general membership meeting, any testifying Federation **OFFICER** or **DIRECTOR** shall identify testimony offered as a Board position.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. The membership of the Board of Directors shall include the elected officers, the Immediate Past President, the District Representatives, the Chairs and Co-chairs of the Standing and Special Committees, the Newsletter Editor and the Web Site Coordinator. Each officer, standing committee, District Representative, the Immediate Past President, Newsletter and Web Site Coordinator shall have one vote.

P&P When **CO-CHAIRS** of standing committees are both present, they shall consult on who shall cast votes during the meeting, and, if they cannot agree, no vote shall be cast representing that committee.

Section 2. Any adult resident of Fairfax County may serve as a member of the Board of Directors.

P&P The eligibility exceptions defined in Article IV, Section 2 shall apply only to the Officers cited in Article IV, Section 2, and shall not apply to other Board positions.

Section 3. Duties: The Board of Directors shall manage the affairs of the Federation in compliance with the Articles of Incorporation and the Bylaws. The Board of Directors may delegate authority to directors, individually or collectively, to make expenditures from Federation funds within the applicable limit of the budget.

P&P Inclusion of a budget line-item in an adopted annual budget shall normally authorize the **OFFICER** or **COMMITTEE CHAIR** or co-chair or other **DIRECTOR** or Federation official responsible for activities related to that line-item to expend funds within the line-item total authorized. The **PRESIDENT** and **TREASURER** may jointly declare an embargo on expenditures when they jointly determine that an unforeseen financial circumstance deems it necessary. Expenditures during any such an embargo shall require individual approval actions by the Board until the embargo is lifted. Non-budgeted expenditures may be made only with approval by the Board. Guidance for the **WEB SITE ADMINISTRATOR** is shown in **Supplement A**. Guidance for the **IMMEDIATE PAST PRESIDENT** (or substituting former President) concerning the selection of the Citizen of the Year and administrative procedures for managing the Annual Awards Banquet are shown in **Supplement B**.

Section 4. Meetings: The Board of Directors shall normally hold regular monthly meetings unless otherwise ordered by the elected officers. The date, time and place shall be determined by the Board. Meetings of the Board of Directors shall be open.

P&P Board of Directors Meetings normally shall be held on the fourth Thursday commencing at 7:30 p.m. at the Packard Center. The Board at any Board Meeting may alter the scheduled date, time, and location of the next Board meeting when special circumstances warrant doing so. A scheduled meeting shall be automatically cancelled without notice whenever the Fairfax County school system has announced full-day closing for either the meeting date or the following day. On any other occasion of severely inclement weather or other emergency, a majority of the **SIX OFFICERS**, conferring by telephone, FAX, or e-mail, may cancel a Board meeting and communicate its cancellation to Directors by telephone, FAX,

or e-mail. Robert Rules of Order, latest edition, shall govern the conduct of business except as provided for non-profit organizations in Virginia statutes, in Federation Articles of Incorporation, in Federation By-Laws, or in these adopted Policies and Procedures. All meetings shall be open except when personnel or legal positions are to be discussed.

Section 5. Transition Meeting: The transition meeting of the outgoing and incoming Boards of Directors shall be held after the annual meeting and prior to July 1.

P&P The transition meeting of outgoing and incoming Directors shall be held on the fourth Thursday of June at 7:30 p.m. at the Packard Center unless incoming and outgoing Presidents concur on a different date, time, and location and jointly notify incoming and outgoing Directors not later than June 15th.

Section 6. Special Meetings: Special meetings of the Board of Directors may be called by the President with at least twenty-four (24) hours' notice and shall be called by the President upon the written petition of three (3) directors.

P&P The agenda for a Special Meeting shall be limited to items listed in the call. Notification shall be:

- (a) by mail sent at least five days in advance of the special meeting or
- (b) by electronic communication at least 48 hours in advance of the special meeting, if possible.

Section 7. Quorum. The quorum for meetings of the Board of Directors shall be eight (8) members.

P&P When less than a quorum is present, those present may set the date, time, and place for a deferred meeting.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees: There shall be the following Standing Committees: Budget, Citizen Association Services, Education, Environment, Human Services, Land Use, Legislation, Public Safety, Resolutions, and Transportation.

