



The Civic Voice



Newsletter of the Arlington County Civic Federation | September 4, 2018 | Volume 103 | Issue 1

Tuesday, September 4, the Civic Federation Kicks Off Campaign Season! Please join us at our meeting at 6:30 pm in the Hazel Auditorium's lobby to enjoy light refreshments. ([details: p. 3-4](#))

Dear Delegates, Alternates, and Presidents of member organizations,

We hope everyone has had a delightful summer.

Given that Duke has been away for most of the summer, this is a joint letter from Nicole Merlene, our new VP, and Duke. Duke has delegated his responsibilities to Nicole while he is away.

On September 4th we resume our meetings with the traditional [Candidates Forum](#) which is Arlington’s customary kickoff for the election season. Board of Director member Lois Koontz has been hard at work during the summer to bring this event together.

Back in June, CivFed membership voted to incorporate and to approve new By-laws that are compliant with the Virginia Nonstock Corporation Act, effective July 1. Incorporation papers were filed with the State of Virginia, and we expect to hear back shortly that our Articles of Incorporation have been approved.

As mentioned in other messages about our recent decision to incorporate, there are some actions that we need to take by Board Resolution, including creating a committee structure and a Conflict of Interest policy. Until the Board decides on a committee structure, we will continue the same committees that we had under the old by-laws. In the coming months we will keep membership abreast of these Board Resolutions.

Under Nicole’s leadership, the Board of Directors has conducted a planning exercise on how the ACCF can better serve its member organizations plus better define what is the ACCF’s role in the public engagement efforts in the County, which Nicole will elaborate in the next section of this letter.

While the summer months have traditionally been the time to take a break from our CivFed Board commitments, the energy of our incoming Board to make an impact allowed us to really get the gears turning earlier than normal. We have started two separate initiatives that we now are excited to receive your input on.

Strategic Planning. During August, the Board of Directors hosted a meeting that focused strategic planning for CivFed. We reviewed our strengths, weaknesses, opportunities, and threats and then used this review to set objectives and goals and strategies, and measures that would help us to achieve them. The objectives set, and strategies to achieve them include the following:

Meeting Agenda

September 4 Membership Meeting

1. Regular Business
 - Call to order
 - Approve Agenda
 - Adopt June Membership meeting minutes
 - File July and August Treasurer’s reports
2. Strategic planning process
3. Introduction of “Open Mic”
4. Candidates Forum
 - US House of Representatives
 - Arlington County Board
 - Arlington School Board
1. “Open Mic”
2. Closing Business
3. Adjourn

Contents

President's Message.....	1
Candidate Forum Announcement.....	3
Candidate Forum Rules.....	4
Executive Committee Report.....	5
June Membership Meeting Minutes.....	5
Annual Dues and Membership.....	6
Treasurer’s Report.....	7
Officers and Executive Committee.....	8
New Bylaws.....	8
Common Parliamentary Motions.....	9
Announcements	10
Parking at the Hospital.....	11

The Civic Voice

1. *Objective: Support for more robust member organizations.*
 - organize forums and events to bring our members together to share best practices;
 - survey our membership to understand qualitative and quantitative aspects of their operations to learn how we can best assist; and
 - create mentorship opportunities for successful member organizations to assist those that need help.
2. *Objective: Improve the impact of CivFed's advocacy.*
 - build on CivFed's existing practice of presenting resolutions that have been approved in person at an Arlington County Board meeting and, if need be, in Richmond; and
 - develop streamlined procedure to get information about CivFed actions to media outlets.
3. *Objective: Strengthen CivFed.*
 - proactive in outreach to member organizations to have active delegates;
 - have timely and impactful programming; ;
 - increase individuals in leadership by creating a more robust committee structure;
 - focus on a theme for each year;
 - have one active social event in addition to the annual banquet during the year;
 - update the newsletter; and
 - programming on improving community resilience and emergency management.

While we will be lucky to reach half of these goals, we believe we are on the right track. If you have suggestions to add to this list or would be interested in leading any of these initiatives, please let me and Duke know. We would be interested in, for example, getting a marketing or PR expert to help us reimagine our newsletter.

