

FAIRFAX COUNTY FEDERATION of CITIZENS ASSOCIATIONS  
**POLICIES & PROCEDURES**

as Adopted by the Board of Directors: July 24, 2003  
as Revised by the Board of Directors: April 28, 2011  
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+6+7+8+9+13+14+15+17+18+19+24+25+26+29+31+32+33		
First Vice President . . . . 2+3+4+6+7+10+13+25		
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Immediate Past President . . . 9+13+18+24		
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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 prohibits endorsement of candidates for elected office by the Federation general membership, the Board of Directors, and Federation Officers, and Committee Chairs (and Co-Chairs) citing a present or former Federation role.

## 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, and email address. The Federation Website shall include a copy of the application form. Authorized representatives may be re-designated 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, for any Association for which records of the **FIRST VICE PRESIDENT** show no dues payment to the Federation within the past three years, membership applicants, January 1st through June 30th, respective to their size category, may choose between: (1) paying one-half of the dues for a membership extending only to June 30<sup>th</sup> of the current year; OR (2) paying a full year of dues for a membership extending through June 30<sup>th</sup> of the succeeding year.

As a courtesy to incumbent Associations whose membership renewal payments are pending on June 30<sup>th</sup>, their Delegates and Alternates shall continue voting privileges at Federation meetings through December 31<sup>st</sup>.

#### 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.*

P&P The duties of any one office may be divided among co-office holders when a recommendations to do so by the Nominating Committee has been approved by the Board of Directors prior to the general membership meeting at which an Election is scheduled. When more than one co-office holder is present at a meeting where that officer has power to vote, they shall consult on who shall cast votes during that meeting, and, if they cannot agree, no vote shall be cast representing that office.

*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 Partisan political party officeholders shall be defined to include national, commonwealth, county, or magisterial district chairs, vice chairs, secretaries, treasurers, and candidate campaign chairs or treasurers for candidates: (1) on partisan ballots; OR (2) on non-partisan ballots where nominees are traditionally 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 The **PRESIDENT** shall report **NOMINATING COMMITTEE** appointments to the Board at the first Board Meeting following July 1<sup>st</sup>. 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. As an alternative for hard-copy labels for meeting notices, the **FIRST VICE PRESIDENT** may produce a two-part list consisting of (1) email addresses for designated addressees who have furnished email addresses and (2) hard-copy mailing address labels for designated addressees who have not furnished email addresses.

Authorized requestors of the database shall be offered the option to receive hard-copy mailing labels or a combination email addressees and hard-copy labels as described in (1) and (2) above. 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.

To assist the **FIRST VICE PRESIDENT** with membership recruitment duties, the **PRESIDENT** may appoint an additional Membership Co-Chair. The Membership Chair (or Co-Chairs) shall recruit additional Membership Committee members as under procedures of ARTICLE VII, Section 2. The duties of the **MEMBERSHIP COMMITTEE** shall be to (1) maintain an active list of all association members and their contacts, (2) perform annual renewal outreach to current year member associations in May or June of each year; (3) perform reinstatement outreach to former member associations whose membership has lapsed in the past two years; (4) actively solicit new association memberships utilizing the assistance of **DISTRICT COUNCIL REPRESENTATIVES** currently serving on the Board of Directors; and (5) maintain liaison with the **TREASURER** to jointly identify current dues-paid associations eligible to vote at General Membership Meetings.

*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 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 Within two weeks following each Association meeting and Board meeting, the **RECORDING SECRETARY** shall distribute by email 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 proposed Minutes of the previous meeting for final review and revisions before approval of a final version for incorporation in permanent records.

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 to serve for the remainder of that 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, commonwealth, and federal officials with their preferred contact information (mail or electronic) 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 Website 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. When a payee is one of the two authorized check signers, the check shall be signed by the other authorized signer.

*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.

If either the Fairfax County Government or Schools are closed after 12:00 noon the day of a Federation membership meeting, or it is announced that the Fairfax County Government or Schools will be closed the day after a scheduled Federation membership meeting to due inclement weather or other emergency, the Federation will not hold that event. On any other occasion of severely inclement weather or other emergency, a majority of the six **OFFICERS**, conferring by telephone or email, may cancel a meeting and communicate its cancellation on the Federation's Website. The **PRESIDENT** may reschedule the meeting, if appropriate, and announce the rescheduling on the Federation's Website.

