

Standing Executive Board Practices and Procedures
General Resolution No. 2015-1
January 15, 2015

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 and practice 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 2015 and formally establish the basis for a number of the procedures;

Therefore, Be It Resolved: that the Executive Board adopts the following procedures for the conduct of meetings and Association business during 2015. 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, or the Facebook page of the Fairlington Appreciation Society or other Facebook page associated with FCA. 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 6. 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 7. 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 8. 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 __Secretary Dabbs_____

Seconded by _Director Hartman_____

Vote _8-0-0_____ Pass Fail

Roll Call:	Carol Dabbs	yea	Mark Jones	yea
	Kent Duffy	yea	Guy Land	yea
	Gretchen Fallon	yea	Doug Penn	absent
	Joe Hartman	yea	Chris Weathers	yea
	Ed Hilz	yea		

Date: _1-15-2015_