Energize Arlington. *We hope that you or a member of your organization were able to attend the "President's Roundtables" earlier this year. We heard resounding support and appreciation for the time everyone was able to spend on sharing ideas. The results of those meetings largely focused on three different themes:*

1. energize communities to be active participants in our civic fabric;
2. improve connections with multi-unit buildings; and
3. building the bench of leadership within your organizations.

After the conclusion of that event, CivFed agreed to partner with the County again in a series of events called for "Energize Arlington". Every Thursday for the month of October we will be co-hosting events focused on those three topics and one that is a social meet and greet. We hope that there will not only be sharing of ideas, but also produce a tangible output after the process concludes that will help to each of your organizations succeed now and in the future. If there is one thing that our member organizations (us included) lack it is both human and financial capital. We are all volunteers working on shoestring budgets. Partnering with the county to set up events such as this has proven to be a successful way for us to get big initiatives like this done, and we appreciate the continued dialogue with their full Engagement staff.

We look forward to the year ahead and your feedback on what is to come.

Best,

Duke Banks, ACCF President & Nicole Merlene, ACCF Vice President

September 4 Civic Federation Meeting Kicks Off Campaign Season

The Arlington County Civic Federation (ACCF) will kick off its 103rd year by hosting a candidates forum at **7 p.m., Tuesday, Sept. 4** in the Hazel Auditorium at Virginia Hospital Center, 1701 N. George Mason Drive, Arlington. CivFed's annual Candidates Forum is regarded as the start of the campaign season in Arlington County. The forum will give ACCF Delegates, Alternates and the public their first opportunity to meet with and ask questions of the candidates running for the following offices:

U.S. House of Representatives 8th District:

- Donald Beyer (D - Incumbent)
- Thomas S. Oh (R)

Arlington County Board:

- Matthew D. Ferranti (D)
- John Vihstadt (I – Incumbent)

Arlington School Board:

- Audrey Clement
- Barbara Kanninen (Incumbent)

Before the forum, ACCF will host a reception with light refreshments to “meet and greet” the candidates at 6:30 p.m., in the Hazel Auditorium Lobby. Both events are free and open to the public.

The forum will be divided into three panels, starting with the U.S. House of Representative. Candidates on each panel will be permitted to make two-minute opening statements before answering questions. Then Delegates, Alternates and, time permitting, the public will be able to ask questions of the panel of candidates or an individual candidate. Each candidate will also have the opportunity to make a closing statement. [Please review the Forum Rules for Delegates and Alternates.](#)

The general election is Tuesday, Nov. 6.

Arlington County Civic Federation Forum Rules

1. This document details the rules for the Arlington County Civic Federation (ACCF) Candidate Night Forum that will be held at 7 p.m., Tuesday, September 4 in the Hazel Auditorium at the Virginia Hospital Center, N. George Mason Drive and 16th Street North.
2. The order for the candidate panels will be: U.S. House of Representatives, *Arlington County Board*, and *Arlington School Board*.
3. When each candidate panel is called, candidates will take their places at the table in the front of the auditorium.
4. Candidates will have an opportunity to make 2-minute opening and 3-minute closing statements from their seats. Speaking order will be determined by a coin toss at the start of the evening and will be the same for opening and closing statements. After opening statements, candidates will answer questions from the ACCF delegates/alternates. Candidates may use notes throughout their panel.
5. The order for answering questions will rotate. Candidate responses to questions will be strictly limited to 2 minutes. A timekeeper will use cue cards to inform candidates of their remaining time and when they must stop speaking. Time limits will be strictly enforced.
6. ACCF delegates/alternates who want to pose a question will form a line at the microphone at the front of the auditorium.
7. In order to maximize the number of delegates/alternates who have an opportunity to ask a question, the forum moderator will give first priority to delegates/alternates who have not yet asked a question. To the extent time permits, members of the public also may ask questions.
8. Delegate questions may be up to 30 seconds long and must not be position statements. A timekeeper will use cue cards to inform delegates/alternates of their remaining time and when they must stop speaking. Follow-up questions are not allowed.
9. Questions may be directed to one or more candidates, but each candidate will have an opportunity to answer.
10. The forum is a nonpartisan event and takes place on the property of the Virginia Hospital Center. All rules of Virginia Hospital Center conduct apply. Furthermore, the debate will be confined to pertinent issues. High standards of decorum and civility are expected and any decision of exclusion on that basis will be at the sole discretion of the moderator.
11. Audience members will be directed to mute cell phones and refrain from applause, cheering, jeering, or other verbal reply in response to candidate statements.
12. Literature may be distributed only in the conference center lobby from 6:30 - 9 p.m. Signs, banners, demonstrations and electronic presentations are not allowed on the hospital's property, including outside the building and in the lobby, hallway, and auditorium.
13. The Candidate Forum will be recorded by Arlington Independent Media and a link to the film will be provided on the Civic Federation Website.

