

Standing Executive Board Practices and Procedures
General Resolution No. 2020-1
January 8, 2020

Whereas, Article VII, Section 2 of the By-Laws empowers the Executive Board to have general supervision of the affairs of the Fairlington Citizens Association (FCA);

Whereas, the Executive Board has by precedent, practice, and resolution established a variety of procedures to facilitate the conduct of Executive Board meetings and Association business; and

Whereas, the Executive Board wishes to continue these procedures for 2020;

Therefore, Be It Resolved that the Executive Board adopts the following procedures for the conduct of meetings and Association business during 2020. These procedures shall remain in effect until amended by a majority of the Executive Board.

Section 1. Meeting date and time. The Executive Board shall meet monthly on the second Wednesday of the month at 7 p.m. and shall conclude by 9 p.m. in the Fairlington Community Center, 3308 S. Stafford Street, Arlington VA, unless the Board determines otherwise. The Executive Board may establish special meetings as it deems appropriate.

Section 2. Notice of meetings. Notice of meetings of the Executive Board and of the Association shall be published in the *All-Fairlington Bulletin*, the FCA website, the FCA Facebook page, or other social media platforms. The nature of the notice may vary according to the medium in which the notice is published. Wherever possible, the notice shall identify the general matters to be considered by the Executive Board.

Section 3. Meeting Agenda. The agenda for each regular monthly meeting of the Executive Board shall be developed by the President in consultation with Board members and shall be distributed in advance to all members of the Executive Board. In the absence of any amendments, the agenda as presented by the President upon the convening of the meeting shall be adopted by unanimous consent.

Section 4. Order of Business. The standing order of business for regular monthly meetings of the Executive Board shall be as follows: Call to Order, Approval of the Agenda, Approval of the Minutes, President's Report, Treasurer's Report, Other Reports, Unfinished Business, New Business, Adjournment.

Section 5. FCA Member comments. Before the beginning of the monthly Executive Board meeting, there shall be an opportunity for FCA members to address the board on matters affecting the community. Member comments shall be limited to three minutes per member.

Section 5. Minutes. The Secretary shall circulate draft minutes of the prior Executive Board meeting to all Board members in advance of the next Board meeting. Technical corrections to the minutes shall be submitted to the Secretary prior to the Board meeting and shall be deemed to be included in the minutes prior to a vote on final adoption of the minutes.

Section 5. Budget. No later than its February meeting, the Executive Board shall adopt a budget for the year, identifying anticipated expenditures by general category and projecting revenues. No later than its July meeting, the Executive Board shall conduct a mid-year review of the budget, amending it as appropriate.

Section 6. Committees and Delegates. At the January meeting of the Executive Board, the President shall appoint the committees specified in the By-Laws and, in consultation with the Board, shall appoint FCA delegates and alternates to the Arlington County Civic Federation and the Alexandria Federation of Civic Associations.

Moved by _____

Seconded by _____

Vote _____ Pass Fail

Roll Call:

Julie Butler _____
Jennifer Davies _____
Kent Duffy _____
Ed Hilz _____
Guy Land _____

Rebecca Sayres _____
Donald Staren-Doby _____
Chris Weathers _____
Samuel Wolbert _____

Date: _____