P&P The incoming **PRESIDENT**, at the June Transition Meeting, shall appoint chairs or co-chairs for each Standing Committee, a Newsletter Editor, and a Web Site Coordinator, subject to approval of a majority of the incoming officers and District

Representatives. Subsequent appointments to fill vacancies shall require approval of a majority of incumbent Directors.

Section 2. Composition: The committee chairs or co-chairs shall appoint the members of their committees, preferably with representation from each magisterial district.

P&P **COMMITTEE CHAIRS** (or Co-Chairs) shall attempt to recruit committee members that represent all magisterial districts, a cross-section of the multi-racial and ethnic composition of Fairfax County, and the various disciplines that relate to the work of that committee.

Section 3. Duties: Committees shall follow procedures as stated in the parliamentary authority and shall perform such duties as determined by the President and the job descriptions for the committees.

P&P An initial task of each committee shall be to review or prepare a list of committee duties for the forthcoming year and set regular committee meeting dates, times, and locations for subsequent publication on the Federation Web Site. Each committee may hold additional meetings at the call of the chair (or co-chair), with appropriate Web Site Posting, to expedite assigned committee duties. Committees will review materials received from all relevant sources to identify critical issues and prepare for Federation consideration formal positions as appropriate. Attention will be given to the county-wide aspects of an issue rather than to local or area concerns.

Section 4. A Finance Committee composed of the Treasurer and two other directors or delegates shall be appointed by the President. It shall be the duty of this committee to prepare and submit a draft budget for the next fiscal year to the Board of Directors at its April meeting, ensure publication of the budget recommended by the Board of Directors in the notice for the annual meeting, and present the proposed budget at the annual meeting for adoption. The Finance Committee may also submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote.

P&P The **PRESIDENT** shall nominate a Finance Committee for approval by the Board at its August Board Meeting. Planning for a forthcoming year budget shall begin with an initial Finance Committee meeting held no later than March. The Finance Committee shall report its budget recommendations at the final Board Meeting preceding the Annual Meeting. During a fiscal year, copies of the Treasurer's monthly reports shall be furnished to Finance Committee members. Any Finance Committee member may initiate a call for a Finance Committee meeting to review the current level of receipts and expenditures in relation to the approved budget. Any resulting proposal for amendment of the current year budget shall be reported to the Board for transmittal to the membership with the next Association membership meeting notice.

Section 5. An Audit Committee of three members, a majority of whom shall not be directors, shall be appointed by the President each year, shall audit the Treasurer's accounts at the close of the fiscal year, and shall present its report at the regular meeting in September. The Audit Committee shall also audit the Treasurer's accounts whenever a new Treasurer is elected to fill an unexpired term.

P&P The **PRESIDENT** shall nominate an Audit Committee for approval by the Board at its October Board Meeting.

Section 6. *Special Committees: The President shall appoint such special committees as necessary to carry out special projects of a temporary nature.*

P&P The **PRESIDENT** may appoint special committees for temporary projects or emergency circumstances without Board approval. The activities of each such committee shall be reported at each Board Meeting during the duration of service of that special committee.

ARTICLE VIII: DISTRICT COUNCILS AND REPRESENTATIVES

Section 1. *District Councils: Each magisterial district having a District Council of citizens associations shall be eligible for representation on the Board of Directors.*

P&P Magisterial Districts eligible for representation are:

Braddock,
Hunter Mill,
Lee,
Mason,
Mount Vernon,
Providence,
Springfield,
and
Sully.

Section 2. *District Representative: Each District Council may designate a District Representative to the Federation, who shall serve as liaison between the Federation and the district.*

ARTICLE IX: PARLIAMENTARY AUTHORITY

These Bylaws and the current edition of Robert's Rules of Order Newly Revised shall govern the order of business and procedures for all meetings.

P&P These Policies and Procedures shall supplement, as numbered by-Law article number and section, Federation By-Laws approved under its Commonwealth of Virginia Corporate Charter. Any amendment to Policies & Procedures offered at an Association Membership meeting shall be referred to the Board for consideration at its next meeting. Board action on a general meeting membership proposed amendment shall be to:

- (a) adopt it and report adoption at the next Association Membership meeting or
- (b) defeat it and place the item on the agenda for the next Association Membership meeting for its consideration.