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.

Should an unforeseen emergency (e.g., tornado alert) close the annual meeting site, the Board may schedule a delayed annual meeting date, time, and location.

*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 email 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 and those who may be notified by email.

*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 (e.g., as appearing in the most recent Citizen of the Year banquet program) eligible to speak or raise points of order. 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.

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.

*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:

- (3) published in the next Federation Bulletin or on the Federation Website 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 Website.

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 Website Coordinator. Each officer, standing committee, District Representative, the Immediate Past President, Newsletter and Website Coordinator shall have one vote.*

P&P When **CO-CHAIRS** of the same standing committee are 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.

As an exception, a Membership Co-Chairman, appointed by the **PRESIDENT** to assist the **FIRST VICE PRESIDENT** with membership recruitment duties, shall be eligible to vote at Board Meetings whether or not the **FIRST VICE PRESIDENT** is present.

When a Board meeting attendee holds more than one position eligible to cast votes at a Board Meeting, such attendee shall be limited to one vote.

*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 **WEBSITE 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.

If either the Fairfax County Government or Schools are closed after 12:00 noon the day of a Federation Board meeting, or it is announced that the Fairfax County Government or Schools will be closed the day after a scheduled Federation membership meeting to due inclement weather or other emergency, the Board meeting will not be held.

On any other occasion of severely inclement weather or other emergency, a majority of the six **OFFICERS**, conferring by telephone or email, may cancel a meeting and communicate its cancellation on the Federation's Website. The **PRESIDENT** may reschedule the meeting, if appropriate, and announce the rescheduling on the Federation's Website.

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: (1) by mail sent at least five days in advance of the special meeting or (2) 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 Website Coordinator, subject to approval of a majority of the incoming officers and active 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, to be completed no later than the Board's September meeting, 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 publication on the Federation Website. Each committee may hold additional meetings at the call of the chair (or co-chair), with appropriate notification to the Board. Committees will:

(1) review materials received from all relevant sources to identify critical issues with attention given to the county-wide aspects of each issue rather than to limited local concerns;

(2) review proposals by the Board of Supervisors, and pending General Assembly legislation which would impact Fairfax County, to establish, expand, or reduce programs within the area of that committee's expertise;

(3) consider whether the Federation should take a position on a proposed program establishment, expansion, or reduction;

(4) draft proposed resolutions on (3) items selected;

(5) forward draft resolutions to the Board; and

(6) propose Federation positions concerning their committee's area of expertise for recommendation to the Budget Committee concerning their relevant portion(s) of the annual County Executive's budget proposal for consideration by the Budget Committee for incorporation in the Budget Committee's recommendations to the Board.

The **BUDGET COMMITTEE**, in addition to the general duties of all committees described in (1) through (5) above, shall: (a) review the County Executive's proposed budget for the forthcoming year, (b) analyze proposed new programs, (c) scrutinize all proposed line-item expenditures and revenue sources, (d) consider recommendations forwarded to the Budget Committee by Federation Committees relevant to their areas of expertise; (e) propose a comprehensive Federation position resolution to the Board.

The **CITIZEN ASSOCIATION SERVICES COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: compile and share (a) samples of Citizen and Home-Owner Association By-Laws for furnishing to inquirers interested in establishing a new neighborhood civic organization where they reside and to existing neighborhood associations considering revising their existing By-Laws; (b) information on requirements of the State Corporation Commission relating to incorporation and annual filings by neighborhood associations. (c) information on enforcement of neighborhood covenants; (d) information on enforcement of proffers negotiated at the time of a developer's establishment; and (e) other areas of interest to neighborhood associations.

The **EDUCATION COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: (a) monitor the functions of the elected Fairfax County School Board; (b) review proposals to establish, expand, or reduce educational programs and, if appropriate, forward to the Federation Board recommendations concerning them; and (c) propose Federation positions concerning the annual Fairfax County Public School System budget for forwarding to the Federation Board.

