



Civic Federation Procedures

Created By Board Resolutions

Resolution	Purpose	Adopted
BR 2018-19-2	"Establish Committees"	5-19-2019
BR 2019-20-1	"Remote Participation"	4-09-2020
BR 2019-20-2	"Standing Committee Membership"	4-09-2020
BR 2019-20-3	"Resolutions and Motions"	4-09-2020

Adopted by the Board of Directors of the Arlington County Civic Federation

BR 2018-19-2 – "Establish Committees"

(Adopted 5-19-19)

The Board of Directors hereby:

1) RESOLVE to establish as Member Committees, 10 Public Interest Committees defined as follows:

a. Cultural Affairs. It shall be the duty of this committee to study, report, and make recommendations on all matters pertaining to cultural affairs, including the establishment and maintenance of facilities and the extension of public libraries facilities for higher education. The committee shall serve as liaison for the Federation with appropriate county officials and private bodies dealing with cultural affairs.

b. Environmental Affairs. It shall be the duty of this committee to study, report, and recommend action to the Federation on all matters pertaining to environmental affairs. The committee shall serve as liaison for the Federation with the Environmental Improvement Commission and other official committees and organizations concerned with these matters.

c. Housing. It shall be the duty of this committee to study and report on matters, relating to housing in Arlington and, as considered appropriate, in surrounding jurisdictions. These matters will include development and enforcement of standards, codes, and legislation; housing needs, construction, operation, maintenance, financing, rehabilitation and regulation of single and multi-family structures; public housing; subsidies and other incentives; and developments affecting the adequacy of public services in residential neighborhoods. The committee shall serve as liaison for the Federation with appropriate county officials and organizations in Arlington, and other organizations in its environs. Because housing policy is closely tied with Planning and Zoning, it is expected to work closely with that committee.

d. Legislation. It shall be the duty of this committee to study, report, and make recommendations on questions relating to the enactment or repeal of State and Federal legislation affecting the welfare of Arlington County; to assist the Federation in developing and presenting its position on such legislation; and to advise the Federation on legal questions referred to it.

e. Parks and Recreation. It shall be the duty of this committee to consider and report on all matters pertaining to parks, public recreation, establishment and maintenance of public recreational facilities, and planning for public recreation programs. The committee shall serve as liaison for the Federation with appropriate county officials and private bodies dealing with parks and recreation.

f. Planning and Zoning. It shall be the duty of this committee to study, report, and make recommendations to the Federation on all applications for rezoning, site plans, and variances (as appropriate) in Arlington County. The committee shall also study, report, and make recommendations to the Federation on all changes to the zoning ordinances and land use plans so that appropriate and timely action may be taken by the Federation. It shall further study, report, and make recommendations to the Federation on all matters pertaining to long-range community planning and development, including current programs and new projects. The committee shall serve as liaison for the Federation with official bodies locally and in the surrounding jurisdictions. Because Planning and Zoning policy is closely tied with housing policy, it is expected to work closely with the Housing Committee.

g. Public Services. It shall be the duty of this committee to study and report on public services such as utilities, health, welfare and human resources, and public safety. Specific areas of responsibility include: (a) matters related to gas, electricity, telephone companies, ISPs, cable television, mail service, and site regulations and services; (b) public health, welfare and rehabilitation, hospital and rehabilitation facilities; (c)

fire and police protection and traffic regulations; and (d) organization, administration, and the procedures of local government and the operation of county owned utilities.

h. Revenues and Expenditures. It shall be the duty of this committee to evaluate and report on the revenues and expenditures of the local government. The committee shall review annual budget proposals, long range fiscal planning, and such related matters as may be referred to it.

i. Schools. It shall be the duty of this committee to study, report, and make recommendations to the Federation on all matters pertaining to schools. The committee should make budget recommendations in collaboration with the Revenues and Expenditures Committee.

j. Transportation. It shall be the duty of this committee to study, report, and make recommendations on all matters relating to the mobility of citizens and freight traffic within and through Arlington. These shall include, but not be limited to, rail transit, air transport, streets and highways, bridges and other water crossings, sidewalks, terminals, and parking facilities, bus lines, taxi services, and any other related matters referred to it by the Federation. The committee shall serve as liaison for the Federation with official bodies locally and in the surrounding jurisdictions.