Policy and Procedure sections that may be amended by the Board only by proposal at one Board meeting for deferred action at a subsequent Board meeting are:

<u>Amendments Relating To</u>	<u>Subject Matter</u>
Article I, Section 2	Location of principal office
Article III, Section 1	Minimum of ten housing units
Article IV, Section 5	Nominating Committee
Article IV, Section 7	Removal of Officers
Article V, Section 7	Adopting policy decisions
Article VI, Section 7	Quorum for Board of Directors
Article VIII, Section 1	District Councils represented
Article IX	Policies & Procedures
Article X	By-Law Amendments

An exception to the above restriction is permitted if the text of a proposed amendment is included in the Call of the Board Meeting.

ARTICLE X: AMENDMENT OF BYLAWS

The Articles of Incorporation and the Bylaws may be amended, in whole or in part, by a two-thirds (2/3) vote at any meeting provided that written notice of such proposed amendments shall have been sent to all directors and member associations within a reasonable time prior to the meeting at which they are to be discussed. The vote on such amendment(s) shall be taken at the next regular meeting.

P&P Any member Association Delegate or Alternate or member Association President or any Federation Officer or Director may propose an amendment to the Federation Articles of Incorporation or Bylaws. Such a proposal shall include present wording, proposed new wording, and a rationale for the proposed change. The proposal may be:

- (a) filed with the Board which must then include it in the call for the next membership meeting as specified in Article V; or
- (b) sent not less than ten days in advance of an Association Membership meeting to current Association Delegates and Alternates as shown on a list or label print out which provides mailing addresses, FAX and e-mail communication options as obtained from the First Vice President;
- (c) posted on the Federation Web Site; and
- (d) distributed in written form at the commencement of the Association Meeting.

*Supplement A: **WEB SITE ADMINISTRATION***

All information posted by the **WEB SITE ADMINISTRATOR** on the Federation Web Site, *www.fairfaxfederation.org*, shall conform with the following requirements:

- (1) Purpose: The purpose for the Web Site is to:
 - (a) promote the mission of the Federation in working for the interests of homeowners and residents in Fairfax County;
 - (b) provide information on the Federation and its activities to the Board of Directors and Federation Members;
 - (c) provide a location to post actions such as resolutions and positions approved by the Federation Board and the General Membership;
 - (d) provide information on the Federation to non-Federation members in the Northern Virginia area;
 - (e) provide encouragement and the opportunity to participate in the Federation (membership application form) for residents who are eligible to be members as defined in Federation By Laws;
 - (f) provide information on the Federation and its activities for the benefit of those who may be considering a move to Fairfax County;
 - (g) increase the visibility of the Federation to the community and in Northern Virginia; and
 - (h) inform the Board and membership of activities and action in the County, region, and Commonwealth that might impact homeowners in Fairfax County.

- (2) Privacy: No information is posted that reveals any personal information about any person (including name, address, and electronic contact information) without that person's specific prior permission.
- (3) Fraud: No information known to be fraudulent is posted.
- (4) Unsolicited Advertising: No unsolicited advertising, promotional materials, or other forms of solicitation are posted unless the Board of Directors has authorized the selling of advertising to be identified in a specific area of the Web Site as paid advertising.
- (5) Copyrights: No information that infringes on a copyright is posted without written permission of the copyright holder.
- (6) Trademarks, Service Marks, and Trade Dress: No information that infringes on a trademark, service mark, or trade dress is posted.
- (7) Obscenity: No obscene or sexually explicit images, or content that might be deemed obscene, are posted or linked.
- (8) Gaming: No information soliciting participation in a lottery or other type of wagering is posted or linked.
- (9) Chain Letters: No information soliciting participation in chain letters or pyramid sales is posted or linked.
- (10) Political or Campaign Information: No political statements or literature in support of a candidate for public office are posted or linked, except basic information about a meeting speaker or candidate debate participant in connection with publicity announcing such an occasion.
- (11) Financial Information: No Federation financial information or reports, including periodic Treasurer's reports, are posted, except the admission price for forthcoming seminars, dinners, or other special events.
- (12) The **PRESIDENT** may abridge the full text of Federation Minutes to remove sensitive items, personnel matters, or legal positions being taken.
- (13) Federation Positions: Public issue positions approved by the Federation membership shall be posted as soon as possible following adoption. Proposed positions approved by the Board of Directors and calendared for action by the Federation shall be posted as soon as possible following Board review.