The **ENVIRONMENT COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: (a) monitor activities and proposals of the Environmental Protection Agency and other Federal agencies as published in the Federal Register which would impact Fairfax County; (b) review proposals to establish, expand, or reduce environmental programs before Congress or the General Assembly which would impact Fairfax County; and (c) review environment impacting proposals before appointed regional or local bodies which would affect Fairfax County.

The **HUMAN SERVICES COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: (a) monitor activities of the Fairfax County Human Services Council and relevant agencies; and (b) review proposals to establish, expand, or reduce human services programs.

The **LAND USE COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: (a) monitor the activities of the Board of Zoning Appeals and the County Planning Commission; and (b) review proposals to modify land use ordinances.

The **LEGISLATION COMMITTEE** shall: (a) prepare a "Legislative Recommendations" proposal of issues which should be considered by the next General Assembly for review at the Federation's November meeting; (b) forward its Committee draft for review by the Board at its October Board Meeting; (c) monitor legislation introduced in each General Assembly session for comparison with Federation recommendations; and (d) draft appropriate letters for the **PRESIDENT** to forward to the Governor and to Senators and Assembly Members of the Fairfax County delegation serving on committees reviewing proposals of Federation interest.

The **PUBLIC SAFETY COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: (a) monitor any proposals before the Board of Supervisors or its committees to establish, expand, or reduce programs of the police and fire departments; and (b) monitor proposals to expand or alter the physical facilities of those departments;

The duties of the **RESOLUTIONS COMMITTEE** shall be to (a) assist other committees in the wording of resolutions, if requested; (b) provide final resolution wording when a Board meeting refers "the sense of the just concluded discussion" to it rather than prolong debate over exact final wording; and (c) propose resolutions on issues not under the jurisdiction of any other committee when requested to do so by the President.

The **TRANSPORTATION COMMITTEE**, in addition to the general duties of all committees described in (1) through (6) above, shall: (a) monitor proposals of the U.S. Transportation Department's Federal Highway Administration and Federal Railroad Administration, the Virginia Department of Rail and Public Transportation, the Washington Metropolitan Area Transit Authority, and the Fairfax County Department of Transportation concerning proposed road construction and modifications in Fairfax County; and (b) review all proposals to establish or expand roadways, busing, rail, and air transportation options.

*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 August 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 currently eligible for representation are:

Braddock  
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.*

P&P: Designated **DISTRICT REPRESENTATIVES** shall be voting members of the Board of Directors but may vote at Membership Meetings only if designated Delegates or Alternates of their respective neighborhood Associations. If not representing a neighborhood association, a designated District Representative may speak or raise a point of order and may be called upon at the discretion of the presiding officer to provide expertise on a specific subject matter.

When a designated District Representative is seldom attending Board Meetings, the Federation **PRESIDENT** shall consult with that District Council's Chair about encouraging renewed participation or recruiting a new representative.

**DISTRICT REPRESENTATIVES** shall:

- (1) inform the Federation of upcoming District Council sponsored activities and events;
- (2) assist the Membership Committee in contacting:
  - (i) prospective new member Associations; and
  - (ii) delinquent incumbent Associations; and
- (3) provide a District Council weblink to the Federation's Webmaster.

**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 a 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:

- (1) adopt it and report adoption at the next Membership meeting or
- (2) defeat it and place the item on the agenda for the next 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:

- (1) filed with the Board which must then include it in the call for the next membership meeting as specified in Article V; or
- (2) 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 and email communication options as obtained from the First Vice President;
- (3) posted on the Federation Website; and
- (4) distributed in written form at the commencement of the Association Meeting.

