



FAIRFAX COUNTY
COMMISSION *for* **WOMEN**
Promoting Equality for Women & Girls



FAIRFAX COUNTY

OPERATING POLICIES and PROCEDURES

January 2024

Version 4

Version Control Log

Version	Dated	Description
Operating Policies and Procedures, Version 4	1/2024	Typos corrected by CFW liaison
Polices and Procedures, Version 3.1	11/28/23	Edits made and sent to CFW liaison
Policies and Procedures Final, Version 3	10/9/23	Full commission approval, pending edits
Policies and Procedures Final, Version 3	10/9/23	Final edits
Operating Policies and Procedures, Version 2	9/11/23	<i>Commissioner Guide</i> merged with Policies and Procedures to form Operating Policies and Procedures thus eliminating the <i>Commissioner Guide</i> . Emily McCoy and Alyssa Batchelor developed this with input from CFW chair and vice-chair.
Policies and Procedures_2023_05	5/31/23	Draft updates proposed by Alyssa Batchelor, not voted on sent to Emily McCoy
Policies and Procedures_2022_07	7/11/22	Updated draft annual scheduled by Jane Materna
Policies and Procedures 3_2022.pdf	3/20/22	Draft with edits approved by CFW vote at Feb 2022 meeting
Policies and Procedures 2-9-2022.pdf	2/9/22	Initial draft presented to CFW by Emily McCoy

Letter From the Chair

September 11, 2023

Dear Commissioners,

The *Operating Policies and Procedures* document has two purposes. The first and most important is to ensure that decisions of a permanent nature made by the Commission for Women will not be forgotten or lost as commissioners and staff change over time. To ensure its visibility a current copy shall be available on the commission’s website. The second purpose is to assist in orientation for new commissioners. Notes have been included to provide more details and explanations of various policies and procedures as appropriate at the end of this document. Further, this document includes all Board of Supervisors’ Resolutions authorizing and setting the scope of the commission, as well as a brief history of the commission. Thus, this document, together with the bylaws, serves as the basis for new commissioner orientation offering a good picture of the scope and policy purpose of the commission.

Commissioners’ experience, skills and ideas are essential to the effectiveness of the commission in advising the Board of Supervisors on ways to improving the quality of life for the women and girls in Fairfax County.

Sincerely,

Phylicia L. Woods, Chair
 Commission for Women

Table of Contents

1 INTRODUCTION..... 5

 1.0 Purpose of This Document..... 5

 1.1 Purpose of the Commission for Women..... 6

2 PROGRAMATIC POLICIES..... 6

 2.0 Access and Visibility Into the County 6

 2.1 Individual Communication With Supervisors..... 7

 2.2 Projects and Strategic Planning Requirements..... 7

 2.3 Committees and Their Descriptions..... 7

 2.4 Legislative Matters at the State level..... 8

 2.5 Budget 8

3 ADMINISTRATIVE POLICIES 9

 3.0 Meetings: State and County Requirements..... 9

 3.0.1 Freedom of Information Act 9

 3.0.2 Email and Text Implications 9

 3.1 County Requirements on Virtual Meetings 10

 3.1.1 County Public Meetings Policy..... 10

 3.1.2 County Revised Remote Participation Policy..... 10

 3.2 Meetings: Commission Requirements 10

 3.2.1 Agenda 10

 3.2.2 Meeting Notices..... 10

 3.2.3 Meeting Operations 10

 3.3 Committee Meetings 11

 3.4 Annual Group Photo 11

 3.5 Record-Keeping..... 11

 3.6 Annual Planning Schedule..... 11

 3.7 Internal Communications..... 14

 3.7.1 Rules of Engagement 14

 3.7.2 Conflict Resolution 14

 3.8 External Communications 14

 3.8.1 Media 14

 3.8.2 Correspondence..... 15

 3.8.3 Official Reports..... 15

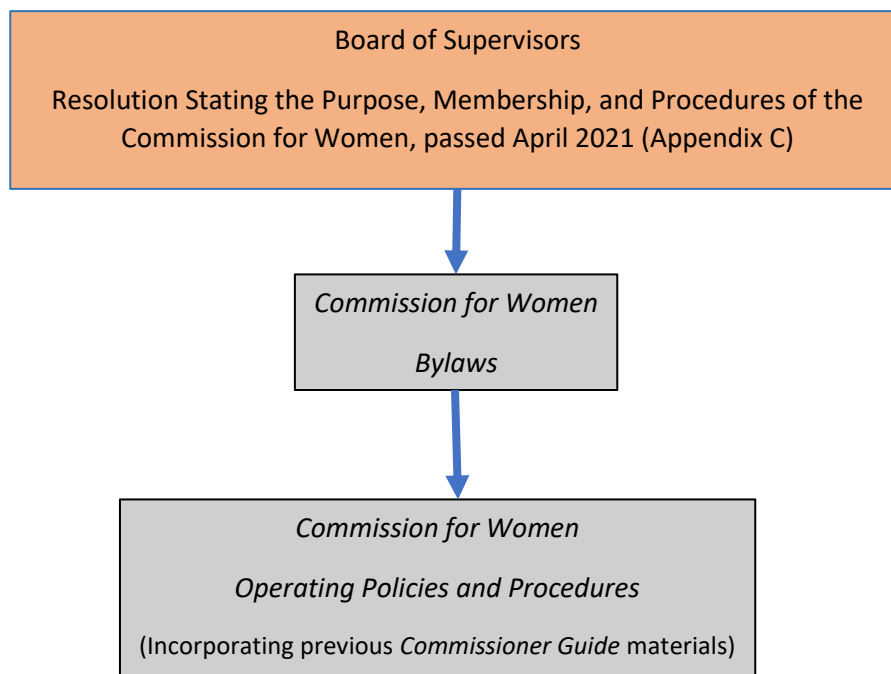
3.8.4	Website (Commission and County)	15
3.8.5	Social Media	15
3.9	Commission Banner	15
3.10	County Seal (Logo)	16
4	Bylaws Clarifications	17
4.0	Equity Statement	17
4.1	Ex Officio Commission members	17
5	Resources	17
APPENDIX A. RESOLUTION OF 1971		19
APPENDIX B. RESOLUTION OF 1993		20
APPENDIX C. RESOLUTION OF 2021		24
APPENDIX D. BRIEF HISTORY OF THE FAIRFAX COUNTY COMMISSION FOR WOMEN		26
APPENDIX E. PARLIAMENTARY PROCEDURES GUIDE		29

1 INTRODUCTION

1.0 Purpose of This Document

The purpose of this document is to record in one place those enduring policy decisions of the Commission for Women as well as the commonwealth and county policies the CFW must follow. It also provides endnotes for further explanatory details at the end, many of which were found in the 2018 *Commissioner Guide*. It outlines those policies that are not articulated in the CFW Bylaws. This document includes all relevant information formerly contained in the *Commissioner Guide*.