The Civic Voice

July 10, 2018 Executive Committee Meeting

President Duke Banks called the meeting to order at approximately 7:10 pm. ExCom members in attendance included: Duke Banks; Nicole Merlene; Maureen Coffey; Sarah Shortall; Edie Wilson; Matt Wavro; Rick Epstein; and Alexandra Bocian. Also present were Dennis Gerrity, outgoing Secretary; and Allen Norton, Bluemont Civic Association. Lois Koontz was unable to attend the meeting. The agenda for this meeting was approved as submitted.

Electing a Chair and Vice-Chair

Matt Wavro was unanimously elected as chair of the Executive Committee. Lois Koontz was unanimously elected as vice-chair of the committee.

Reports from Officers and Committees

Treasurer: Treasurer Sarah Shortall presented a Treasurer's Report. As of June 30, 2018 the Federation's checking account balance was \$16,149.32 and the savings account balance was \$5,873.37. She also reminded those present that membership dues would begin to be collected for the 2018-2019 year starting in July. Rick Epstein moved that ACCF put \$10,000 into a CD at Arlington Federal Credit Union. The motion was seconded and passed unanimously.

President: Duke Banks presented four reports. (1) Incorporation of Articles of Incorporation, adopting new [By-Laws](#) and Identifying Members of the Board of Directors which included a board resolution to officially incorporate the articles of incorporation, by-laws, and officers. Duke Banks moved that the board of directors adopt the Articles of Incorporation submitted to the State Corporation Commission on 7/2/18 and the ACCF Bylaws the membership approved at the 6/5/18 to be effective 7/1/18. The motion was seconded and passed unanimously. (2) Establish Board and Member Committees for CivFed, which included an outline of the previous committee structure and recommendations for changes, a starting point for a new committee structure. (3) Status of Incorporation and Pending Items, which outlined the remaining actions required in order to complete the incorporation process. (4) Programming information going forward, which outlined the programming planned as of July 10, 2018.

August 19, 2019 Executive Committee Meeting

Vice-Chair Lois Koontz called the meeting to order at 6:45 pm. ExCom members in attendance included: Matt Wavro, Chair; Lois Koontz, Vice-Chair; Nicole Merlene; Maureen Coffey; Sarah Shortall; and Rick Epstein. Also present were Allen Norton, Bluemont Civic Association; Allan Gajadhar, Cherrydale Citizens Association; Ron Haddox, Columbia Heights Civic Association.

Reports from Officers and Committees

Secretary: Maureen Coffey presented the minutes from the July ExCom meeting. They were unanimously approved.

Vice-Chair: Lois Koontz presented information on the September 4, 2018 candidates night.

Strategic Planning and Goal Setting

The majority of the meeting consisted of strategic planning activities run by Vice President Nicole Merlene. These included evaluating what the Federation is currently doing as well as what improvements can be made.

Download the June Membership Meeting Minutes

[Click here to download a copy.](#)

ACCF Dues Due

On July 1, the Arlington County Civic Federation began its 103rd year as one of Arlington's oldest and largest organizations dedicated to issue advocacy and promoting the general welfare of Arlington County and its citizens. On that date ACCF also launched its inaugural year as a non-profit corporation incorporated under the Virginia Nonstock Corporation Act and operating under new Bylaws that ACCF members unanimously approved at the annual meeting on June 5.

July 1 also marked the start of the new fiscal year 2018-19, which means ACCF dues of \$50 are due. 38 Member Organizations already have paid their 2018-19 dues. Dues must be paid by December 31. You may pay dues any of the following ways:

- By check. Please send your check to:

Arlington County Civic Federation
P.O. Box 42091
Arlington, VA 22204

By PayPal. Go to <http://www.civfed.org/pay-dues>

By check or cash at Civic Federation meetings.