- (14) Links: Options to click to other organizations or regular information sources are posted only after such links have been individually or categorically approved by the Board.

*Supplement B: **CITIZEN OF THE YEAR***

(1) *Purpose of Awards*

The presentation of a Fairfax County Citizen of the Year Award each year is sponsored jointly by the Federation and *The Washington Post*. Both the Citizen of the Year Award and Citation(s) of Merit which may be presented to other nominees for the award shall recognize and honor those citizens whose *voluntary* contributions of time and talent have resulted in major accomplishments that increase the quality of life for the citizens of Fairfax County. The previous year's Citizen of the Year is re-recognized and presented with a permanent substitute award to replace the one-year possession of *The Washington Star/Washington Post Cup*.

- (2) *Awards Selection and Banquet Preparation Time-Line*
(based upon traditional mid-April banquet date)

NOVEMBER

- (a) The **PRESIDENT** will ask the **IMMEDIATE PAST PRESIDENT** to serve as Awards Selection Committee Chair and Banquet Committee Chair. If unable to serve, the **PRESIDENT** will recruit from among Past Federation Presidents leadership for the two committees. The same Past President singly or two Past Presidents separately may serve as **AWARDS COMMITTEE CHAIR** and **BANQUET COMMITTEE CHAIR**.
- (b) The **PRESIDENT** will present a list of potential keynote speakers to the Board, search for a consensus on a preferred order of contact, superintend the extension of invitations to potential keynoters, and secure biographical information from the ultimately recruited speaker's staff for forwarding to the **AWARDS COMMITTEE CHAIR** for inclusion in the Banquet program.
- (c) The **BANQUET COMMITTEE CHAIR** will begin negotiations with several Fairfax County hotel/motel operators to determine the best service/price options and alternative April dates when banquet sites are available. Contracting for a specific site and date will be finalized only after successful coordination with efforts by the **PRESIDENT** to recruit a specific keynote speaker and that speaker's available date(s). As soon as per person serving costs have been contracted, the **BANQUET COMMITTEE CHAIR** will recommend for Board approval a banquet ticket price.

DECEMBER

- (a) The **PRESIDENT** will contact *The Washington Post* Office of Government Affairs (most recently headed by Eric Grant at 202-334-6466) to:
- (i) reaffirm the long-standing joint sponsorship relationship under which the Federation handles the awards selection process and banquet arrangements and the *Washington Post* as co-sponsor is forwarded bills for printing 1,000 invitations and 250 programs, postage costs for first class mailing of 1,000 invitations, engraving of Citizen of the Year's name on *The Washington Post Cup*, purchase and engraving of awards for Citation of Merit recipient(s), and purchase and engraving of permanent award for previous year's Citizen of the Year.
 - (ii) advise who will be the Federation's contact(s) for the forthcoming year's banquet; and
 - (iii) affirm who will be *The Washington Post's* contact for the forthcoming year's banquet;
- (b) The **AWARDS COMMITTEE CHAIR** will design a Citizen of the Year Nominations Form which specifies:
- (i) that an award recipient must be a current resident of Fairfax County;
 - (ii) that elected officials and those whose contributions are related to their employment are ineligible for consideration;
 - (iii) that a Special Gratitude Award may be awarded to a non-resident or a deceased resident who is deserving of recognition for voluntary service contributions in Fairfax County that have resulted in a major accomplishment;
 - (iv) that nominations may be made by individual citizens or organizations;
 - (v) that accomplishments or contributions cited in nominations must have county-wide (rather than local) significance for achievements:
 - general: multi-year community service with one or more organizations or activities with cumulative impact over the years, of major current importance, or with positive implications for the future;
 - specific: intense efforts as the major promoter of a single program or project complete in a finite period of time;

- (vi) that nominations are to be filed at the Federation's Packard Center Office;
- (vii) the deadline (usually February 15th) for filing nominations.
- (c) The **AWARDS COMMITTEE CHAIR** will determine a date, time, and place for a Selection Committee meeting (usually in late February, approximately a week after the nominations filing deadline), in coordination with the **FIRST VICE PRESIDENT** who will be serving as the Federation's voting representative, and by letter invite the heads of the following organizations to appoint an Awards Committee member to represent that organization at the selection committee meeting:

- Fairfax County Council of PTAs
- League of Women Voters of the Fairfax Area
- Fairfax Committee of 100
- Fairfax County Chamber of Commerce
- Community Ministries of Fairfax County
- Fairfax County Council of the Arts
- Fairfax-Falls Church United Way
- Alliance for Human Services
- Volunteer Center of Fairfax

If a nomination is subsequently received recommending for Citizen of the Year a person selected to serve as an organization representative on the Selection Committee, the organization head shall be so advised and asked to name a substitute.