Official Document Relationships



In addition to Virginia or Fairfax County policies, this document is intended to capture only those policies or procedures that have been approved as official CFW policies. It does **not** attempt to include policies not approved by the CFW, nor does it provide a fully balanced set of policies. It brings some of the policies currently documented in the 2018 *Commissioner Guide* in keeping with the document relationships. Therefore, there may be important policies missing. That is because such policies have not been readily located. It is important to capture a baseline of policies that have been found, given resources available. Future versions of this document should be forthcoming as more policies are located or adopted by the CFW or imposed upon CFW by the state or county.

This document is internal to the CFW and should be maintained in a way that commissioners or staff can update it easily without assistance from other parts of the county. It is maintained on the commission website as a downloadable file and highlighted to new commissioners as part of orientation.ⁱ

1.1 Purpose of the Commission for Women

The Commission for Women is charged with reducing barriers and promoting equal access for women and girls who are discriminated against based on age, race, color, sex, sexual orientation, gender identity, religion, national origin, marital status, disability, socio-economic status or neighborhood of residence or other characteristics in Fairfax County. The Commission for Women is to:

1. Advise the Board of Supervisors on strategies to remove barriers to women and girls;
2. Advise the BOS on issues, concerns, and policies related to women and girls in the county;
3. Identify problems, concerns, and policies that disproportionately impact women and girls, and
4. Recommend and support resources, services, and opportunities that improve the status of women and girls in all aspects of life.¹ⁱⁱ

2 PROGRAMATIC POLICIES

2.0 Access and Visibility Into the County

To ensure that the Commission for Women has visibility into all areas of county government to fulfill its mission:

- Each commissioner will request meetings with their designated supervisor no less than twice a year to discuss:
 - a. The work and agenda of the CFW.
 - b. The status of women and girls in Fairfax County in relationship to the county's strategic priorities.
 - c. The county's initiatives, programs, and activities to address disparities.
- Commissioners will review the schedule and agenda of the Board of Supervisors general and committee meetings (as relevant) and will attend meetings as appropriate.
 - a. If it is not possible to attend, commissioners may agree to watch recordings and discuss implications and potential next steps in an upcoming CFW meeting.
- Commissioners will inform supervisors about events and other CFW-sponsored activities that highlight the work of the commission or that elevate the issues and concerns of women and girls in the county.
- The commission will determine their participation and testimony in Board of Supervisor public meetings such as budget hearings, proclamations, etc. to ensure that issues related to women and girls remain relevant and visible to the Board of Supervisors.
- The Director of DSVS (or designee) will regularly attend Health and Human Services Leadership meetings and report information and updates to CFW as appropriate.
- The Director of DSVS and/or CFW liaison will routinely provide information, reports, data annexes that are generated from within the county or from a reliable source that speak to the issues and concerns of women and girls in Fairfax County.
- The DFS Director will be invited to CFW meetings at last two times a year, or more often as needed, to discuss the status of women and girls and the county's response from a human services

¹ Excerpt from CFW bylaws, 2021

perspective. Staff will also facilitate CFW by inviting other department heads (or designees) to meetings as appropriate.

- As appropriate, the CFW provides input and attends supervisors' committee meetings, (e.g., the legislative committee.)
- This policy shall be contained in a prominent place readily available to all members of the CFW, for example in this document on the CFW website.^{2, iii}

2.1 Individual Communication With Supervisors

Commissioners are expected to communicate regularly with their appointing supervisor:

- Commissioners should update their supervisors on the ongoing work of the CFW; upcoming CFW events; and the impact of county initiatives, programs and activities that address disparities.
- Commissioners should also seek their supervisor's reaction or concerns and ask supervisors for any advice or issues of concern they may want to convey. (Sometimes such input from supervisors has resulted in project action by the CFW.)
- This communication may be by phone, in-person meeting, email, or memoranda; depending on the relationship and needs of the supervisor.^{iv}

2.2 Projects and Strategic Planning Requirements

To assure project success the follow criteria shall be met in selecting projects:^v

- Project(s) selected must have a leader, backup leader, and at least three others who want to commit to the project.
- Project(s) selected must fit with limited CFW staff availability.
- Project(s) selected must result in concrete recommendations to take to the BOS.
- Project(s) selected must have agreement of CFW, that each commissioner will have ownership of the project(s) and will promote it with their supervisor.
- Project(s) selected must address a valid need to removing barriers to equality for women and girls in Fairfax County.
- Project(s) selected must be county specific, be something within the scope of responsibility of the BOS, or that the BOS can lobby for at the state or federal level.
- Project(s) selected must fit funding limitations of CFW. For example, to cover the research, public collaboration, and formulation of recommendations for BOS action.³

2.3 Committees and Their Descriptions

Executive Committee

- Plans meeting agendas and activities required in it the CFW bylaws.
- Keeps commission aware and up-to-date on all calendar schedules.
- Monitors progress on previous recommendations to the BOS.

² April 2021 CFW approved meeting minutes, proposed modification September 2023

³ CFW strategic planning document received 10/2021

- Assures updates to this *Operating Policies and Procedures* document when appropriate.

Events Calendar Coordinator

- A commissioner is selected to serve as events coordinator to keep and make available a calendar of the commission and community events of interest. These are events that commissioners may want to attend.⁴

2.4 Legislative Matters at the State Level

The county policy on matters at the Virginia state level is that the commission shall bring these issues to the attention of the supervisors' legislative committee. The committee determines and formulates the issues its lobbyists bring to the General Assembly each year. If the BOS has adopted a position on a topic of interest to the CFW, commissioners are encouraged to support those with their state representatives. Otherwise, commissioners as individuals, not commissioners, communicate with their representatives on any other topics.⁵

The CFW participates in the state legislative process and as appropriate brings issues to the supervisors' legislative committee, attends those meetings, and provides input to the county legislative staff prior to the General Assembly session.

2.5 Budget

The commission is funded solely from county funds in a budget category called "contributory funds." The budget is managed by staff according to county rules. The annual budget usually is less than \$7,000. Staff prepare a financial report of income and expenditures for each meeting. Expenditures are approved by the commission and all financial decisions are conducted in public sessions.⁶

The CFW is not allowed to donate county funds to any outside non-profit organizations.⁷

The Department of Family Services has authorized a total of \$5,000 per year for transportation costs for commissioners to attend CFW meetings.⁸

Budget policies adopted by the commission:

- Authorized commissioners thank-you gifts, in compliance with county policy, for members whose service on the commission has ended.⁹
- CFW will pay for commissioners to represent the commission at community events that charge a fee to attend. CFW will pay no more than \$150 per person to attend, and not more than \$2,500 through December 2023.¹⁰

⁴ April 2023 meeting minutes

⁵ Long established county policy from CFW staff

⁶ From 2018 *Commissioner Guide*

⁷ Staff announcement at December 2020 CFW meeting

⁸ November 2022 minutes

⁹ May 2023 minutes

¹⁰ April 2023 minutes

3 ADMINISTRATIVE POLICIES

3.0 Meetings — State and County Requirements

Virginia Code requires that all commission meetings be advertised publicly. The notice is placed on the Fairfax County website (www.fairfaxcounty.gov). Commission meetings include full body and committee meetings. Staff requests notice at least two weeks in advance in order to publish meeting notices and to reserve locations. For efficiency and economy, it is recommended that committees schedule a series of meetings rather than one-off meetings. It is easier to cancel unnecessary meetings than it is to schedule new meetings.

