

# **Arlington County Civic Federation By-laws and Standing Rules**

As amended February 5, 2016

<b>ARTICLE I</b>	<b>Name</b>
<b>ARTICLE II</b>	<b>Object</b>
<b>ARTICLE III</b>	<b>Members</b>
	Section 1. Voting membership
	Section 2. Member organizations
	Section 3. Member organization requirements
	Section 4. Member organization delegates/alternates
	Section 5. Member organization votes
	Section 6. Membership application
	Section 7. Annual Dues
	Section 8. Honorary delegates
<b>ARTICLE IV</b>	<b>Officers and Elections</b>
	Section 1. Officers
	Section 2. Nominations committee
	Section 3. Elections
	Section 4. Term of office
	Section 5. Secretary
	Section 6. Vacancy in office of President
	Section 7. Duties of officers
<b>ARTICLE V</b>	<b>Meetings</b>
	Section 1. Regular meetings
	Section 2. Annual meeting
	Section 3. Special meetings
	Section 4. Quorum
<b>ARTICLE VI</b>	<b>Executive Committee</b>
	Section 1. Executive Committee
	Section 2. Executive Committee Chair and Vice-Chair
	Section 3. Attendance
	Section 4. Vacancy
	Section 5. Duties of Executive Committee
	Section 6. Financial duty
	Section 7. Coordination with committees
	Section 8. Meetings
	Section 9. Distinguished Meritorious Service Award
<b>ARTICLE VII</b>	<b>Committees</b>
	Section 1. Standing committees
	Section 2. Committee chairs
	Section 3. Committee reports
	Section 4. Audit Committee
	Section 5. Other Committees

Section 6. Duties of standing committees  
Section 7. Awards Committee

**ARTICLE VIII Parliamentary Authority**

**ARTICLE IX Amendment of By-laws**

---

**Standing Rules**

## **By-laws of the Arlington County Civic Federation**

### **ARTICLE I Name**

The name of this organization shall be the Arlington County Civic Federation (the Federation).

### **ARTICLE II Object**

The object of the Federation shall be to promote the general welfare of Arlington County and vicinity in a non-partisan, non-sectarian, non-sectional, and non-political manner.

### **ARTICLE III Members**

Section 1. The voting membership of the Federation shall consist of delegates from the member organizations.

Section 2. Any organization whose primary object and principal work promotes safety, beautification, general welfare of its community, or the development of civic spirit, shall be considered a civic organization. The Federation reserves the right to determine the number of organizations that shall represent any single community and to reject the application of any organization.

Section 3. No organization shall have delegate representation in the Federation which does not have a minimum of twenty (20) members. The membership of each organization shall be certified annually to the Secretary of the Federation.

Section 4. Each member organization shall be entitled to name four (4) delegates and four (4) alternate delegates to the Federation. The names of the delegates and alternate delegates shall be certified in writing by the President or the designee of the member organization.

Section 5. Each member organization shall be entitled to no more than four (4) votes cast by the delegates or their alternates. No proxy votes may be cast.

Section 6. Membership Application. All organizations applying for membership in the Federation shall be referred to the Membership Committee. The Membership Committee shall report its recommendation to the next meeting of the Federation. A two-thirds vote of the delegates present and voting shall elect to membership.

Section 7. Annual Dues. The Executive Committee shall set annual dues for member organizations by June 1 each year or the current dues shall remain in effect for the next year. Dues shall be payable by July 1. The Treasurer shall notify organizations whose dues are at least six (6) months in arrears that they will be dropped from membership in the Federation if they do not pay their dues within thirty (30) days. Organizations dropped from Federation membership may reapply for membership in accordance with this article. New organizations that join the Federation after January 1 shall pay one half the annual dues.

Section 8. Honorary Delegates. Individuals who have rendered especially valuable services to Arlington or the Federation may, by a vote of two-thirds of the delegates present and voting at any regular meeting of the Federation, be selected honorary delegates for a period of time designated by the members. Honorary delegates are entitled to attend meetings of the Federation and participate in deliberations, but are not entitled to vote.

