

FAIRFAX COUNTY
HISTORY COMMISSION
BYLAWS

ARTICLE I: NAME

The name of this commission shall be the Fairfax County History Commission, hereinafter referred to as "Commission."

ARTICLE II: PURPOSE

The purpose of the Commission shall be to advise the County Government and to promote and encourage public interest in all matters bearing on the history of Fairfax County.

ARTICLE III: MEMBERSHIP

The membership of the Commission shall consist of three categories:

A. Regular Members

There shall be 21 regular members, including one member from each Supervisor's election district. Regular members shall have the power to vote and shall be appointed by the Board of Supervisors, herein referred to as the "Board," for three years. In the event a member cannot serve or resigns from office, then the chairman or the corresponding secretary, or the County staff coordinator shall advise the Clerk to the Board of Supervisors of the vacancy in writing and the Board shall fill any vacancies for the balance of the term. In the event a member completes his or her term of office, remains qualified to serve as a member, and the Board of Supervisors has not reappointed that member to another term or appointed a successor member, then that person may continue to serve as a member until such time as the member is reappointed or a successor member is appointed. One regular member of the Commission should be a professional historian, one regular member a professional archaeologist, and one regular member a professional architect with competence in historic architecture. The membership of the Commission shall include one City of Fairfax nominee, subject to appointment by the Board for three-year terms. Except for the City of Fairfax regular member, all regular members shall be residents of Fairfax County.

B. Advisory Members

Nonvoting advisory members may be appointed by the Commission or by the Board, and shall serve without compensation for a term of one calendar year. They shall be experts in such fields, as the Commission's work requires. They need not be residents of Fairfax County.

C. Honorary Members

Nonvoting honorary members may be appointed by the Board and shall serve without compensation. They need not be residents of Fairfax County.

ARTICLE IV: OFFICERS

The officers of the Commission shall be the Chairman, the Vice-Chairman, Recording Secretary, Corresponding Secretary, and Treasurer. They shall be elected annually at the last meeting of the calendar year by majority vote of the Commission present and serve a term of one year, beginning the following January. No officer shall serve more than three consecutive terms in the same office. The duties of the officers shall be:

Chairman: The Chairman shall preside at all meetings, and be responsible for the promotion and implementation of the Commission's purpose. The Chairman shall set an agenda for each meeting and shall serve as an ex-officio member of all committees except the Nominating Committee and the Audit Committee.

Vice-Chairman: The Vice-Chairman shall perform all the duties of the Chairman in the absence of the Chairman and shall serve as Chairman if necessary until the annual election of officers.

Corresponding Secretary: The Corresponding Secretary shall handle outgoing correspondence at the direction of the Commission, and Chairman and maintain the records of the History Commission, with the exception of those records maintained by the Treasurer. The records shall include, but not be limited to, rosters, correspondence, committee minutes, draft meeting minutes, approved meeting minutes, and any additional materials require by the Virginia Freedom of Information Act. Ensure that the original approved copy of the minutes is deposited in the official repository in the Virginia Room. The Corresponding Secretary shall assume the duties of the Recording Secretary as needed and be responsible for maintaining the Standing Operating Procedures of the Commission.

Recording Secretary: The Recording Secretary shall take minutes and maintain records of the Commission meetings. The Recording Secretary shall record accurately all motions made and voted upon, and have the minutes printed and distributed by regular mail or email to members of the Commission no later than one week prior to the next meeting. If a clerk has been hired to record, print and distribute the minutes to the Commission member, the Office of the Recording Secretary may remain vacant.

Treasurer: The Treasurer shall oversee all monies of the Commission. The Treasurer shall have custody of the financial records, and shall report on the financial status of the Commission at each meeting. The Treasurer shall make the records available for an annual review by an audit committee composed of Commission members.

ARTICLE V: MEETINGS

A. Regular Meetings

- 1) The date, time and place of regular meetings shall be announced to the Commission members and the public one-month in advance. All meetings of the Commission shall be open to the public.
- 2) The names of Commission members who are absent for three consecutive meetings without good cause shall be transmitted to the Office of the Clerk of the Board.
- 3) Written minutes of every regular meeting shall be recorded. One copy of the Minutes shall be deposited and preserved as a permanent record by the Fairfax County Public Library.

B. Regular, Closed or Committee Meetings

Regular, Closed or Committee meetings of the full Commission shall be in accordance with the Virginia Freedom of Information Act, Virginia Code, Section 2.2-3700, et al.

ARTICLE VI: COMMITTEES

The Chairman shall appoint all Standing Committees, except the Nominating Committee. Standing Committees shall be made up of members of the History Commission.

The Standing Committees shall include, but not be limited, to those set forth here.

A. Budget Committee

At the close of the fiscal year, the Budget Committee shall prepare and present an operational budget for the coming fiscal year.

B. Nominating Committee

The Nominating Committee shall meet in November of each year to nominate a slate of officers in preparation for the December election. The Chair shall call for three members of the History Commission to volunteer each year at the October Meeting to serve on the Nominating Committee.

C. Bylaws Committee

The Bylaws Committee shall ensure that the Bylaws are current and shall recommend amendments when changes are appropriate.

D. Audit Committee

The Audit Committee shall meet with the Treasurer to conduct an annual review of the financial records and submit a report to the Commission within two months of the close of the fiscal year, which is June 30th. The Audit Committee shall consist of four regular members of the Commission, excluding the Chairman, Vice-Chairman, Corresponding Secretary, Recording Secretary and Treasurer.

E. Executive Committee

The Executive Committee shall be composed of the officers of the Commission. The immediate past Chairman shall be a non-voting member of the Executive Committee for the period of one year. If the immediate past Chair is not a member of the Commission, then he/she will be a non-voting Advisory Member. The Executive Committee shall

recommend to the Commission organizational and operating procedures, annual goals and objectives for adoption. The Executive Committee shall meet as necessary.

ARTICLE VII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Commission in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws and any special rules of order the Commission may adopt.

ARTICLE VIII: AMENDMENTS

The Bylaws may be amended at any regular meeting of the Commission by a two-thirds majority vote by those members present and voting, provided notice of the proposed amendment has been given to members at the previous regular meeting or has been mailed to members at least ten days prior to the meeting. Upon approval of any Bylaw amendments by the Commission, the Bylaws shall be submitted to the Board of Supervisors for their approval. Any such amendments shall become effective upon approval by the Board.

ARTICLE IX: DISSOLUTION

In the event of dissolution of this Commission, all remaining assets derived from County funding after payment of all obligations shall be returned to Fairfax County Government. No funds shall inure to the benefit of any individual member of the Commission.

Amended and approved 3 December 2019 by the Fairfax County Board of Supervisors