Most decisions made by vote require a first motion, a second, and then a majority in-person voice or hand vote. Points of order, member requests for information, and committee recommendations made in the form of a main motion do not require a second. All decisions must be made in a public forum and votes cannot be made by secret ballot or by electronic means (see Code of Virginia, Chapter 21, § 2.1-343), except under emergency conditions when electronic meetings may be allowed.

The only non-public part of any commission meeting occurs when the commission goes into “executive session” for certain reasons, such as: interviews of candidates for employment, to protect the privacy of individuals in personal matters, or consultation with legal counsel pertaining to actual or probable litigation.¹¹

In 2002, the commission established a policy requiring any commissioner that expects to miss three or more meetings to ask their appointing supervisor to make an interim appointment to ensure adequate representation of the constituents in that district.¹²

3.0.1 Freedom of Information Act

Background

The Virginia Freedom of Information Act, Va. Code Ann. §§ 2.2-3700 through 2.2-3714, was enacted in 1968 to allow residents of Virginia open access to public records in the custody of a public body or its officers and employees, and open entry to meetings of public bodies where the business of the people is being conducted. Except as otherwise provided by law, FOIA governs access to public records in the possession of public bodies or their officers and employees. FOIA specifies that it is to be construed liberally, and that any exemptions to FOIA are to be narrowly construed. County employees should be aware that any knowing or willful violations of FOIA made by an employee of a public body may subject that employee to civil penalties of up to \$5,000.¹³

County FOIA Policy:

<https://www.fairfaxcounty.gov/publicaffairs/sites/publicaffairs/files/assets/documents/countywide-foia-policy.pdf>

3.0.2 Email and Text Implications

The standing interpretation of the Virginia FOIA is that email among three or more CFW members constitutes a meeting. Meetings cannot be held without public notification and open public attendance, so communication

¹¹ From 2018 *Commissioner Guide*

¹² From 2018 *Commissioner Guide*

¹³ From County FOIA policy

via email or other electronic sources with three or more members is **not** allowed. Recipients are strongly discouraged from “replying all” on any CFW email.¹⁴

3.1 Virtual Meeting – County Requirements on Virtual Meetings

3.1.1 County Public Meetings Policy

When the Fairfax County Board of Supervisors ends the local state of emergency, county boards, authorities and commissions will have to go back to meeting in person. At that time, the Commission for Women will be able to meet virtually three times per year, but those meetings may not be held back-to-back.¹⁵

3.1.2 County Revised Remote Participation Policy

A quorum of the Commission for Women must be physically assembled at the primary or central meeting location, and arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.¹⁶

3.2 Meetings – Commission Requirements

3.2.1 Agenda

The agenda is determined by the chair, two vice-chairs and staff at a meeting approximately two weeks prior to the affected meeting. Commissioners’ requests for topics to be included on the agenda for an upcoming meeting should be made by email to the chair and staff at least 14 days prior to the date of the affected meeting date. The agenda of each meeting shall include a public comment section as follows:

- Two minutes per speaker
- Maximum of three speakers
- Six minutes per meeting
- During the administration part of the meeting agenda
- Public sign-up will be available on a first come, first served basis.¹⁷

3.2.2 Meeting Notices

The meeting notice and agenda, along with the prior month’s meeting minutes, are sent electronically to commissioners prior to the meeting. **Virginia Code also requires all commission meetings be advertised publicly. The notice is placed on the Fairfax County website (www.fairfaxcounty.gov).** All commission meetings are open to the public. From time to time, a visitor or invited speaker will attend, and that person’s name is recorded as part of the minutes.

3.2.3 Meeting Operations

¹⁴ Staff oral statement in meeting

¹⁵ Minutes of September 2022 meeting

¹⁶ Minutes of September 2022 meeting

¹⁷ Minutes of February 2023 meeting

Commission for Women meetings are run according to Robert's Rules of Order, and a parliamentarian is elected to ensure compliance with the rules. All decisions made by vote require a first motion, a second to the motion, and then a majority in-person voice or hand vote. All decisions are made in a public forum and votes cannot be made by secret ballot or by electronic means, according to the Code of Virginia, Chapter 21, § 2.1-343.

The chair (or vice-chair if the chair is absent) is the presiding officer, and

- is responsible for running an orderly meeting;
- calls the meeting to order, once a quorum (a majority of the membership) is present;
- recognizes members;
- rules on votes, subject to call for roll;
- rules on procedure, subject to appeal to body; and
- generally, does not vote except when a vote decides the outcome, and does not participate in debate.

The parliamentarian is the expert on Robert's Rules of Order. The parliamentarian helps the chair and the commissioners. See the parliamentarian with any questions.¹⁸ Appendix E contains a summary for meetings.

3.3 Committee Meetings

The commission generally works in committees on projects and initiatives (e.g., girls and technology, women's economics). Committee meetings must also be open to the public, held in public locations and advertised to the public. In order to comply with public notice requirements, the committee chair must notify staff at least two weeks in advance so that the date, time, and location of the meeting can be posted properly.¹⁹

3.4 Annual Group Photo

The Commission for Women will take a group photo each July.²⁰

3.5 Record-Keeping

Staff is responsible for keeping records of the CFW, including minutes and financial reports. Any meeting minutes must be kept as official records. Public documents of commission meetings are kept "in perpetuity" and then archived.²¹

Meeting attendance is tracked by the liaison. As part of a policy established by the BOS, after three consecutive absences, the chair will discuss the matter with the commissioner and their appointing supervisor.²²

3.6 Annual Planning Schedule

The following annual schedule is prepared to aid the CFW in completing activities, getting approval, and meeting external deadline constraints.

¹⁸ 2018 *Commissioner Guide*

¹⁹ From 2018 *Commissioner Guide*

²⁰ June 2018 approved meeting minutes

²¹ Adapted from 2018 *Commissioner Guide*

²² From 2018 *Commissioner Guide*

Generally, the BOS meets every first and fourth Tuesday of the Month, and CFW meets every 2nd Monday of the month. The BOS and the commission generally do not meet in August.

Table 1 Annual Fiscal Planning Schedule

Month	Precursors & Drivers	CFW Activities
July	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
		Take a group photo of CFW members If requested, finalize comments from the CFW on the county's annual legislative package. (Formerly the Human Services Issue Paper.) Vote to submit. If odd year, finalize the CFW's biennial report.
August	No meeting	No monthly meeting
September	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
	County Legislative Committee office presents recommendations for the Virginia General Assembly session	Discuss, and if applicable, update the internal CFW Rules of Engagement.
October	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
	BOS votes on the county legislative committee's recommendations for the Virginia General Assembly session	Women's History Month Committee is appointed.
November	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
		Do annual or biannual goal and project-setting CFW decides on theme and general plan for Women's History Month. Initiate draft of WHM proclamation.
December	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
		Discuss and review progress on WHM planning.