### **ARTICLE IV Officers**

Section 1. The officers of the Federation shall be a President, Vice-President, Secretary, and Treasurer, elected from the delegates, except the Secretary, who may be a non-delegate. The Secretary, when a non-delegate, shall not have a right to vote.

Section 2. Nominating Committee. At the regular meeting in April, a nominating Committee of five (5) members shall be elected by ballot by the membership of the Federation, from nominations from the floor. A plurality elects. If there are no more than five nominees, elections may be by voice vote. Nominees must be delegates or alternate delegates of the Federation. It shall be the duty of this Committee to nominate at least one candidate for each office, and at least five members to serve on the Executive Committee. The nominees for office and for the Executive Committee shall be delegates or alternate delegates of the Federation and shall maintain the status of delegate or alternate delegate during their term of service. The Nominating Committee shall submit its report in writing to all the delegates through the newsletter, or by other appropriate means, and shall report at the annual meeting in June, at which time nominations from the floor shall be permitted with the consent of the nominee.

Section 3. Election. The officers and members of the Executive Committee shall be elected by ballot. If no candidate for office has received a majority after the second ballot, balloting shall continue between the two candidates having the highest number of votes on the preceding ballot. Should there be only one nominee for an office, election for that office may be by voice vote. Election to the Executive Committee shall be by plurality vote. If there are no more than five nominees for the Executive Committee, election may be by voice vote.

Section 4. Term of Office. Officers and Executive Committee members are elected to serve for one year or until their successors are elected. Their term of office shall begin on July 1 following their election at the annual meeting.

Section 5. Should there be no delegate nominee for the office of Secretary, the Executive Committee may appoint a non-delegate to fill the office.

Section 6. A vacancy in the office of President shall be filled by the Vice-President. If the Vice-President is unable to serve, the Chairman of the Executive Committee shall fill the vacancy. A vacancy occurring in any other office shall be filled by the delegates at the next regular meeting after the meeting at which the vacancy was announced.

#### Section 7. Duties of Officers.

(i) President. The President shall preside at all meetings of the Federation and shall perform such other duties as pertain to this office. The President, with the approval of the Executive Committee, shall appoint the Chairman of standing committees and special committees authorized by the Federation. The President shall appoint, with the recommendation of the Executive Committee, Federation representatives to other organizations or to other committees. Only the President, or his designee, may represent the Federation.

(ii) Vice-President. In the absence of the President, or a vacancy in the office of president, the Vice-President shall perform the duties as the President. The Vice-President shall perform such other duties as the President or the Executive Committee may assign.

(iii) Secretary. The Secretary shall record the proceedings of the Federation and the Executive Committee and shall conduct the correspondence of the Federation. The Secretary shall send out notices of all meetings, and shall perform such other duties as may be assigned by the President or the Executive Committee. At the expiration of the term of office, the Secretary shall turn over to the newly-elected Secretary, all books, documents, records, and other property of the Federation pertaining to this office.

(iv) Treasurer. The Treasurer shall receive the funds of the Federation and shall disburse monies when duly authorized by the Federation. The Treasurer shall notify member organizations of dues payable, record all monies and dues paid to the Federation, and record all disbursements. The Treasurer shall give a financial report at each regular meeting of the Federation, and at the May meeting of the Federation, shall name the organizations in arrears with dues. The Treasurer shall maintain a roll of member organizations, their officers, delegates and alternate delegates and all other persons or organizations pertinent to the operation of the Federation. At the expiration of the term of office, the Treasurer shall turn over to the newly-elected Treasurer all monies, books, records, and any other property belonging to the Federation.

(v) Official Representatives. It shall be the duty of the Federation representatives to attend the meetings of the organization or the committee to which they have been appointed. No delegate may represent both the Federation and another organization at the same time unless authorized by the President.

## **ARTICLE V Meetings**

Section 1. The regular meetings of the Federation shall be held on the first Tuesday of each month from September through June, inclusive, unless otherwise ordered by the Executive Committee.

Section 2. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers and members of the Executive Committee, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President and shall be called on the written request of ten (10) delegates. Notification in writing, specifying the business to come before the special meeting, shall be sent to the delegates at least five (5) days prior to the special meeting.