Annual Membership Certification

The new Bylaws require that Member Organizations also submit a statement by October 31 certifying

- The organization has at least 20 members, and
- Its primary objective is consistent with the purposes of the Civic Federation. Click here to access a certification form you can use for your annual membership certification [PUT MYPERLINK TO CERTIFICATION FORM] and send it to accfmembership@gmail.com.

Delegates/Alternates Information

The Bylaws require that Member Organizations provide contact information for their Voting Members and Alternates before they can vote at a membership meeting. Organizations must provide the following information to accfmembership@gmail.com for each Delegates and Alternate:

- Name
- Voting Member or Alternate
- Address
- Telephone
- Email
- Whether the person will accept receiving notices by email,

The Civic Voice

ACCF Treasurer's Report

Starting with the July 2018 ACCF Treasurer's report (July 1-21, 2018), the monthly report will now include PayPal income and expenditures, total assets, and total liabilities and fund balance (assets minus liabilities) collectively for all of ACCF's accounts.

Checking

Beginning Balance (7/1/2018)	\$ 5,873.37	
Deposits		
Checks received – 2018-19 Dues	\$ 200.00	
Transfer from PayPal – 2018-19 Dues	\$ 48.25	
Transfer from savings – Legal services	<u>\$ 1,725.00</u>	
	\$ 1,973.25	\$ 1,973.25
Expenditures		
Checks paid		
Administrative		
Constant Contact	\$ 66.50	
Incorporation		
Legal services	\$ 1,725.00	
Registration fee \$ 75.00		
Banquet - Ticket Refund	<u>\$ 45.00</u>	
	\$ 1,911.50	\$ 1,911.50
Ending balance (7/31/2018)		<u>\$ 5,935.12</u>

Savings

Beginning balance (7/1/2018)	\$ 16,149.32	
Deposits		
Revenues - Interest	\$.38	\$ 0.38
Expenditures		
Transfer to checking – for legal services	\$ 1,725.00	\$ 1,725.00
Ending balance (7/31/2018)		<u>\$ 14,424.70</u>

PayPal

Beginning balance (7/1/2018)	\$ 0.00	
Deposits		
Revenues - 2018-19 Dues	\$ 50.00	\$ 50.00
Expenditures		
Expenses – PayPal Fees	\$ 1.75	
Transfer to checking <u>\$ 48.25</u>	\$ 50.00	\$ 50.00
Ending balance (7/31/2018)		<u>\$ 0.00</u>

Total Assets

\$ 20,259.82

Total Liabilities

\$ 0.00

Fund balance

\$ 20,259.82

Total Liabilities and Fund Balance

\$ 20,259.82

Respectfully submitted,
Sarah Shortall,
Treasurer

The Civic Voice

2018-2019 Officers and Executive Committee Members

President Duke Banks (duke@civfed.org)
Vice President Nicole Merlene (nicole@civfed.org)
Secretary Maureen Coffey (maureenc@civfed.org)
Treasurer Sarah Shortall (sarah@civfed.org)

Executive Committee Chair Matt Wavro (matt@civfed.org)
Executive Committee Vice Chair Lois Koontz (lois@civfed.org)
Executive Committee Member Rick Epstein (rick@civfed.org)
Executive Committee Member Edie Wilson (edithw@civfed.org)
Executive Committee Member Alexandra Bocian (alexandrab@civfed.org)

2018-2019 Membership Meetings

- Tuesday, September 4, 2018 at 7 pm
- Tuesday, October 2, 2018 at 7 pm
- Tuesday, October 2, 2018 at 7 pm
- Tuesday, December 4, 2018 at 7 pm
- Time and location of the January Meeting to be determined
- Tuesday, February 5, 2018 at 7 pm
- Tuesday, March 5, 2018 at 7 pm
- Tuesday, April 2, 2018 at 7 pm
- Tuesday, May 7, 2018 at 7 pm
- Tuesday, June 4, 2018 at 7 pm

Download the New Bylaws

Arlington County Civic Federation passed new bylaws as part of our incorporation process.