January	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
	Virginia General Assembly legislative session begins. Alternates biennially between 45/60 days.	CFW votes to approve the WHM theme and plan. CFW votes on WHM proclamation to send to the BOS. CFW sends WHM proclamation to the county for submission at a February BOS meeting and presentation at the earliest March BOS meeting.
February	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
	BOS accepts the CFW WHM proclamation. BOS invites CFW to attend the March BOS meeting where the WHM proclamation will be read and celebrated.	CFW decides who will accept the WHM proclamation at the March BOS meeting. CFW members plan to attend March BOS meeting to celebrate WHM. Begin preparing for next month's Sexual Assault Prevention and Awareness Month activities.
March	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
	At a board meeting the BOS issues WHM proclamation and celebrates with speeches and a group picture of CFW representatives attending the BOS meeting	Women's History Month events take place. Designee/s attends the BOS meeting to accept the BOS WHM proclamation. Vote to approve activities/proclamations for next month's Sexual Assault Prevention and Awareness Month activities. If CFW election year, appoint nominating committee.
April	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
	County staff begin preparing the General Assembly legislative package recommendations for the following year.	Sexual Assault Prevention and Awareness Month activities Begin to prepare General Assembly legislative package recommendations. Delegate one person to edit the document. If CFW election year, hold election. If odd year, appoint Biennial Report committee.
May	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday

		<p>Review legislative package recommendations to the county’s Legislative Committee office.</p> <p>As soon as information is available, consider attendance at the National Association of Commissions for Women convention.</p>
June	BOS meetings, 2 nd and 4 th Tuesdays	Monthly meeting, 2 nd Monday
		<p>Vote to send final legislative package recommendations to the County’s Legislative Committee office.</p> <p>Review the annual planning schedule, update deadlines, insert planned activities for the next 12 months and plan to align deadlines with CFW agenda preparation.</p>

3.7 Internal Communications

3.7.1 Rules of Engagement

No commissioner, including any officer, may make any commitment on behalf of the commission to anyone, staff, supervisor or public, without prior expressed permission of the CFW as a whole or the relevant authorized committee.

If a commissioner needs to communicate with a supervisor other than her or his appointing supervisor, she or he shall inform the commissioner(s) appointed by that supervisor as soon as practical.

When a commissioner communicates to her appointing supervisor of resignation or that the allowed length of service will soon expire, when feasible the commissioner should also offer assistance in finding the replacement.

Annually, the CFW shall discuss and update their Internal Rules of Engagement.²³

3.7.2 Conflict Resolution

Knowing that all groups face conflict with one another, it’s important to have an agreed-upon a plan for orderly resolution. The strategy for conflict resolution shall be:

1. Level 1: Interpersonal Dialogue
2. Level 2: Conflict Mediation
3. Level 3: Commission Consideration
4. Level 4: Process for Removal From the Commission

3.8 External Communications

3.8.1 Media

²³ October 2021 meeting, by consensus following discussion

The Department of Family Services Public Information Officer approves news releases. CFW news releases are approved by the CFW, staff, and the DFS PIO. CFW members are listed as contacts on CFW news releases and advisories.²⁴

3.8.2 Correspondence

To entities within the county a memo is sent, signed by the CFW chair. To entities outside the county, a letter is sent, signed by the CFW chair.²⁵

3.8.3 Official Reports

The county requires all county agencies to follow Associated Press International style on public information tools.²⁶

3.8.4 Website (Commission and County)

The county's Department of Information Technology has overall responsibility for all county websites. The CFW's web pages are under the website of the DFS at fairfaxcounty.gov/CFW. In general, the CFW's web pages contain proclamations, information related to Women's History Month, white papers, reports, and presentations to the BOS, except for budget testimony. Updates and changes to the website from the CFW are submitted through the staff to the DFS designated staff person.²⁷

3.8.5 Social Media

The Fairfax County Commission for Women does not operate its own social media accounts until further notice.

3.9 Commission Banner

The CFW logo and banner shown below represents the strength, unity, and resilience of the CFW. This banner shall be used consistently whenever appropriate. Examples of appropriate places include: website, social media, reports, certificates, invitations, brochures, letters, and news releases.²⁸

²⁴ Staff (DFS PIO) instructions to the CFW History committee in March 2021

²⁵ Long-term precedent

²⁶ ²⁶ "An Introduction to the Fairfax County Communication Strategy," Fairfax County Office of Public Affairs, 2004.

<https://slideplayer.com/slide/13649911/>

²⁷ County policy and long-term precedent

²⁸ Minutes of November 2022 meeting



**FAIRFAX COUNTY
COMMISSION *for* WOMEN**
Promoting Equality for Women & Girls

Further specifications, (i.e., color code) are not needed because the commission should go through the staff liaison to request production assistance from the DFS communications staff.^{29vi}

3.10 County Seal (Logo)

Rules for the proper use of the Fairfax County seal (logo) are managed by the county. Directions as of 2021 are inserted here. The CFW should always refer to internal county official and current rules for how the county seal can be or should be used.

The official county seal and the wordmark—County of Fairfax, Virginia—used together graphically represent and immediately identify Fairfax County. They should be used together on public printed communications.

The seal, when used alone, does not effectively represent Fairfax County or distinguish it from other counties, particularly when it has been reduced in size to fit on stationery or other publications. Standards:

- The seal must appear on printed communications.
- The seal must be used in its entirety.
- The seal may not be graphically changed in any way. This includes proportions, fonts, etc.
- The Board of Supervisors approved the following PMS colors for the county seal:
 - PMS 128-shield, part of the cornet and border of circle.
 - PMS Warm Red: bars, cornet and border.
 - PMS Black 100 percent: letters and highlights.
 - PMS Black 50 percent screen: lions.
 - PMS 484: horse.
- In addition to the colors of the seal, the Board of Supervisors voted that the font used in the seal lettering would be Goudy Old Style Bold.
- The seal must not be resized smaller than $\frac{3}{4}$ inch in diameter in order for the words—County of Fairfax, Virginia—to be legible.

Two sizes of the county seal:³⁰

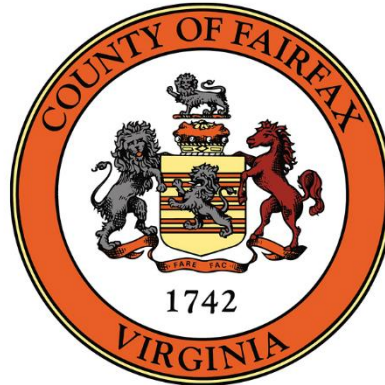
²⁹ Email from CFW liaison 6/13/2023

³⁰ Internal county source of record

The 1-inch version.