Section 4. Ten (10) member organizations, represented by at least one delegate, shall constitute a quorum.

## **ARTICLE VI The Executive Committee**

Section 1. The officers of the Federation and the five elected members of the Executive Committee shall constitute the Executive Committee.

Section 2. The members of the Executive Committee shall elect a Chairman and Vice-Chairman from their number.

Section 3. Two consecutive unexcused absences from regularly scheduled meetings of the Federation, or from regularly scheduled meetings of the Executive Committee, shall constitute a requirement for the officer or member elected to the Executive Committee to resign. In extenuating circumstances, the Executive Committee has the right to waive this requirement.

Section 4. Vacancy. A vacancy on the Executive Committee shall be filled by a candidate selected by the Executive Committee and approved by the delegates at the next regular meeting after the meeting at which the vacancy was announced.

Section 5. The Executive Committee shall have general supervision over the affairs of the Federation between its business meetings, fix the hour and place of meetings, make recommendations to the Federation, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Federation and none of its acts shall conflict with action taken by the Federation.

Section 6. The Executive Committee shall have general supervision over the financial and business affairs of the Federation. Proposed appropriations in excess of two hundred and fifty dollars (\$250.00) shall be referred to the Executive Committee for approval.

Section 7. It shall be the duty of the Executive Committee to meet with the chairmen of standing committees so that committee work may be coordinated, reports made, and help offered when needed. The Executive Committee shall assist and counsel the President on assignments and referrals to standing and special committees.

Section 8. Unless otherwise ordered by the Executive Committee, regular meetings shall be held each month. Special meetings of the Executive Committee may be called by the President or the Chairman, and shall be called upon the written request of three members of the Committee.

Section 9. Distinguished Meritorious Service Award. The Executive Committee may select as a Member of the Order of Distinguished Meritorious Service a person who: (a) is a current or former active delegate to the Federation; (b) has made an outstanding contribution to Arlington County over an extended period of time; and (c) exemplifies the citizen activist as a positive element in community life. Selection of a Member may occur and be announced at any time. The Executive Committee shall conduct an annual review of potential recipients, although the award need not be made each year. The annual review shall take place no later than the March meeting of the Executive Committee and, should a recipient be selected, the announcement is to be made at the annual banquet of the Federation. The Chairman of the Executive Committee shall present the award. The Executive Committee is responsible for the purchase of a suitably inscribed plaque and for the preparation of an appropriate citation. The official file listing the names of Members of the Order of Distinguished Meritorious Service shall be maintained by the Executive Committee.

## **ARTICLE VII Committees**

Section 1. The standing committees of the Federation are: Bylaws, Community Relations, Cultural Affairs, Environmental Affairs, Housing, Legislation, Membership, Parks and Recreation, Planning and Zoning, Public Services, Revenues and Expenditures, Schools, Special Events, and Transportation.

Section 2. The President, with the approval of the Executive Committee, shall appoint a delegate or alternate delegate to chair each of the standing committees. Chairmen shall serve for one year or until their successors are appointed. Each chairman shall select the membership of the committee from among members of organizations belonging to the Federation. A listing of the membership of the committee shall be provided to the President and the Secretary.

Section 3. Committee reports shall be in writing. A copy of the report, containing the names of all who attended the meetings which considered the subject(s) of the report, shall be given to the President and to the Secretary. The annual report shall contain the names of all committee members who served during the year.

Section 4. Audit Committee. An Audit Committee shall be appointed by the President at the June meeting of the Federation. It shall be the duty of the Audit Committee to examine the books of the treasurer by July 31 and report at the regular meeting in September.

Section 5. Such other committees, standing or special, shall be appointed by the President as the Federation or the Executive Committee shall deem necessary to carry on the work of the Federation. The President shall be ex officio a member of all committees except the Nominating Committee.

### Section 6. Duties of Standing Committees.

(i) Bylaws. 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.

(ii) Community Relations. It shall be the duty of this committee to inform the press, and other community representatives, of Federation activities on a regular basis. The committee shall also respond, as necessary, to inquiries regarding Federation activities with the assistance of the Federation's officers and other committees.

