

AN ORDINANCE AMENDING ORDINANCE 1091 AN ORDINANCE AMENDING CHAPTER 2, "ADMINISTRATION," OF THE CODE OF THE CITY OF FALLS CHURCH, VIRGINIA, BY AMENDING AND REENACTING ARTICLE I, SECTION 2-1, "GENERAL REQUIREMENTS FOR CITIZEN BODIES APPOINTED BY CITY COUNCIL."

THE CITY OF FALLS CHURCH HEREBY ORDAINS that Chapter 2, "Administration," of the City Code is amended and reenacted as follows:

Sec. 2-1. General requirements for citizen bodies appointed by city council.

Unless otherwise provided by the Council for any given body:

- 1) Every new citizen body established after the date of this ordinance shall hold an organizational meeting within 30 days of the appointment of its membership. Such meeting shall be convened by a temporary Chairman appointed from among the members by the Mayor. A permanent Chairman and Vice Chairman shall be elected by the members from among themselves at the organizational meeting.
- 2) Every citizen body shall adopt and conduct its activities pursuant to rules of procedure consistent with the requirements of the Code of Virginia (including the Freedom of Information Act), the City Charter, this Ordinance and the Charter of the body. Such rules and any subsequent changes thereto shall be filed in the Office of the City Clerk and available for reference by all who wish to see them.
- 3) Certain minimum procedural requirements shall be included in the rules of procedure adopted under (2) above.
 - a) An oath of office is required of all new appointees.
 - b) Officers of citizen bodies shall be elected annually within two months following: 1) the annual appointment of new full-term members, or 2) the anniversary of their appointment.
 - c) At the organizational meeting called for in (1) above and at subsequent meetings when the annual election of officers is held, a basic schedule of regular meetings for the ensuing year shall be adopted. This schedule shall be filed in the Office of the City Clerk.
 - d) Each meeting shall be conducted pursuant to at least three days notice to all members and to the public, including the agenda for the meeting, its date, time and place.

e) A quorum for the taking of actions shall consist of at least a simple majority. Meetings may be conducted for the purpose of exchange of information without a quorum.

f) All meetings shall be held in such places as are readily accessible to the citizenry of the City. Such meetings shall be open to be observed by any member of the public or any media representative seeking admission, except for those sessions or portions thereof which are closed pursuant to the Virginia Freedom of Information statute.

g) The terms and conditions under which the public may speak and be heard at meetings of any citizen body shall be set forth in the rules of procedure for the body.

h) Notices of meetings and proposed agendas, which shall be available to the public, shall be posted with the City Clerk at least three days prior to meetings, except in cases of emergency. Meeting dates shall be listed on the City's monthly calendar if at all possible.

i) Summary minutes shall be kept of all meetings. Draft minutes shall be filed with the City Clerk promptly and the City Clerk will circulate them to City Council members. An annual report highlighting the previous year's activity shall be presented to the City Council at a regularly scheduled Council meeting according to the following schedule: reports should be presented during the month previous to the month in which terms for that particular board/ commission expire (e.g., reports are presented in February for boards/commissions with terms expiring at the end of March). This also applies to appointees to regional boards and commissions. The nomination schedule listing the months when terms expire is printed in the Boards, Commissions and Committees brochure.

Sections 3c and 3g above do not apply to the City Employee Review Board, the Retirement Board, the Private School and Day Care Facility Board and the Building Board of Appeals.

This Ordinance shall be effective upon adoption.

Adopted October 11, 1994
First Reading: August 8, 1994
Second Reading: October 11, 1994
(T94-32)

RES. 84-37

RESOLUTION AMENDING RES. 75-23 ENTITLED "RESOLUTION
ENCOURAGING WIDE-SPREAD CIVIC PARTICIPATION ON CITY
BOARDS AND COMMISSIONS"

WHEREAS, it is the purpose of the City Council to give
opportunity to citizens for active participation
in City affairs, and

WHEREAS, it is desirable to develop the broadest possible
distribution of citizen participation.

NOW, THEREFORE, BE IT RESOLVED that no member of any permanent
Board or Commission shall serve concurrently on any
other permanent Board or Commission except as provided
by Charter, Ordinance or Resolution and in those few
instances where a permanent Board or Commission
meets only as needed, and the City Council deems
it in the public interest to make a concurrent
appointment.

Adopted December 10, 1984
(TR84-38)

RESOLUTION 2003-5

RESOLUTION AMENDING RES. 94-28, ENTITLED
“RESOLUTION ADOPTING REVISIONS TO THE PROCEDURE
FOR CITY COUNCIL APPOINTMENTS TO CITY BOARDS,
COMMISSIONS AND COMMITTEES,” TO PROVIDE FOR
CERTAIN WAIVERS.

WHEREAS, City Council enacted Resolution 94-28 entitled “Resolution Adopting Revisions to the Procedure for City Council Appointments to City Boards, Commissions and Committees”; and

WHEREAS, it has come to the attention of City Council that these procedures do not provide for any exceptions, particularly if the process has recently been followed, but thereafter a vacancy occurs.