#### Supplement A: **WEBSITE ADMINISTRATION**

All information posted by the **WEBSITE ADMINISTRATOR** on the Federation Website *www.fairfaxfederation.org*, shall conform with the following requirements:

- (1) Purpose: The purpose for the Website 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 organizations 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) provide information to County residents interested in establishing a new neighborhood citizen or home-owners association where they reside;
  - (h) inform the Board and membership of activities and action in the County, region, and Commonwealth that might impact homeowners in Fairfax County;
  - (i) increase the visibility of the Federation to the community and in Northern Virginia; and
  - (j) inform the Board and membership of activities and action in the County, region, or Commonwealth that might impact homeowners in Fairfax County.
- (2) Fraud: No information known or suspected to be fraudulent.
- (3) 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 Website as paid advertising.
- (4) Copyrights: No information that infringes on a copyright is posted without written permission of the copyright holder.
- (5) Trademarks, Service Marks, and Trade Dress: No information that infringes on a trademark or service mark.
- (6) Obscenity: No content that might be deemed obscene.

- (7) Gaming: No information soliciting participation in a lottery/ or other type of wagering.
- (8) Chain Letters: No information soliciting participation in chain letters or pyramid sales posted or linked.
- (9) 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 in connection with publicity announcing such an occasion.
- (10) Financial Information: No Federation financial information or reports, including periodic Treasurer's reports, except the admission price for forthcoming seminars, dinners, or other special events.
- (11) Federation Positions: Proposed positions approved by the Board of Directors for calendaring for action by the membership shall be posted as soon as possible following Board review. Public issue positions approved by the Federation membership and board shall be posted as soon as possible following adoption.

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

An annual **CITIZEN OF THE YEAR** (COY) banquet shall be planned and executed under following procedures and requirements:

(1) *Purpose of Awards*

The presentation of a Fairfax COY Award each year is sponsored by the Federation. The Federation may seek and have co-sponsors. Both the COY Award and Citation(s) of Merit (COM) 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 through the promotion and engagement of civil dialogue and actions. The previous year's COY is re-recognized and presented with a permanent substitute to replace the one-year possession of the Federation Cup.

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

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(a) **NOVEMBER**

- (i) 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 (ACC)** and **BANQUET COMMITTEE CHAIR (BCC)**
- (ii) The **BCC** 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 **ACC** for inclusion in the Banquet program.
- (iii) The **BCC** 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 **BCC**, in coordination with the **PRESIDENT** and the Executive Board, to recruit a specific keynote speaker and that speaker's available date(s). As soon as per person serving costs have been contracted, the **BCC** will recommend for Board approval a banquet ticket price.
- (iv) The **BCC** will contact potential co-sponsors to:
  - (aa) discuss joint sponsorship relationships;
  - (bb) advise potential co-sponsors who will be the Federation's contact for the forthcoming year's banquet; and
  - (cc) affirm who will be a co-sponsor's contact for the forthcoming year's banquet.
- (v) The **ACC** will design a Citizen of the Year Nominations Form which specifies:
  - (aa) that an award recipient must be a current or former resident of Fairfax County;

- (bb) 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;
- (cc) that elected officials and those whose contributions are related to their employment are ineligible for consideration;
- (dd) that nominations may be made by individual citizens or organizations;
- (ee) that accomplishments or contributions cited in nominations must have county-wide (rather the 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 positive implications for the future;
  - specific: intense efforts as the major promoter of a single program or project completed in a finite period of time;
- (ff) that nominations are to be filed at the Federation designated location as stated on the nomination form;
- (gg) the deadline (usually January 31st) for filing nominations.

(b) **DECEMBER**

- (i) The **ACC** will determine a date, time and place for a Selection Committee meeting, usually a week after the nomination filing deadline, in coordination with the **PRESIDENT** or **FIRST VICE PRESIDENT** who will be serving as the Federation's voting representative, and by letter or email to invite the heads of the following organizations to appoint an Awards Committee member to represent that organization at the Selection Committee meeting:

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

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).

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 Selection Committee member.

- (ii) The **ACC** will coordinate with the **PRESIDENT** on preparation and dissemination of a news release to provide the general public with information about the awards program and identify the source of nomination forms. The **ACC** 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.

(c) **JANUARY**

- (i) After the Banquet date has been finalized, the **ACC** will discuss with co-sponsor(s) their respective participation regarding the banquet program;
- (ii) The **BCC** and **TREASURER** will coordinate the program's expenses based on the Federation's adopted budget.

(d) **FEBRUARY**

- (i) The **BCC** 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 eating, and the purchase and engraving of awards.