(iii) 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.

(iv) 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.

(v) Housing. It shall be the duty of this committee to study and report on matters, except zoning, 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.

(vi) 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.

(vii) 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.

(viii) 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.

(ix) 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.

(x) 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, telegraph and telephone companies, 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.

(xi) 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.

(xii) 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.

(xiii) Special Events. It shall be the duty of this committee to arrange for the annual banquet, the Federation's participation in the County Fair, and the annual parade, and to cooperate with the County in whatever other relevant public events it may sponsor.

(xiv) 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..

#### Section 7. The Awards Committee.

(i) 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.

(ii) Election of the Awards Committee. At a regular meeting of the Federation no later than the December meeting, the Awards Committee consisting of five (5) members shall be elected from the delegates. Election shall be by ballot from nominations from the floor and a plurality shall elect. Should there be only five nominees, voting may be by voice.

(iii) Procedure for Selection of the Cup Recipient. The Sun Gazette Cup shall be awarded annually to the delegate, alternate, or committee who has made the greatest contribution to the Federation and civic endeavor in Arlington in recent years. The Awards Committee shall report its nominee for the Sun Gazette Cup at the Federation's annual banquet. Should there be no banquet, the Committee shall report at the May meeting.

(iv) Preparation of the Cup and Citation. The Committee shall prepare a citation for presentation and shall arrange for the name of the recipient to be engraved on the Cup. The recipient shall retain the cup for one year, at the conclusion of which, a suitably inscribed memento shall be presented for permanent retention.

(v) Presentation of the Cup and Citation. The President of the Federation, or his designee, shall make the presentation.

(vi) Certificates of Appreciation. Certificates of Appreciation may be awarded annually to delegates, alternates, committees, or member organizations in recognition of exceptional contributions to the Federation during the past year. The Awards Committee shall report the nominees for Certificates of Appreciation at the Executive Committee meeting in March, at which time the Executive Committee shall make the final selection. The Chairman of the Executive Committee shall present the Certificates at the banquet.

### **ARTICLE VIII Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Federation may adopt.

### **ARTICLE IX Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Federation by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted 1916

Amended May 1, 1957; June 6, 1967; July 1, 1979; July 1, 1981; October 1, 1985; January 7, 1986; November 10, 1987

Revised January 5, 1988

Amended March 1, 1988; June 7, 1994; October 1, 1996; February 3, 1998; March 5, 2001; May 6, 2003;  
June 1, 2004; November 10, 2015; February 5, 2016

## **Standing Rules of the Arlington County Civic Federation**

1. Meetings of the Arlington County Civic Federation shall be open to the public. Debate and voting privileges shall be limited to delegates or alternates.
2. All motions shall be presented to the presiding officer in writing.
3. All new subject matter shall be referred by the presiding officer for investigation to the appropriate standing committee or to such special committee as may be authorized by the Federation. The committee shall report at the next general meeting of the Federation. In an emergency, a resolution or communication may be acted upon by the Federation with the consent of a majority of the delegates present and voting.
4. Issues raised by delegates, or a member organization, received by the President between meetings shall be referred to the appropriate committee.
5. A delegate introducing a subject which is referred to a committee shall have the right to appear before the committee prior to the report being made to the Federation.
6. During debate, no delegate or alternate delegate shall speak more than twice on the same subject, or more than once, until all others have had the opportunity to speak. No delegate or alternate delegate shall speak more than two (2) minutes consecutively.
7. The Executive Committee shall have supervision over the affairs of the Federation between its business meetings and shall act on the Federation membership's behalf when delay for the next business meeting would preclude timely response. Furthermore, when necessary, the members of the Executive Committee may conduct such business via electronic means (electronic mail, facsimile, etc.) as necessary to deliberate and vote on such actions. In any case wherein action is taken on the general membership's behalf between meetings a record copy of any actions taken must be made available at and noted to the membership for review and, if necessary, consideration at the next business meeting.

Adopted March 1, 1988

Amended October 1, 1996; October 3, 2000; March 5, 2001