The two-Inch version



4 Bylaws Clarifications

4.0 Equity Statement

The CFW Bylaws, Article IV is an equity statement that commits the CFW to the principles of One Fairfax, which is intended to assure that every decision is made with attention to the goal of assuring that all citizens are treated with equity by the county. According to International Women’s Day, “*Equality* means each individual or group of people is given the same resources or opportunities. *Equity* recognizes that each person has different circumstances, and allocates the exact resources and opportunities needed to reach an equal outcome.”

4.1 *Ex Officio* Commission Members

The CFW Bylaws (2021) allow the CFW by motion and simple majority vote to elect up to five former commission members. Only former commissioners may become *Ex Officio* members of the CFW. The term is for three years, the same as regular membership, and the term limit is the same as for regular commissioners—four successive terms, or 12 years. *Ex Officio* members do not make motions or vote in commission meetings, but do engage in CFW discussions at meetings. They may not be elected to CFW office.

NOTE: *Ex Officio* members may serve on or chair committees or initiatives with the same rights as regular members. They may make motions and vote in committee meetings and present committee actions to the CFW in CFW meetings. They are expected to attend CFW meetings, but absences are not monitored or reported. In the event an *Ex Officio* member becomes inactive, he or she would not be re-elected.

5 Resources

Staff can provide information about the functions of the boards, authorities, and commissions and county operations. The chair and other commissioners are a welcoming and inclusive group and can provide more history and suggestions for a commissioner’s role on the commission. In addition, the CFW welcomes suggestions that new commissioners may have for how business is carried out or for new initiatives they want to lead or support. The Fairfax County website provides information about all county departments and programs. The commission website has past reports, meeting minutes, and past events.

From time to time, the commission needs direct staff assistance. The staff liaison manages requests from commissioners through the chair.

Staff and commission members provide new commissioner orientation. This orientation may include a short review of the resolution authorizing the CFW and CFW bylaws to give the overall purpose and structure. In addition, key parts of this document may be reviewed. Emphasis is placed on the policy nature of the CFW and its broad scope: women and girls in Fairfax County, and the women employed in all parts of the Fairfax County government. Copies of each document discussed is made available to each new commissioner.³¹

Certain actions can only be carried out by county staff, such as scheduling a meeting room, scheduling the CFW meetings, or special CFW public events. Staff also facilitate meetings between commissioners and other department staff, such as the County executive, a county attorney, or a finance officer.³²

Two DFS Division of Domestic and Sexual Violence Services staff serve as the Fairfax County government interface with the Commission for Women: the DSVS director, and the CFW staff liaison.

The CFW's web address is: Fairfaxcounty.gov/CFW.

The CFW's email address is: CFW-CommissionforWomen@fairfaxcounty.gov.

The CFW staff liaison can be reached by calling the DFS Division of Domestic and Sexual Violence Services at 703-324-5730.

³¹ From 2018 *Commissioner Guide* and oral statements by staff

³² Repeated statements and emails from staff

APPENDIX A. RESOLUTION OF 1971

RESOLUTION ESTABLISHING
THE FAIRFAX COUNTY COMMISSION ON WOMEN

Adopted September 8, 1971

WHEREAS, the Fairfax County Board of Supervisors is dedicated to the removal of all unfair discrimination on the basis of race, sex, economic class, and religion; and

WHEREAS, the Board of Supervisors believes that the both individual County residents and the County as a whole suffer when human potential is under-utilized; and

WHEREAS, the Board of supervisors has been presented with evidence that such discrimination on the basis of sex exists, both formally and informally to the detriment of citizens of Fairfax County, and is both unjustified and wasteful; now, therefore,

BE IT RESOLVED that the Fairfax County Board of Supervisors does hereby establish the Fairfax County Commission on Women, and does charge it with the following functions;

1. To investigate fully all possible vestiges of discrimination against women on the basis of sex in Fairfax County,
2. To prepare a report for presentation to the Board of Supervisors by January 1, 1992 on the nature of discrimination on the basis of sex in Fairfax County, including proposals for action by the Board of Supervisors to end this discrimination,
3. To receive and process complaints of sex discrimination in Fairfax County,
4. To advise the Board of Supervisors on matters relating to women and sex discrimination, and
5. To carry out such other functions as may further the purposes of this resolution;

BE IT FURTHER RESOLVED that the Commission shall be made up of nine members, chosen by the Board of Supervisors; that at the outset three members shall be chosen to serve one year, three to serve two years, and three to serve three years, and that thereafter each member shall be appointed for a three year term; and that after the first year appointments shall be effective January 15; that each year a chairman shall be named by the Board from among the nine members; that the Commission shall include members of the following groups: married and unmarried women, men, and minority and majority racial groups; and that the County Executive shall provide staff assistance to the Commission as is necessary.

APPENDIX B. RESOLUTION OF 1993

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia, held in the Board Auditorium in the Fairfax County Government Center at Fairfax, Virginia, on Monday, September 27, 1993, at which meeting a quorum was present and voting, the following resolution was adopted:

WHEREAS, the Fairfax County Board of Supervisors is dedicated to eliminating discrimination and barriers to equality on the basis of sex, race, economic class and religion;

WHEREAS, the Fairfax County Board of Supervisors established the Fairfax County Commission for Women to help end sex discrimination;

WHEREAS, the Office for Women, consisting of the Commission for Women and the former Career Development Center for Women and Financial Education Center, continues:

1. To work to eliminate discrimination against women and girls on the basis of sex in Fairfax County,
2. To make recommendations and propose initiatives to the Board of Supervisors for ending such discrimination and removing barriers to women and girls,
3. To carry out such functions that improve the status of women and girls in all aspects of life;

WHEREAS, the Office for Women, through the Commission for women, works with all agencies of the County Government, and from time to time makes recommendations about County policies affecting all agencies of the County Government:

AND WHEREAS, the Office for Women and the Commission for Women, as part of a mandate that responds to and helps rectify community and County Government problems and injustices, must be perceived as independent;

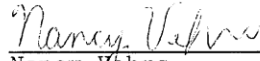
THEREFORE BE IT RESOLVED, that the Office for Women, consisting of the Commission for Women and the former Career Development Center for Women and Financial Education Center, reports to the Board of Supervisors, administratively connected to the County Executive through a liaison relationship with the Deputy County Executive for Human Services; that the Director of the Office for Women reports to and is supervised by the Commission for Women with approval of the Deputy County Executive for Human Services;

BE IT FURTHER RESOLVED, that the Commission for Women shall be made up of 11 (eleven) members appointed by the Board of Supervisors with at least one set-aside minority seat and that each member shall be appointed for a three-year term or for such other term as the Board may designate and that all vacancies on the Commission shall be filled by appointment for the balance of the unexpired term of office or for such other term as the Board may designate;

BE IT FURTHER RESOLVED, that each year a Chair shall be named by the Commission from among the 11 (eleven) members; that the Commission shall include members of the following groups: married and unmarried women, men and minority and majority racial groups; and that the County Executive shall provide staff assistance to the Commission as is necessary;

BE IT FURTHER RESOLVED, that this change in position of the Office for Women shall be effective on January 1, 1994.