- (ii) The **ACC** will affix and initial a postmark date on each nomination received, reproduce copies for 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 reaffirmation that nominations will be accepted after the published deadline.
- (iii) The **ACC** shall serve as non-voting Chairman of the Selection Committee and conduct the Selection Committee meeting under the following procedures:
  - (aa) 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;
  - (bb) each committee member will be instructed to begin the selection process by voting for his or her three "best nominees" from among all nominations submitted and giving:
    - 3 votes to the member's first choice
    - 2 votes to the member's second choice
    - 1 vote to the member's third choice
  - (cc) after the results of the initial weighted balloting have been tallied, the Selection Committee shall, by majority vote, select 3-5 "finalists" from among the highest vote-receivers on the initial balloting for further discussion and consideration.
  - (dd) selection of a Citizen of the Year (COY) shall require a majority vote; if, after two ballots, no candidate has received a majority, the lowest vote receiver of the previous ballot shall be dropped and the voting process repeated;
  - (ee) after completion of the selection of a COY, consideration shall be directed to selection of 1-3 COM Award winners from among the weighted vote finalists; anyone who has received a COM in the past five years shall not be consider for the same award;

- (ff) finally, consideration shall be given to any nominees forwarded for consideration for a Special Gratitude Award (SGA); 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 of an SGA.
- (iv) The **ACC** shall contact award winners the next day following the Selection Committee meeting to advise them of their selections, of the arrangements for the Annual COY banquet, and to ask each to prepare and forward to the **BCC** a list of co-workers, friends, neighbors, and relatives to whom invitations to the banquet should be sent. In addition, the **ACC** will advise award winners to prepare remarks after acceptance of their awards. (Generally the COY may speak for ten minutes and each COM or SGA winner may speak for five minutes; however, the length of time of remarks shall be dictated by the planned awards ceremony time table.)
- (v) The **ACC** shall prepare, in coordination with co-sponsor(s), a news release which includes background information on each award winner with
  - (aa) copies to co-sponsor(s); and
  - (bb) copies to media identified as serving Fairfax County
- (e) **MARCH**
  - (i) The **ACC** will contact the previous year's COY to pick up the Federation CUP and arrange for its engraving with the name of the new COY;
  - (ii) The **ACC** will arrange for purchase and engraving of awards for:
    - (aa) COM Award(s);
    - (bb) any SGA Award(s).
  - (iii) The **ACC** will arrange for purchase and engraving of a plaque, bowl, or other replacement for the Federation Cup returned by the previous year's COY.

- (iv) The **ACC** will coordinate with the **PRESIDENT** on who will extend complimentary ticket invitations to others such as:
  - (aa) the introducer of the COY (usually the Chairman of the Board of Supervisors, if available);
  - (bb) introducers of COM winners(s) (usually the Supervisor or a State Legislator representing the District where the winner lives OR the head of the organization where the winner has been most active);
  - (cc) introducer(s) of any SPG award winner(s).
- (v) The **ACC** 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 substitute biographical data and pictures of current year award winners.)
- (vi) The **ACC** will arrange for the printing of the banquet program by a Fairfax County printer (e.g., D&P Printers at 703-941-2114).
- (vii) The **ACC** will advise the **BCC** of pertinent information generated by the Selection Committee.
- (viii) Early in the month the **ACC** will arrange for the printing of COY banquet invitations (showing a deadline for returning reservations), envelopes, response cards (providing menu choice), and response card envelopes (addressed to the designated location).
- (ix) The **BCC** will compile a list of invitees (and eliminate duplicates) from lists of:
  - (aa) Federation Board Members, Past Federation Presidents, District Council Chairmen, Presidents of dues-paid Neighborhood Associations, and designated Neighborhood Association representatives and alternates to the Federation;
  - (bb) designated management officials of co-sponsor(s);

- (cc) previous COY, COM, and SGA winners for whom local addresses are available;
- (dd) news media contacts;
- (ee) incumbent County officials, State Senators, State Delegates, and Members of Congress serving Fairfax County;
- (ff) presidents and representatives of organizations who served on the Awards Committee;
- (gg) co-workers, friends, neighbors, family members, and other relatives of award winners as solicited from award winners;
- (hh) selective use of the Fairfax Committee of 100 membership list and other pertinent organization lists (e.g. Boards of organizations represented on the Awards Selection Committee);

(x) The **BCC** will schedule a committee meeting to address and stuff invitation envelopes, affix stamps, and mail banquet invitations.