NOW, THEREFORE, be it RESOLVED by the Council of the City of Falls Church that Resolution 94-28 be amended by the addition of paragraph number 8, and that the revised procedure shall be as follows:

1. Announcement of vacancies. At the first regular meeting of each month, and at other times as appropriate, the Chair of the Appointments Committee will read the list of current vacancies and terms of various boards, commissions and committees which will be ending by the end of the following month (e.g., at the first meeting in February, the vacancies which will occur at the end of March will be listed). Initial announcement of Planning Commission and Board of Zoning Appeals (BZA) vacancies will be made at least five (5) months before the expiration of terms. Announcements of and appointments to unexpired terms will be made as soon as possible. The City Clerk will submit the list to the Communications Office for announcement in *FOCUS* and other publications.
2. Application forms. A standard application form for candidates for board, commission, or committee appointment will be available from the City Clerk. It will request biographical information and answers to questions about the candidates’ interest in the position sought. All candidates, including incumbents, will be supplied a description of the board, commission, or committee’s duties and will be requested to return the application form by a specified closing date. Completed application forms will be available for public review.
3. Closing date. The closing date for return of applications shall be the second Monday of the month following the announcement of vacancies for all boards except the Planning Commission and the Board of Zoning Appeals. The closing date for return of applications

for the Planning Commission and the Board of Zoning Appeals will be October 31. In the event that no applications are received during the open period or if additional vacancies occur, the position(s) will remain open an additional month. Under provisions of the City Charter, any member of any board or commission shall continue to hold office until his or her successor is appointed and qualified.

4. Interviews. The Appointments Committee will hold interviews on the second Wednesday of the month. If a candidate cannot be scheduled the first month, other arrangements will be made.

The City Clerk will schedule interviews and provide the applications and interview list to all Council members. Copies of applications will also be included with the Agenda item in the meeting package.

5. Appointments. Appointments to boards, commissions, and committees will (generally) be scheduled for the second Council meeting of the month.
6. Notification. Notification of candidates will be made by letter the day after appointments are made.
7. Swearing-in. Swearing-in of new Council appointees can take place at a Council meeting or in the City Clerk's Office.
8. Waiver of publication and interview requirements. Should a vacancy occur within three (3) months of appointment, City Council may waive the publication and interview requirements and fill the new vacancy from among the candidates who applied for the previous vacancy.

Reading: 1-13-03
Adoption: 1-13-03
(TR03-5)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on January 13, 2003 as Resolution 2003-5.

Kathleen Clarcken Buschow
City Clerk

RESOLUTION ADOPTING REVISIONS TO THE PROCEDURE
FOR CITY COUNCIL APPOINTMENTS TO CITY BOARDS,
COMMISSIONS AND COMMITTEES

- WHEREAS, the Falls Church City Council believes that the appointment of citizens to its boards, commissions and committees is one of the highest priorities; and
- WHEREAS, the numerous City boards, commissions and committees play an immeasurably valuable role in the development and oversight of City planning and policy on a wide variety of issues; and
- WHEREAS, the Falls Church City Council actively encourages citizens to dedicate their time and talents to community service on City boards, commissions and committees; and
- WHEREAS, the City Council believes that there should be a standard procedure for the recruitment, interview and appointment of individuals to City boards, commissions and committees; and
- WHEREAS, on April 10, 1989, the Falls Church City Council adopted a procedure for the recruitment, interview and appointment of candidates for new or unexpired terms to the City-appointed boards, commissions and committees; and
- WHEREAS, the City Council desires to revise the procedure.

NOW, THEREFORE, BE IT RESOLVED THAT the revised procedure shall be as follows:

1. Announcement of vacancies. At the first regular meeting of each month, and at other times as appropriate, the Chair of the Appointments Committee will read the list of current vacancies and terms of various boards, commissions and committees which will be ending by the end of the following month (e.g., at the first meeting in February, the vacancies which will occur at the end of March will be listed.) Initial announcement of Planning Commission and Board of Zoning Appeals (BZA) vacancies will be made at least five months before the expiration of terms. Announcements of and appointments to unexpired terms will be made as soon as possible. The City Clerk will submit the list to the Public Information Office for announcement in FOCUS and other publications.
2. Application forms. A standard application form for candidates for board, commission, or committee appointment will be available from the City Clerk. It will request biographical information and answers to questions about the

candidates' interest in the position sought. All candidates, including incumbents, will be supplied a description of the board, commission, or committee's duties and will be requested to return the application form by a specified closing date. Completed application forms will be available for public review.

3. Closing date. The closing date for return of applications shall be the second Monday of the month following the announcement of vacancies for all boards except the Planning Commission and the Board of Zoning Appeals. The closing date for return of applications for the Planning Commission and the Board of Zoning Appeals will be October 31. In the event that no applications are received during the open period or if additional vacancies occur, the position(s) will remain open an additional month. Under provisions of the City Charter, any member of any board or commission shall continue to hold office until his or her successor is appointed and qualified.

4. Interviews. The Appointments Committee will hold interviews on the third Wednesday of the month. If a candidate cannot be scheduled the first month, other arrangements will be made.

The City Clerk will schedule interviews and provide the applications and interview list to all Council members. Copies of applications will also be included with the Agenda item in the meeting package.

5. Appointments. Appointments to boards, commissions and committees will (generally) be scheduled for the second Council meeting of the month.

6. Notification. Notification of candidates will be made by letter the day after appointments are made.

7. Swearing-in. Swearing-in of new Council appointees can take place at a Council meeting or in the City Clerk's Office.

Adopted October 11, 1994
(TR94-24)
(Vice Mayor Fitzgerald)