2) RESOLVE to establish as Member Committees, 6 Federation Support Member Committees defined as follows:

a. Audit Committee. The Audit committee, chaired by the President of the Federation, will name an Audit Team at the June meeting of the Federation to examine the books of the treasurer by July 31 and report at the regular meeting in September.

b. Bylaws and Rules. It shall be the duty of this committee to examine the structure and function of the Federation and to draft and submit to the Federation for approval amendments to the bylaws.

c. Communication Committee. It shall be the duty of this committee to inform Delegates, Alternates, Member Organizations, the media and community organizations on a regular basis about Federation news, meetings, activities, programs and events by organizing, writing and working on the ACCF Newsletter, Website, Constant Contact, Facebook page and other social media. In addition, the Committee shall explore and keep the Board apprised of technology developments that the Civic Federation should consider and ways to expand the use of social media and other technologies (e.g., livestream) to better communicate and engage with the membership and public. Also, the Committee shall work closely with and coordinate its work with the Secretary, who is the point of contact with the ACCF webmaster.

d. Membership. It shall be the duty of this committee to determine the eligibility of all applicants for membership in the Federation. The committee shall report its findings and make recommendations to the Federation at the next meeting after the application has been referred to the committee. Final action shall be taken by the Federation.

e. The Awards Committee. It shall be the duty of this committee to seek and make recommendations for persons, committees, or members to receive the Sun Gazette Cup and Certificates of Appreciation. At a regular meeting of the Federation no later than the December meeting, the Awards Committee will be elected consisting of five (5) members who shall be elected from the delegates or alternates.

f. Banquet. It shall be the duty of this committee to organize the Annual Banquet of the Federation. The committee shall evaluate possible venues, negotiating rates with the venue, and other actions required for a successful banquet. Will also coordinated with Program Committee concerning set up required for banquet speaker(s).

Adopted by the Board of Directors of the Arlington County Civic Federation

BR 2019-20-1 – "Remote Participation"

(Adopted 4-9-20)

The Board of Directors authorizes Remote Participation (to include e-mail and teleconferencing) for its members with appropriate notice.

Adopted by the Board of Directors of the Arlington County Civic Federation

BR 2019-20–2 "Standing Committee Membership"

(Adopted 4-9-20)

Whereas, "Chairs of Standing Committees appoint members of their committees, who, in accordance with Section 4.2 of the Bylaws "shall be composed only of Voting Members, Alternate Members, and/or other members of Member Organizations."

Therefore, be it resolved that " Such members may apply to Committee Chairs for inclusion, and if not accepted, may appeal to the President and the Board of Directors."

Adopted by the Board of Directors of the Arlington County Civic Federation

BR 2019-20–3 - "Resolutions and Motions"

(Adopted 4-9-20)

- 1) Resolutions will normally be considered at the next available meeting, except in an emergency. Emergency consideration of a resolution requires a 2/3 vote of the membership.
- 2) The presiding officer has the right to:
 - a) Accept the proposed resolution as appropriate business for ACCF;
 - b) Refer the proposed resolution to the appropriate committee(s) for review, report and recommendation;
 - c) Schedule or re-schedule the date for consideration of the resolution by the full membership;
- 3) Members presenting resolutions should take care to:
 - a) Document/footnote sources of factual information
 - b) Refrain from personal, partisan or inappropriate statements
- 4) Members may amend or withdraw their resolutions prior to consideration by the full membership;
- 5) Resolutions and accompanying reports should be posted on the ACCF website at least 7-10 days prior to consideration at a membership meeting, except in the event of an emergency.