(xi) The **BCC** will arrange for a photographer to take pictures at the banquet and a field representative to assist in recognition of VIPs.

(f) **APRIL**

(i) The **BCC** will recruit specific committee members to collect reservation envelopes returned to the designated location for processing of responses to invitations:

(aa) the designated location mail box should be checked at least weekly until seven days before the scheduled banquet and daily thereafter;

(bb) checks received shall be forwarded to the Federation Treasurer;

(cc) 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";

- (dd) 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 selections (by color coding).
- (ii) The **BCC** will arrange with a Fairfax County florist for the purchase and banquet day delivery to the hotel/motel of:
  - (aa) table top arrangements for the speakers' table;
  - (bb) corsages (for women) and boutonnieres (for men) in numbers sufficient to provide one each to award winner and the previous year COY.
- (iii) The **BCC** will recruit specific committee members to staff the banquet reservation table to:
  - (aa) lay out name tags in alphabetical order for prepaid ticket purchasers and complimentary guests;
    - Co-Sponsors representative(s);
    - COY and one guest;
    - COM winner(s) and one guest (each);
    - SGA winner and one guest;
    - Previous Year COY and one guest;
    - Keynote Speaker and one guest (or staff member);
    - Introducers of COY, COM, and SGA winner(s);
  - (bb) hold back name tags for reservations committed for "payment at the door" for hand out after payment has been received.
- (iv) The **BCC** 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):

- (aa) representative(s) of the co-sponsor(s);
  - (bb) previous COY winners;
  - (cc) previous COM winners;
  - (dd) previous SGA winners;
  - (ee) elected officials;
  - (ff) former elected officials;
  - (gg) selected appointed officials (e.g. County Executive, Superintendent of Schools, Governor's cabinet);
  - (hh) members of the current year Awards Selection Committee;
  - (jj) past Federation presidents.
- (v) The **BCC** will coordinate periodically with the hotel/motel's banquet office contact to determine final arrangements including:
- (aa) size of speaker's riser and placement of microphones and flags;
  - (bb) arrangement of audience tables;
  - (cc) placement of copies of the banquet program at each place;
  - (dd) 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);
  - (ee) final billing arrangements.
- (vi) The **ACC** will prepare for the **PRESIDENT** a "platform agenda" (expanding on information in the printed program) including one or more designated time periods for "Introductions."
- (vii) Approximately two weeks prior to the, the **ACC** will contact media representatives to solicit media coverage.

(viii) Approximately three days prior to the Banquet, the **PRESIDENT** will telephone the keynote speaker (or staff member contact) to:

(aa) reaffirm attendance and identify any guest or staff member accompanying the speaker;

(bb) determine any special arrangements or accommodations needed

(g) **POST-BANQUET**

(i) The **PRESIDENT** will send thank you letters to the keynote speaker, appropriate co-sponsor officials, and others who should be thanked for their contributions to the banquet's success (e.g., contributors of floral arrangements or musicians).

(ii) The **TREASURER** will confer with the **BCC** to ensure that bills for printing invitations, postage, purchasing and engraving of awards, and printing of programs have been submitted and paid.

(iii) The **BCC** and **TREASURER** will coordinate preparation of a final report to the Federation Board listing revenues, expenses, and resulting profit or loss.

(iv) The **ACC** will file in the Federation's records one copy of:

(aa) all information relating to the selection of award winners (for possible re-use one year later if the number of nominees is small);

(bb) the printed Banquet program;

(cc) the "platform agenda."

(v) The **PRESIDENT**, **ACC** and **BCC** will confer to review *Supplement B* policies and procedures, tabulate lessons learned from the just concluded banquet efforts, and prepare any appropriate recommendations to the Federation Board for revisions to *Supplement B*.