A Copy Teste:




Nancy Vehrs
Clerk to the Board of Supervisors

County of Fairfax, Virginia

Memorandum

TO: Linda Hossenlopp, Chair
Commission For Women

FROM: Verdia Haywood, Deputy County Executive
for Human Services 

SUBJECT: Recommendations for Consideration by the Commission For Women Regarding
Office For Women Reporting Lines Beginning January 1, 1994

DATE: February 1, 1994

As you and the Commission For Women (CFW) members are well aware, the Board of Supervisors approved on September 27, 1993 a change in the lines of reporting for the Office For Women (OFW) staff. The Commission had expressed to the Board a sense of urgency and importance surrounding gender issues and identified the OFW as having a broad range of initiatives, studies, and programs beyond human service delivery.

During the course of talks between the CFW and Board members in the past two years, we began a major redesign of the human services system. The Office of Human Services (OHS)--of which the OFW is a part--will, in the newly developed system, no longer exist as an agency, although OHS services and programs will be housed within the six service areas of the new human services system.

Within this background I would like to put before you and the Commissioners some recommendations for the operational issues related to this reporting change for OFW staff.

1. It is important to maintain reporting lines within the County Executive form of government. The Board approved the OFW reporting to the BOS, but it is to be "administratively connected to the County Executive through a liaison relationship with the Deputy County Executive for Human Services." The Director of the Office For Women "reports to and is supervised by the Commission For Women with approval of the Deputy County Executive for Human Services." Essentially the Executive Director will report to the Chair of the CFW on a regular basis. My supervisory responsibilities in relation to the Executive Director are to conduct the annual performance appraisal and to resolve any supervisory issues that cannot be resolved by the Commission Chair and the Executive Director. My role will thus be management by exception rather than day-to-day supervision. My relationship with the Commission is as an informal liaison connection; the Commission itself continues to report to the BOS.

The Commission is not responsible for hiring or terminating the Executive Director or OFW staff.

Given the long record of the OFW in effectively managing its activities and Commission's excellent working relationship with staff, I would not anticipate problems with this arrangement.

Page 2

2. The Executive Director remains the manager of the OFW and its staff. While there exists a clear partnership between the Commission and OFW staff, the Executive Director is also the Director of the OFW and thus responsible for the supervision of staff. The role of supervising staff of the former Career Development Center For Women and the former Financial Education Center is unchanged by the newly named "Office For Women." It is expected that the Commission and the Executive Director will develop their own internal procedures regarding specific supervisory issues.
3. For purposes of maintaining an information loop, the OFW will be included on the distribution list for current human service agencies and will be included in meetings where appropriate. This does not define OFW as an agency. As stated before, we are now in the midst of moving from the concept of agencies to service areas. Such inclusion does, however, reflect the continued interest of the Commission in human service issues and the OFW staff assistance with the redesign transition process.
4. I will remain a resource for the Commission as well as for the Executive Director.
5. Public information materials will be covered under the current standards and procedures. However, the Executive Director, upon approving materials in conjunction with the Commission, will submit them to the Office of Public Affairs for final approval. Only in exceptional circumstances should the Executive Director secure my approval for public information material.
6. Other administrative and budgetary considerations are to be addressed over the next few months. In the short term we have agreed that the OFW/CFW funding will remain in OHS until the end of FY94. That allows you time to consider a long-term structure. I understand that the Office of Management and Budget (OMB) has narrowed the budgetary possibilities to three options: placement in a contributory status; remaining in OHS and assuming its agency index code after OHS has been dismantled; or creating a new subfund. We all need time to review those and any other options in the next few months. Some of these will be affected by the human services reorganization. Meanwhile, you will continue to have the administrative and budgetary support provided through OHS.

As you and the Commission members consider these recommendations, I will be available to discuss them with you. Once we have reached agreement on operational policies, they will be communicated to the Board of Supervisors and to appropriate staff. The Commission and the OFW staff will continue to play important roles during our transition. I look forward to continuing to work with all of you.

VLH/LF/kb:110.94

cc: Thomas M. Davis, III, Chair, Board of Supervisors
William Leidinger, County Executive
Jean White, Director, Office of Public Affairs
Robert Koreski, Director, Office of Human Services
Leia Francisco, Executive Director, Commission For Women
Ron McDevitt, Office of Management and Budget

50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92

§ 2. MEMBERSHIP. Commissioners shall serve for one term of three (3) years and may not serve on the CFW for more than four (4) terms or twelve (12) consecutive years. The CFW shall consist of the following Commissioners:

- (A) one (1) appointed from each Supervisor’s magisterial district;
- (B) four (4) At-Large Commissioners to be appointed by the Chairman of the BoS, to include one (1) At-Large Commissioner; one Underserved At-Large Commissioner;; one (1) Lesbian-Gay-Bisexual-Queer-Intersex-Asexual (“LGBQIA+”) At-Large Commissioner; and one (1) Trans Woman At-Large Commissioner; and
- (C) one (1) Student Commissioner nominated via competitive process by the CFW, subject to the approval of the Board of Supervisors.

Additionally, the CFW may appoint up to five (5) non-voting, *ex officio* members to serve for limited terms and advise the CFW during meetings. *Ex officio* members may serve no more than four (4) terms or twelve (12) consecutive years.

§ 3. PROCEDURES. The Commission for Women shall establish its own procedures subject to the following:

- (A) The Commission for Women shall have bylaws. All bylaws of the CFW are subject to the approval of the Board of Supervisors.
- (B) Officers shall be appointed by the Commission for Women from among its members in accordance with its bylaws.
- (C) The Commission for Women shall comply with all Virginia laws, including, but not limited to, the Virginia Freedom of Information Act, Va. Code § 2.2-3700, *et. seq.*, as amended (“VFOIA”), and the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100, *et seq.*, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions.
- (D) The DSVS and DFS shall provide support to the CFW, including a staff coordinator. The staff coordinator shall ensure compliance with the notice, meetings, and recordkeeping requirements of the VFOIA.

GIVEN under my hand this ____ day of _____, 2021.

Jill G. Cooper
Clerk for the Board of Supervisors
Department of Clerk Services

APPENDIX D. BRIEF HISTORY OF THE FAIRFAX COUNTY COMMISSION FOR WOMEN

The Fairfax County Commission for Women was established by a resolution of the Board of Supervisors in September 1971 (*see Appendix A*). The BOS, citing economic and social discrimination against women in Virginia and in the nation, established a nine-member Fairfax County Commission for Women. This commission would, among other responsibilities, “investigate all vestiges of unfair discrimination against women on the basis of sex” and “advise the BOS in this area.”

