



[ **Due To The Current COVID-19 Virus This Was A Virtual Meeting** ]

**Minutes**

**April 25, 2025**

**Arlington County Civic Federation (“ACCF”)  
Board of Directors Meeting**

Call to Order at 6:02 p.m.

Board members attending the meeting: Allan Gajadhar, Allen Norton, Tina Worden, Burt Bostwick, Eric Cassel, Mike McMenamin, Stacy Meyer, John Vihstadt, Nicole Merlene and Jesse Boeding. Others attending included Ron Haddox (Legislation Chair); Dennis Gerrity (Membership Chair); John Ford (Public Services Chair); Alistair Watson (Aurora Highlands); Wanda Younger (NAACP); Stephen D’Alessio (Aurora Highlands); Lois Koontz (Alcova Heights); Norma Kacen (American Association of University Women) and Anne Lancaster (Waycroft-Woodlawn).

**Meeting Format:** The meeting was held virtually using Zoom. Eric was Host and Allan was Co-Host. Alistair Watson managed entry into the meeting.

**Approval of February minutes:** Burt **moved** that they be approved. Tina seconded. **Approved** unanimously.

**Approval of March minutes:** Burt **moved** that they be approved. Jesse seconded. **Approved** unanimously.

**Officers Reports**

**President’s Report:**

2 Committees need new Chairs: R&E and Schools

Polling Vote went well ( some discrepancies )

0:00:00

There was much discussion on Voting by Zoom Polling vs. Constant Contact emails. Both methods have merit, but they both have problems also.

Allan made a **motion** to use the Polling feature for votes going forward while we are on Zoom, we document and the Secretary keeps a record for who votes for what (what their votes are), but we don’t publish that information for now. Burt seconded.

**Approved** unanimously.

We will study that issue of how we want to make that information available going forward. An outline of the Plan for Voting at Zoom meetings was created. (Appended to the Minutes )

Legal Counsel: How is our 501c4 status affected by partisan member organizations?

To reach out to a Lawyer I will need three things: the name of a lawyer, what I specifically need to talk to him about and approval to spend the money for the discussion. We will try to get the Lawyer who handled our incorporation (Tim Hughes).

Jesse & Eric: Please ask for a cost estimate before the legal discussion.

Burt: What specifically do we need legal counsel for? I’m not certain it is necessary to engage in this unless there is a specific problem we have as a board.

There has been no feedback on the Abstention policy.

**Vice-President's Report:**

0:30:04

The ORA letter has been drafted, but we are currently refining the language.

**Secretary's Report:**

0:31:32

**Dues/Contact Sheet/Organization Certification Status For Member Organizations:**

Paid dues: 85                      85 Active Organizations, 2 Inactive Civic Assns, 8 Organizations will be let go  
Contact Sheet: 45                4 Delegates have asked for copies of the proposed parliamentary rules, 6 comments  
Certification: 39

Started a FOIA request to find out if there was any reference in their records of a MOU between CivFed and the County concerning Civic Assn name changes and boundary disputes. Gave up waiting on the County Board Clerk and the County Manager's office to do what they had said they would do.

**Treasurer's Report:**

0:33:31

Little change since the March report. We have a balance of \$21,212.29. A recommended Budget for next year and a Final report for this year will be prepared. The broken Paypal account is turned off and will be given to the next Treasurer to fix.

**Committee Reports:**

0:34:24

**Nomination** (Alistair Watson, Vice Chair):

We finalized our Google form and have publicized it with all the member organizations in good standing and have sent it out in the Newsletter. We have two new members ( Dan Gurney & Stefanie Pryor ) and our next meeting is May 11<sup>th</sup>.

**Diversity:** This Committee has been in business since early this year, but has not been Formally Approved. Allan made a **motion** that it be approved as a Standing Committee. Burt seconded it. The motion was Unanimously **Approved**. The charge of this committee is:

The mission statement of this initiative is focused on improving diversity and inclusion within the Arlington County Civic Federation and member organizations through improvements to internal processes as well as external community engagement and programs.

It will become Committee Number " 1)(K) " of Procedure BR 2018-19-2 "Establish Committees". Alistair Watson (Aurora Highlands) was appointed Chair of the committee by the President with the approval of the Board. The appointment was Unanimously **Approved**.

**Awards** (Tina): This needs to be taken care of soon. The awards need to be ready by June. Allan and Stacy ( with help from Lois Koontz ) will work on a plan to complete this.

**Cultural Affairs** (Tina):

The Public Art Master plan is out and an email has been sent to the Board with a link to a survey. The deadline for responding is April 30<sup>th</sup>. There will be a meeting with the Public Affairs Committee on Tuesday April 27<sup>th</sup> to do an overview of the draft.