The letter inviting organizations to name representatives will also include a sample of the Citizen of the Year Nomination form and ask for the number of forms that organization wishes to be furnished (or whether the form should be forwarded electronically)

small number forwarded -- for distribution at general membership and board meetings

large number forwarded -- for incorporation in that organization's January publication

- (f) The **AWARDS COMMITTEE CHAIR** will coordinate with the **PRESIDENT** on the preparation of a news release to provide the general public with information about the awards

program and identify the source of the nomination forms. The **AWARDS COMMITTEE CHAIR** will forward a copy of the news release to the County Public Affairs Office with a request for an appropriate article in the *Weekly Agenda*.

JANUARY

- (a) After the Banquet date has been finalized, the **AWARDS COMMITTEE CHAIR** will ask *The Washington Post's* Office of Government Affairs to consult with senior *Post* officers to determine the co-sponsor's representative---to be shown on the Banquet program as representing the co-sponsor---who will speak briefly to reiterate the long history of co-sponsorship and the significance of volunteerism, etc.

FEBRUARY

- (a) The **BANQUET COMMITTEE CHAIR** will recruit, principally from among current Federation Board Members, Banquet Committee members willing to assist with invitation addressing, banquet name tag preparation, banquet registration table management, banquet seating, and the purchase and engraving of awards,
- (b) The **AWARDS COMMITTEE CHAIR** will affix and initial a postmark date on each nomination received, reproduce copies of all nominations received for forwarding to Selection Committee members 3-5 days in advance of the Selection Committee Meeting, and include a reminder of the meeting date, time, and location, a caution that all forwarded nominations materials are to be kept in strict confidence and that no nominations will be accepted after the published deadline.
- (c) The **AWARDS COMMITTEE CHAIR** shall serve as non-voting Chairman of the Selection Committee and conduct the Selection Committee Meeting under the following procedures:
 - (i) All nominations will be discussed in detail in alphabetical order with committee members asked to augment written information furnished with other information of their own knowledge--which may expand upon a nominator's information--or identify "puffery" where a nominator's crediting may have been overstated.
 - (ii) Committee members will be instructed to begin the selection process by choosing three "best nominees" from among all nominations submitted and giving:

3 votes to their first choice
2 votes to their second choice
1 vote to their third choice

- (iii) After the results of the initial weighted balloting have been tallied, the Committee shall, by majority vote, select 3-5 "finalists" from highest vote-receivers on the initial balloting for further discussion and consideration.
 - (iv) Selection of a Citizen of the Year shall require a majority vote; if after two ballots no candidate has received a majority, the lowest vote receiver on the previous ballot shall be dropped and the voting process repeated.
 - (v) After completion of the selection of a Citizen of the Year, consideration shall be directed to selection of 1-3 Citation of Merit Award winners from among the weighted vote finalists; anyone who has received a Citation of Merit Award in the past five years shall not be considered for the same award.
 - (vi) Finally, consideration shall be given to any nominees forwarded for consideration for a Special Gratitude Award; the contributions of such nominees shall be weighed against the contributions of those just selected for other awards; a majority vote of the Selection Committee shall be necessary for designation for a Special Gratitude Award.
- (c) The **AWARDS COMMITTEE CHAIR** shall contact award winners the next day following the Selection Committee Meeting to advise them of their selection, of the arrangements for the Annual Citizens of the Year Awards Banquet, and to ask each to prepare and forward to the **BANQUET COMMITTEE CHAIR** a list of co-workers, friends, neighbors, and relatives to whom invitations to the Banquet should be sent.
- (d) The **AWARDS COMMITTEE CHAIR** shall prepare a news release which includes background information on each award winner with:
- (i) an advance copy furnished to *The Washington Post* Office of Government Affairs contact;
 - (ii) copies to other media identified as serving Fairfax County.