The following are highlights of the work of the commission over the past five decades:

- 1971 – 1974: The commission helped establish the **Human Rights Commission** and the county’s **Equal Employment Opportunity Office (now the Office of Human Rights and Equity Programs)**.
- 1974: The commission and the Fairfax County Public Schools co-developed **Quality and Equality: A study of the Fairfax County Public School System**, which looked at gender bias in educational programs and materials.
- 1976: The commission presented the Board of Supervisors with a report on rape and its impact on victims. The commission worked vigorously to establish a rape crisis program, which became a part of the **Office for Women & Domestic and Sexual Violence Services**.
- 1977: The commission presented the Board of Supervisors with a report **Battered Wives** with facts and testimony about the need for a safe place for abused women.
- 1978: The commission opened the **Fairfax County Women’s Shelter (now named Artemis House)**, the first shelter for battered women in the metropolitan area and one of the first in the nation.
- 1978-1980: The commission trained volunteers and carried out the **Court Observer Program** to monitor and make recommendations about the legal treatment of sexual assault victims by law enforcement officials, medical experts, and the courts.
- 1979: The commission opened the Fairfax County **Re-entry Women’s Employment Center**, serving women who wanted to upgrade skills and return to the workforce or seek jobs that provided more economic stability. The Re-entry Women’s Center was renamed the Career Development Center for Women in 1990.
- 1982: The commission presented the Board of Supervisors with the report **The Courts and Sexual Assault**. This report outlined the problems of protocol and sensitivity in the treatment of sexual assault victims from the first police contact to hearings in court. One recommendation led to establishing the **Victim/Witness Program (now the Victim Services Section of the Fairfax County Police Department)** to prepare victims for court cases.
- 1985: The commission printed the first **Resource Guide for Women**, listing free and low-cost services for women and their families.
- 1986: The commission co-sponsored with the **Career Development Center for Women** the first Women’s Job and Resource Fair in the metropolitan area.

- 1990: The commission released the **Job Sharing Policies and Practices for Fairfax County Employees** report recommending improvements in job sharing options.
- 1991: The commission, recognizing the economic and legal questions surrounding separation and divorce, published **Separation and Divorce Information** booklet.
- 1993: Commissioners studied the composition of the county's boards, authorities and commissions and found that women represented only 32% of the appointees (compared to 68% male appointees). As a result, the commission prepared the report, **Gender Distribution on Fairfax County Boards, Authorities and Commissions**, with an analysis of all boards in county government and suggestions for improving participation by women. With the Office for Women, the commission began a "Get on Board" program which educated citizens on the appointment process and set up a talent bank of women applicants seeking appointments to the county's boards, authorities, and commissions.
- 1994: The commission and the OFW presented **Managing Work and Family: Bottom Line Issues for Fairfax County Employees** to the BOS. The supervisors approved all recommendations in the report, including a pilot telecommuting project; work/family training for managers; a Work/Family Task Force reporting to the county executive and the board's Personnel Subcommittee; and a Glass Ceiling Task Force which examined the career development needs of women workers.
- 1995: The commission held an **Educational Equality Roundtable** of 200 educators and professionals whose goal is to remove barriers to girls and women in schools, colleges, and universities.
- 1998: The commission printed the **Spanish Resource Guide for Women** and the **Women's Business Owners' Directory**.
- 2000: The commission provides support to the **Women's Business Center of Northern Virginia** which was established in 2000.
- 2004: The commission partnered with George Mason University to provide four **Lecture Series** throughout the academic year on issues relating to women and girls.
- 2005: The commission produced the first **Living Healthy Calendar** (in English and Spanish) to inform and educate women about important health and nutrition trends. Korean and Vietnamese languages were added in 2008; Arabic and Chinese were added in 2009.
- 2005: The commission hosted a **Women's Voices Forum** to provide information and obtain feedback from county residents and employees on a variety of issues relating to women such as domestic violence, affordable housing, non-traditional careers, issues of aging in place, financial fitness, nutrition, etc.
- 2007: The commission hosted a forum entitled **Women in Media** to provide information regarding bias towards women in the media.
- 2008: The commission presented a report to the BOS on **Girls Athletic Equity**, which was the culmination of more than 10 years of work with other county agencies to upgrade the quality of fields available for girls' fast-pitch softball in Fairfax County. The commission took the lead role in this effort and chaired the citizen advisory group, Girls Fast-Pitch Softball Equity Action Plan Review Team, which helped prepare the plan and

monitored its implementation. The commission accomplished its goal to ensure that girls' athletic experiences are on par with those of boys.

- 2008: The commission hosted its first **Domestic Violence Prevention Forum**, to develop a program of action for the commission to present to policymakers in order to make Fairfax County a safer place for residents and visitors by improving our county's response to domestic violence.
- 2008: The commission started a countywide osteoporosis initiative entitled **Women's Health/Healthy Bones** in collaboration with a national initiative.
- 2009: The commission initiated the development of a county-wide **Domestic Violence in the Workplace Policy**.
- 2012: The commission sponsored the "**Personal Sheroes**" **essay contest** for high school seniors.
- 2013: The commission submitted its **Domestic Violence and Affordable Housing White Paper** following two years of work on the issue.
- 2015: The commission worked with the Domestic Violence Prevention, Policy, and Coordinating Council (since renamed the Council to End Domestic Violence) to produce a **Domestic Violence in the Workplace Guide and Brochure**.
- 2016: The commission partnered with the Arlington, Alexandria, and City of Fairfax Commissions for Women to organize a **Regional Conference on Human Trafficking**.
- 2019: The commission advocated for **the enhancement of protective orders** to better ensure firearms are removed immediately from those under an order, and to broaden the range of victim-offender relationships; both were included in the county legislative package for the 2020 session.
- 2019: The commission advocated for state ratification of **the Equal Rights Amendment** and that was included in the county legislative package for the 2020 session.
- 2020: The commission advocated for **paid family and medical leave** for the Commonwealth of Virginia, and drafted a position paper for the BOS, resulting in its inclusion in the county's legislative package.
- 2021: The commission had long advocated for the building of a national memorial to honor suffragists located in Lorton, Virginia on the former prison grounds where suffragists were imprisoned in 1917 for protests at the White House. 2021 saw the **Turning Point Suffragist Memorial's** completion and dedication.

Commission Awards:

- 1972 Human Rights Commission Award.**
- 1993** National Association of Commissions for Women **Outstanding Achievement Award.**
- 1997** The **Cable Ace** award as the outstanding single public affairs program for the commission's video **The First 25 Years**, produced by the Fairfax County Department of Cable and Consumer Services' Channel 16.
- 2000** National Association of Counties award for **Summer Tech Resource Guide for Girls.**
- 2005** National Association of Commissions for Women **Outstanding Achievement Award.**

APPENDIX E. PARLIAMENTARY PROCEDURES GUIDE

Commission for Women Parliamentary Guide

Revised November 2013

Commission for Women meetings are run according to Robert's Rules of Order, and a parliamentarian is elected to ensure compliance with the rules. Most decisions made by vote require a first motion, a second, and then a majority in-person voice or hand vote. Points of order, member requests for information, and committee recommendations made in the form of a main motion do not require a second. All decisions are made in a public forum and votes cannot be made by secret ballot or by electronic means. See Code of Virginia, Chapter 21, § 2.1-343.