**Old Business:**

0:52:39

**May General Meeting:**

APS Superintendent (Dr. Duran)                      (Michael Beer will Moderate)                      (will be careful about Chat)  
School Board    (Need Prepared Questions)  
Livability 22202    (Presentation)  
Bylaws amendment vote

**Resolutions Procedures:** ( Discussed at the February and March Board meetings )

Allen: Who will keep track of the progress of the resolution? Eric: The contact person for the resolution should do that. Allan suggested that a checklist should be created.  
Tina made a **motion** that it be Approved. Eric seconded it.  
The motion was Unanimously **Approved**.

**Meeting Rules of Order:** ( Discussed at the March Board meetings )

Some small issues with “Call the Question” and “Point of Order” were resolved.

MikeM: We really need a Parliamentarian. Over the years there have been many fights over rules – even when we tried to simplify them.

Allan: We will keep track of contentious issues and issues that aren’t covered at all.

Allen made a **motion** that it be Approved. John seconded it.

The vote to Approve was: **8 For, 2 Against.** The **Motion** was **Approved.** (Appended to the Minutes )

**New Member Policy** ( John Vihstadt & Eric Cassel ):

The New Member Application is in work. It will be presented next month.

**Logo** ( Tina ):

The existing one was first used in the Oct 2001 Civic Voice and was designed by Cheryl Whitehead. There was no discussion mentioned in the minutes about it. Randy Swart confirmed that there was no discussion. They just picked a design that looked good. Jim Pebley had a friend who did the graphic.

The County Logo Committee will finish in the summer. We will use a temporary Logo for now and will expand the search for a new one in the Fall. John suggested there be a contest. A number of methods were discussed. The final selection methodology will be determined by the new Board. A temporary Logo was designed by Tina and was approved by consensus of the Board. ( Appended to the Minutes )

**Hosting & Computer Contract with Adam Henderson:**

Allan and MikeC discussed this. Adam’s price for Web site maintenance and hosting is reasonable. His hosting offer will also give us 2.5 times more Webspace and bandwidth.

Jesse made a **motion** to accept Adam’s contract offer. Tina seconded it.

The motion was Unanimously **Approved.** Burt will contact Adam about finances.

**Making CivFed Heard By The County Board:**

Eric: Some of our resolutions have not been given more than cursory review by the County Board and Staff.

Allan: We should use a multi-prong approach. Simply handing them to the County Board is not sufficient.

Tina, Allan, Eric and John will discuss ways to get our resolutions looked at by the County (Board or Staff as appropriate).

**New Business:**

2:10:59

**June General Meeting:**

Legislative Affairs: Educational Program on “School Climate” ( a SRO will be there )

Diversity: Presentation

Awards Committee:

Nomination Committee & Candidates:

**June Board Meeting:** The normal date conflicts with Fathers Day so it was suggested that we meet on the 27<sup>th</sup>.

**For the Fall, Should Meetings be Moved Back to the 1<sup>st</sup> Tuesday of the month?:**

The 3<sup>rd</sup> Tuesday conflicts with the County Board meeting so we can't get them or Staff to come to our meetings

Lois Koontz: Don't move the meeting date back to the 1<sup>st</sup> Tuesday of the month. It was moved in the first place because many PTAs have their meetings on that day.

Stacy: Discussions at the Diversity committee show that the meeting date is not the reason younger people are not getting involved in CivFed.

MikeM: It seems that every Tuesday has some sort of conflict. Why not a Wednesday?

Nicole: A lot of commissions meet in the first week of the month so any day that week will have conflicts. Also, when we go back to In-Person the Hospital will determine which days they will allow us to use.

Eric asked Allan to come up with several dates and then we will ask the Membership which date they think is best for CivFed.

**Summer Retreat:**

Nicole has volunteered to run the Summer Retreat and would like to discuss her plans at greater length at the next meeting.

The May Board meeting will be a **Virtual** one and will be held on Sunday, May 23rd at 6:00 pm.

The meeting was adjourned at 8:45

Respectfully submitted by Allen Norton

**Zoom Voting Plan:**

Publish in Newsletter – Registration, Reminder, Opening Slide

Polling feature while on Zoom. Each Member will have 60 seconds to vote (with Abstention Clarification) with information on the ability to access based on records available from the **xx**. The results will be made available immediately, with audit following the meeting (to ensure that only Members voted). For those hosting and calling in, they will be asked via the registration form whether they would prefer to voice vote or text in an answer.

Secretary retains voting records – Names/Organizations with Vote

Begin in June

Hybrid – Retain into future - will be evaluated in the Summer.