MARCH

- (a) The **AWARDS COMMITTEE CHAIR** will contact the previous year's Citizen of the Year winner to pick up the *Washington Star/Washington Post Cup* and arrange for engraving with the name of the current year winner.
- (b) The **AWARDS COMMITTEE CHAIR** will arrange for purchase and engraving of awards for:
 - (i) Citation of Merit Award(s)
 - (ii) any Special Gratitude Awards(s)
- (c) The **AWARDS COMMITTEE CHAIR** will arrange for purchase and engraving of a plaque, bowl, or other replacement for the *Washington Star/Washington Post Cup* returned by the previous year's Citizen of the Year.
- (d) The **AWARDS COMMITTEE CHAIR** will coordinate with the **PRESIDENT** on who will extend (complimentary ticket invitations to others such as:
 - (i) the introducer of the Citizen of the Year (usually the Chairman of the Board of Supervisors, if available)
 - (ii) introducers of Citations of Merit winners(s) (usually the Supervisor or State Legislator representing of the District where the winner lives OR the head of the organization where the winner has been most active
- (e) The **AWARDS COMMITTEE CHAIR** will coordinate with the **PRESIDENT** on the designing of a Banquet Program.

(The easiest process is to mark changes to the previous year's program and supply biographical data and pictures of the current award winner)
- (f) The **AWARDS COMMITTEE CHAIR** will arrange for the printing of the Banquet Program by a Fairfax County printer (such "Beth" at D&P Printers at 703-941-2114).
- (g) The **AWARDS COMMITTEE CHAIR** will advise the **BANQUET COMMITTEE CHAIR** of pertinent information generated by the Selection Committee.
- (h) Early in the month the **AWARDS COMMITTEE CHAIR** will arrange for the printing of Citizen of the Year Banquet

invitations (showing a deadline for returning reservations), envelopes, response cards (providing menu choice), and response card envelopes (addressed to the Packard Center).

- (j) The **BANQUET COMMITTEE CHAIR** will compile a list of approximately 1,000 invitees (and eliminate duplicates) from lists of:
 - (i) Federation Board Members, Past Federation Presidents, District Council Chairmen, Presidents of dues-paid N Neighborhood Associations, and designated Neighborhood Association representatives to the Federation;
 - (ii) top management officials of *The Washington Post* as furnished by its Government Affairs Office contact;
 - (iii) previous Citizen of the Year and Citation of Merit Winners for whom local addresses are available;
 - (iv) news media contacts who regularly receive Federation news releases;
 - (v) incumbent Supervisors, State Senators, State Delegates, and Congressmen serving Fairfax County;
 - (vi) presidents and representatives of organizations who served on the Awards Committee;
 - (vii) co-workers, friends, neighbors, and relatives of Award Winners as solicited from award winners;
 - (viii) selective use of the Fairfax Committee of 100 list and other pertinent organization lists,
- (k) The **BANQUET COMMITTEE CHAIR** will schedule a committee meeting to address and stuff invitation envelopes, affix stamps, and mail approximately 1,000 banquet invitations.

APRIL

- (a) The **BANQUET COMMITTEE CHAIR** will recruit specific committee members to collect reservation envelopes returned to the Packard Center for processing of responses to invitations:
 - (i) the Packard Center Federation mail box should be checked at least weekly until seven days before the scheduled Banquet and daily thereafter;

- (ii) checks received should be forwarded to the Federation Treasurer;
 - (iii) reservation cards matching lists furnished by award winners should be kept in separate groups and the respective award winners contacted to discuss preferred seating arrangements for "their tables."
 - (iv) a master table assignment list should be prepared 1-2 days before the Banquet and furnished to committee members assigned to the registration table; name tags should be prepared indicating table assignments and menu selection (by color coding).
- (b) The **BANQUET COMMITTEE CHAIR** will arrange with a Fairfax County florist for the purchase and banquet day delivery to the hotel/motel of:
- (i) floral arrangements for the speaker's table, if a donor can be solicited