[Click here to download a copy.](#)

The Civic Voice

Common Parliamentary Motions Applicable to and Used in the Deliberative Process

Motion (“I move”)	Purpose	Second re-quired?	Debata-ble?	Amenda-ble?	Vote re-quired?
Main motion	Puts new business before the membership.	Y	Y	Y	Majority
Amend motion	Revises or changes wording or elements of the main motion.	Y	Y	Y	Majority
Discharge issue from committee	Takes/keeps issue from committee and brings before membership before/without committee report/consideration.	Y	Y	Y	Majority, 2/3rds – if no prior notice
Limit/extend debate	Changes amount of time normally permitted for debate/discussion.	Y	Y	N	Two-thirds
Suspend rules	Sets aside normal operating rules, suspends standing rules without previous notice.	Y	N	N	Two-thirds
Table the motion	Stops debate and vote on motion.	Y	Y	N	Majority
Postpone to time certain or indefinitely	Delays deliberation to specific future time or kills motion (postpone indefinitely).	Y	Y	Y	Majority
Appeal decision of the chair	Disagrees with chair and lets members decide. Must appeal immediately.	Y	Y	N	Majority - sustains chair
Previous question Call the Question	Cuts off debate. Maker of motion first must be recognized by chair.	Y	N	N	Two-thirds
Reconsider	Reconsiders vote taken at same meeting. Maker must be on prevailing side.	Y	Y, if original motion is	N	Majority
Recess	Interrupts meeting for a short break.	Y	Y	Y	Majority
Adjourn	Ends meeting immediately.	Y	N	N	Majority

Announcements

Police Department Changes: Due to a reduction in staffing, the police department recently completed a strategic restructuring by reallocating positions within the agency. The new organizational structure maximizes available resources by focusing on core services and ensures the services provided to the community are effective and efficient.

[Learn more about the restructuring, key impacts to service delivery and how the police department is looking forward as an agency to improve staffing levels.](#)

To report a crime, an immediate parking/traffic hazard or suspicious behavior, contact the Emergency Communication Center at 703-558-2222 or 911 in an emergency. To address a community policing issue, contact the Community Outreach Unit. The Community Outreach Unit covers 2 north and south geographic areas, rather than the 3 districts we contacted in the past. To contact the team email

ACPDO OutreachNorth@arlingtonva.us

ACPDO OutreachSouth@arlingtonva.us

For traffic safety concerns throughout the County, contact ACPDSOS@arlingtonva.us

To receive updates, <https://police.arlingtonva.us/subscribe/>

Tenant-Landlord Commission: The Tenant-Landlord Commission meets at 7:00 PM on September 12, 2018 in the Azalea Room at 2100 Clarendon Blvd. Comprised of tenant, landlord and public interest representatives the commission hears grievances and facilitates disputes between tenants and landlords and advises the County Board on policy and programs. Public comment is welcome.

NCAC: The Neighborhood Conservation Advisory will meet from 7:30 pm to 9:30 pm on Thursday, September 13, in the Navy League Building at 2300 Wilson Blvd. For information about this meeting here is a link to the NCAC [website](#).

Transportation Commission: The Transportation Commission's September meeting will be held on Wednesday, September 5, starting 7:30 p.m. at the Ellen M. Bozman Government Center in Courthouse.

Planning Commission: The Planning Commission's June meeting will be held on Thursday, September 6, starting 7:00 pm at the Ellen M. Bozman Government Center in Courthouse.

Housing Commission: The Housing Commission's September meeting will be held on Monday, September 10 starting 7:00 p.m. at the Ellen M. Bozman Government Center in Courthouse.

Arlington County Board: The County Board's September meeting will be held on Saturday, September 22, starting 8:30 a.m. Click here for this meeting's [agenda](#) a few days before June 16 The Board Recessed Meeting will be held on Tuesday, June 19, starting at 3:00 p.m.

Parks and Recreation Commission: The Parks and Recreation Commission will hold a meeting starting at 7:00 pm on Tuesday, September 25, in the Azalea Room in 2100 Clarendon Blvd. Click here for this meeting's [agenda](#) a few days before June 26.

Parking at the Virginia Hospital Center

Remember to park in the **B/Gold** Garage. On Civic Federation meeting nights, the gates of the **B/Gold** Parking Garage, will be open, and there will be no charge for parking there. The **B/Gold** Parking Garage is located under the 1635 Medical Office Building. If you use another lot, you will have to pay the regular rate to exit.