**Temporary Logo: ( Created by Tina Warden & Adam Henderson )**

The logo for the Arlington County Civic Federation. It features the text "Arlington County Civic Federation" in a large, bold, black serif font. The text is centered within a white rectangular area, which is itself enclosed by a thick blue border. The overall design is simple and professional.

**Arlington County  
Civic Federation**

# Arlington County Civic Federation

## Arlington County Civic Federation Parliamentary Procedures

Created By Board Resolution

### Sections

**Principles of ACCF Parliamentary Procedure**

**Common Parliamentary Motions**

**Purpose of The Motions**

<b>Revision</b>	<b>Document Status</b>	<b>( BR 2020-21-2 )</b>	<b>Date</b>
<b>0</b>	<b>Approved – ACCF Board</b>	<b>( still needs Practical Examples )</b>	<b>4-26-2021</b>

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## **PRINCIPLES OF ACCF PARLIAMENTARY PROCEDURE**

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time.
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members - majority and minority - should be the concern of every member.
6. Every matter presented for decision should be discussed fully within the time allotted. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand.
8. All meetings must be characterized by fairness, good faith and civility between members and guests.
9. For any vote the total possible vote, consisting of Ayes, Nays and Abstentions, shall be recorded in the meeting minutes. For determining the results of the vote, whether majority or 2/3ds, only the Ayes and Nays will be counted.

## COMMON ACCF PARLIAMENTARY MOTIONS

<b>Motion ("I move")</b>	<b>Purpose</b>	<b>Second re- quired?</b>	<b>Debata- ble?</b>	<b>Amend a- ble?</b>	<b>Vote required?</b>
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
Defer	Delays deliberation to a <u>stated</u> specific future time.	Y	N	N	Majority
Challenge decision of the Chair	Disagrees with chair and lets members decide. Must appeal immediately.	Y	N	N	Majority - sustains chair
Call the Question	Stops debate and vote on motion.	Y	N	N	None if no Objection / Majority if objection
Point of Order	Administrative - Must appeal immediately	N	N	N	N
Friendly Amendment	Change small item in motion or Modify a Whereas. Must be accepted by original author	N	N	N	N
Withdraw the Motion	For various reasons the Mover may choose to withdraw the motion.	Y	N	N	None if no Objection / Majority if objection
Adjourn	Ends meeting immediately.	Y	N	N	Majority

## **PURPOSE OF THE MOTIONS**

### **The Main Motion**

A main motion is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of.

Unless the main motion is very short and simple, the mover should hand it in writing to the Secretary. The Secretary will record it and give it to the President. If the motion is prepared before the meeting it should be shown to all the members for their review.

A main motion must not interrupt another speaker, requires a second, is debatable, can be amended, cannot be applied to any other motion and requires a majority vote.

### **Withdraw**

The debate after a motion is introduced may become contentious in ways the original mover did not expect. The mover may choose to withdraw the motion.

However, when a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. The chair will ask if the meeting objects to the motion's being withdrawn. If no objection, the chair will announce: "The motion is withdrawn." If there is an objection a majority vote will be held.

A motion to Withdraw the original motion cannot interrupt another speaker, must be seconded, is not debatable and is not amendable.



## Amend

An *amendment* is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the *amendment* and requires a majority vote.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion (“as amended,” if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to withdraw the motion and rewrite it rather than to try to solve the wording problem with amendments.

If a main motion is prepared and shown to all the members before the meeting then a proposed amendment to it should be handed in writing to the Secretary. The Secretary will record it and give it to the President.

## **Friendly Amendment**

This amendment is used to correct small items in the original Motion and it is not meant to change the original motion in any substantive way. It may also be used to modify the Whereas statements of a resolution. It must be accepted by the original author and must be made before any substantive amendments are proposed. Does not require a second, is not debatable, is not amendable and does not require a vote.

## **Defer**

If a meeting prefers to consider a main motion at a subsequent meeting, it can move to defer the motion to a future meeting, which is specified in the motion to defer. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to defer.

When the specified future meeting takes place and the motion still cannot be taken up, the Chair will explain why and give the new date when the motion will finally be taken up.

When the meeting to which a motion has been deferred has arrived, the chairperson should state the deferred motion to the meeting as the first item in Old Business. If the motion can still not be decided, it must be withdrawn.

A motion to defer to a definite future meeting may not interrupt another speaker, must be seconded, is not debatable (except as to the meeting selected), cannot be amended and requires a majority vote.

## **Call the Question**

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: "I Call the Question."

A motion to Call the Question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable and is not amendable. The chair will ask if the meeting objects to debate being closed on the question. If no objection, the chair will announce: "Debate is closed, the motion will be voted on." If there is an objection a majority vote will be held.

If the motion to Call the Question passes, the chair immediately proceeds to call a vote on the question that was being debated.

## **Challenge Decisions of the Chair**

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed, a challenge is not in order.