The West*Group may respond favorably to a request to provide floral arrangements (with their contribution to be shown in the printed Banquet program and a "mention" included in the "platform agenda").
 - (ii) corsages (for women) and boutonnieres (for men) in numbers sufficient to provide one each to award winner (and the previous year Citizen of the Year)
- (c) The **BANQUET COMMITTEE CHAIR** will recruit specific committee members to staff the banquet reservation table to:
- (i) lay out name tags in alphabetical order for prepaid ticket purchasers and complimentary guests;

The Washington Post representative(s)
 Citizen of Year
 and one guest
 Citation of Merit winner(s)
 and one guest
 Previous Year Citizen of the Year
 and one guest
 Keynote Speaker
 and one guest (or staff member)
 Introducers of Citizen of the Year
 and Citation or Merit Winner(s)
 - (ii) hold back name tags for reservations committed "pay at the door" for hand out after payment has been received

- (d) The **BANQUET COMMITTEE CHAIR** will prepare for the **PRESIDENT** a list of "Introductions" based on reservations received as of the morning of the Banquet which the **PRESIDENT** will use to introduce in groups (with the audience asked to withhold applause until an entire group has been introduced):
- (i) representatives of the co-sponsoring *Washington Post*;
 - (ii) previous Citizens of the Year;
 - (iii) previous Citation of Merit winners;
 - (iv) elected officials;
 - (v) former elected officials;
 - (vi) selected appointed officials (e.g. County Executive, Superintendent of Schools, Governor's cabinet);
 - (vii) members of the current year Awards Selection Committee;
 - (viii) past Federation presidents;
- (e) The **BANQUET COMMITTEE CHAIR** will coordinate periodically with the hotel/motel's banquet office contact to determine final arrangements including:
- (i) size of speaker's riser and placement of microphones and flags;
 - (ii) arrangement of audience tables;
 - (iii) placement of copies of the Banquet program at each place;
 - (iv) final attendance guarantee (usually about 95% of reservations as of date of required guarantee as last minute cancellations and "no shows" usually exceed last minute reservations and "walk-in" attendees);
 - (vi) whether final billing will be by mail OR whether the **TREASURER** must come to Banquet prepared to write a final payment check.
- (f) The **AWARDS COMMITTEE CHAIR** will prepare for the **PRESIDENT** a "platform agenda" (expanding on information in the printed program) including one or more designated time periods for "Introductions."

- (g) Approximately three days prior to the Banquet, the **AWARDS COMMITTEE CHAIR** will telephone the *Washington Post* Office of Government Affairs contact to:
- (i) reaffirm attendance by *Washington Post* representatives(s):
 - (ii) solicit news coverage by a *Washington Post* reporter and photographer.
- (h) Approximately three days prior to the Banquet, the **PRESIDENT** will telephone the keynote speaker (or staff member contact) to:
- (i) reaffirm attendance and identify any guest or staff member accompanying the speaker;
 - (ii) determine any special requirements or accommodations needed

(If overnight accommodations are needed, the hotel/motel banquet office contact should be asked if the hotel/motel may provide complementary accommodation or a special room rate.)

POST-BANQUET

- (a) The **PRESIDENT** will send thank you letters to the keynote speaker, appropriate *Washington Post* officials, and others who should be thanked for their contributions to the Banquet's success (e.g., contributors of floral arrangements or musicians).
- (b) The **TREASURER** should confer with the **BANQUET COMMITTEE CHAIR** to ensure that bills for printing invitations, postage, purchasing and engraving of awards, printing of programs (unless printed by the co-sponsor) have been forwarded to:
- Office of Governmental Affairs
The Washington Post
1150 15th Street NW
Washington, DC 20071
- (c) The **BANQUET COMMITTEE CHAIR** and **TREASURER** will coordinate preparation of a final report to the Federation's next Board meeting listing revenues, expenses, and resulting profit or loss.
- (d) The **AWARDS COMMITTEE CHAIR** will file in the Federation's Packard Center Office one copy of:

- (i) all information relating to the selection of award winners

(for possible re-use one year later if the number of nominees is very small);
- (ii) the printed Banquet program;
- (iii) the "platform agenda."
- (d) The **PRESIDENT, AWARDS COMMITTEE CHAIR** and **BANQUET COMMITTEE CHAIR** will confer to review *Supplement B* policies and procedures, tabulate lessons learned from the just concluded Banquet efforts, and prepare any appropriate recommendations for revisions to *Supplement B*.