The chair (or vice-chair if the chair is absent) is the presiding officer, and:

- is responsible for running an orderly meeting;
- calls the meeting to order, once a quorum (a majority of the membership) is present;
- announces in proper sequence the business that comes before the assembly;
- recognizes members who are entitled to the floor;
- rules on votes, subject to call for roll;
- rules on procedure, subject to appeal to body;
- declares the meeting adjourned; and
- generally does not vote except when a vote decides the outcome, and does not participate in debate, except in committees.

The parliamentarian is the expert on Robert's Rules. The parliamentarian helps the chair and the commissioners. See the parliamentarian with any questions.

Robert's Rules of Order: Summary Version for Fair and Orderly Meetings

Robert's Rules provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and facilitate using a common language. The conduct of all business is controlled by the general will of the whole membership -- the right of the deliberate majority to decide.

Robert's Rules also enable a strong minority to require the majority to be deliberate -- to act according to its considered judgment after a full and fair "working through" of the issues involved. Robert's Rules provide for constructive and democratic meetings. The purpose is to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

Speakers must be recognized by the chair before speaking. A mover can modify her motion as she pleases, or even withdraw the motion without consent of the seconder; if the mover modifies, the seconder can withdraw the second. The member moving the "immediately pending question" is entitled to preference to the floor.

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. All remarks must be directed to the chair. Remarks must be courteous in language and deportment -- avoid personal comments.

The agenda and all committee reports are recommendations. When presented to the assembly and the questions are stated, debate begins, and changes may occur.

The Rules

Point of Privilege: A comment addressing a personal need. Generally, pertains to noise, temperature, confidentiality, etc. -- may interrupt only if timely and urgent.

Parliamentary Inquiry: A request for the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.

Point of Information: A request for information on a specific question, either about the process or about the content of a motion. Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Point of Order: A comment raised when a member believes there has been an infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.

Motions: Members bring business before the assembly and take action on assembly business via motions. There are four primary types of motions. Main motions bring new business (the next item on the agenda) before the assembly. Privileged motions have precedence over all other motions as they affect the ability of the assembly to conduct business (for example, points of privilege, motions to adjourn). Subsidiary motions take precedence over main motions and assist the assembly in treating or disposing of a main motion. Incidental motions arise out of the business of the assembly, may be proposed at any time, and must be decided as they arise.

Divide the Question: An incidental motion that divides a motion into two or more separate motions (each of which must be able to stand on their own).

Amend the Motion: A subsidiary motion used for inserting or striking out words or paragraphs or substituting whole paragraphs or resolutions. A mover can accept an amendment without obtaining the floor.

Withdraw Motion: An incidental motion that may be raised after a question is stated.

Commit /Refer/Recommit to Committee: A subsidiary motion to delay action on a motion. This motion must state the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: A subsidiary motion that applies only to the immediately pending question; extends until a certain time or for a certain period of time.

Limit Debate: A subsidiary motion to close debate at a certain time or limiting debate to a certain period of time.

Postpone to a Certain Time: A subsidiary motion to delay action on a motion. This motion must state the time the motion or agenda item will be resumed.

Object to Consideration: An incidental motion to prevent action on an issue. The mover's objection must be stated before discussion or another motion is stated.

Lay on the Table: A subsidiary motion to temporarily suspend further consideration/action on pending question; may be made after motion to close debate has carried or is pending. This motion should generally not be used, as a motion to postpone to a certain time is more appropriate.

Take From the Table: A main motion that resumes consideration of item previously "laid on the table." The mover must state the motion to take from the table.

Reconsider: A main motion to change a decision or bring a question again before the assembly. This motion can be made only by one on the prevailing side who has changed position or view.

Postpone Indefinitely: A subsidiary motion that kills the question/resolution for this session.

Previous Question: A subsidiary motion to suppress debate or hasten action. This motion closes debate if successful.

Appeal Decision of the Chair: An incidental motion to maintain rules of order which requests that the assembly decide an issue previously decided by the chair. This motion must be made before other business is resumed; and is NOT debatable if relates to decorum, violation of rules or order of business.

Suspend the Rules: An incidental motion that allows a violation of the assembly's own rules (except constitution); the object of the suspension must be specified.

© 1997 Beverly Kennedy and edited by Sabrina Rose-Smith, 2023

End Notes:

ⁱ STYLE NOTE: Explanatory notes are identified as such (NOTE:) where they appear in the text to distinguish them from policy statements. Notes are often information from the *Commissioner Guide*.

ⁱⁱ NOTE: The commission is essentially a policy body. It is associated with DSVS for the purpose of staff support, not to oversee the work of DSVS. Its scope includes the entire county government.

ⁱⁱⁱ NOTE: The CFW must have at least a general knowledge of activities that may affect women and girls in all areas of county government. Therefore, an informal relationship between the CFW staff coordinator and executives or other individuals outside of HHS would be helpful. The purpose is for the CFW to *learn* about county activities the CFW would not otherwise learn. Thus, these meetings outside HHS are important regardless of whether there is a particular issue CFW is tracking, for example, county contracting with women-owned businesses. These meetings also serve to inform other parts of the county about the mission, scope, and interests of the CFW. See Appendix C.

^{iv} NOTE: The individual communication with the appointing supervisor is to maintain visibility as a resource and advocate for women and girls and access to information relevant to CFW's mission. Commissioners should listen carefully to remarks from their supervisors. These communications should always be a two-way communication. Feedback from supervisors on the CFW activities is very important.

^v NOTE: The commission is often presented with far more issues than it has the resources and time to address, so it is important to select those issues that are most important to the women and girls of Fairfax County and is a topic the Board of Supervisors has authority to address. The commission may have a separate meeting for strategic planning. Commissioners consider the current environment in terms of emerging needs, available resources, and potential impact to determine which one or two initiatives are most significant to the role of the commission. Additionally, they consider whether the commission is the best group to lead a project and with what other groups it might collaborate.

NOTE CONTINUATION: Once the commission chooses those projects, commissioners volunteer to work on a project. Generally, commissioners work on specific programs throughout the year, such as Women’s History Month or cultural diversity forums for women, and address long-term issues that require policy recommendations (e.g., girls’ athletic equity) in approximately two or three years. The purpose of projects is to provide a reasoned basis for recommendations to the BOS for specific solutions or broad systemic changes, e.g., how recruitment of women for leadership in non-traditional jobs in the county may be improved.

^{vi} NOTE: Additional uses of the CFW banner include t-shirts, tabletop displays, tablecloths, parade banners, and banner stands. The Department of Family Services’ Communications Department permanently keeps the logo image and color specifications for any form of reproduction.