When a member wishes to appeal from the decision of the chair, the member rises as soon as the decision is made, even if another has the floor, and without waiting to be recognized by the chair, says, "I challenge the decision of the chair." The chair should state clearly the question at issue, and if necessary the reasons for the decision.

Such a motion is in order when another speaker has the floor, but it must be made at the time of the chair's ruling. If any debate or business has intervened, it is too late to challenge. The motion must be seconded and is not amendable. A majority or tie vote sustains the decision of the chair, on the principle that the chair's decision stands until reversed by a majority of the meeting.

It should be noted that members have no right to criticize a ruling of the chair unless they appeal it.

## **Point of Order**

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure. The member will rise and say: "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a second, is not debatable and is not amendable.

## **Adjourn**

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable and requires a majority vote.

# Arlington County Civic Federation

## ACCF Resolution Process

### I) Resolution Components

- A. Defined: a written resolution based on documented facts on a particular issue relevant to the ACCF membership with directives voted upon, and if a majority, sent forward as a representative opinion to the appropriate Arlington, regional, state, or national legislative body for consideration. Resolutions should refrain from personal, partisan or inappropriate statements.
- B. There are two types of resolutions: standard resolutions and emergency resolutions. An emergency occurs when time is of the essence and the resolution must be acted on before the normal Resolution process can be completed or it becomes moot or inconsequential.
- C. Composed of two parts:
  1. Whereas Clauses section: series of facts based on sound reasoning on why this topic is essential to be brought before the ACCF membership.
  2. Therefore section: series of directives based on the “whereas clauses.”
- D. Supporting documentation
  1. Provide additional reports and background information to support the Resolution with links.
  2. Document and footnote all sources of factual information, which could include white papers, county or state legislative documentation, or other documentation appropriate for the ACCF membership’s consideration.
  3. Draft resolutions must include: Title; Sponsoring Delegate/s or Committee & Chair Name, individual names of participating/contributing committee members and point of contact; Date (Month/Year) submitted to the membership for consideration.

### II) Resolution Introduction

- A. A resolution is proposed in one of two ways, either by an ACCF committee (with at least three (3) committee members’ support and identified “sponsorship point of contact”) or a member delegate at a general membership meeting during “New Business” (in either case, the committee or the delegate may give the presiding member a courtesy notification before the meeting to be added to the agenda)
  1. Upon being recognized by the presiding officer, the Committee designee will introduce the Resolution with the rationale and a reading of the proposed Resolution
  2. Only after a delegate resolution receives a second by a delegate from a different member organization may the Resolution proceed to be heard by the present membership
  3. Following the reading, if there is no objection from the floor, the Resolution moves to committee
  4. If there is an objection, the presiding officer will ask for a majority vote of the present membership to move the Resolution to committee

- B. If a case has been made for an Emergency Resolution, approval requires 2/3 majority vote to be considered an emergency. After a successful 2/3rds vote, the Emergency resolution is considered a Final Draft Resolution (see below) and may be immediately considered.
- C. The presiding officer refers a standard Resolution to all committees interested in reviewing the Resolution at that time and expands consideration to all delegates and committees before the agreed upon voting meeting.
- D. For individual delegate initiated resolutions, a committee and committee sponsor point of contact is named, which could be the proposing delegate or a committee member.
- E. A final Membership vote may be scheduled for the next meeting or at a future date, up to one calendar year, as agreed to by the sponsoring point of contact.

### III) Final Draft Resolution Presentation

- A. The sponsoring point of contact is responsible for:
  - 1. Coordinating for and submitting a report of any feedback from other committees and delegates.
  - 2. Ensuring the final draft is posted to the ACCF website.
  - 3. Preparing an updated draft with an accompanying report/statement and submitting it to the presiding officer at least ten (10) days before final consideration of a membership meeting, except in the event of an emergency.
  - 4. Presenting or naming a representative to present the Resolution for a vote.
  - 5. The newsletter submission
- B. Members may amend or withdraw their draft resolutions before consideration by the full membership.
- C. The presiding officer shall allow sufficient time in the scheduled membership meeting to discuss the draft resolution and any supporting documentation.
- D. The presiding officer shall call for a vote following the presentation and will report the results of the open meeting in the newsletter, the website, and, if approved, forward to the appropriate legislative body for consideration. In the case of virtual meetings, following the presentation, the presiding officer shall call for a vote. If the motion to approve receives a second, the presiding officer will announce the approval process and how the outcome will be communicated.
- E. Post Adoption of a Resolution - the resolution sponsor is responsible for preparing and submitting the final copy to the presiding officer to be archived on the ACCF website, including the voting date and tally of the membership vote for submission within ten (10) days of the membership meeting.

