

# FAIRFAX COUNTY ATHLETIC COUNCIL BYLAWS

*Revised November 2004*

## Article I – Name

The name of this organization is the Fairfax County Athletic Council, hereinafter referred to as “Council.”

## Article II – Purpose

### Section 1 – General

It shall be the purpose of the Council to serve in an advisory capacity to the Fairfax County Board of Supervisors. The Council will assist the Department of Neighborhood and Community Services, the Park Authority, School Board, the Planning Commission, commissions, and authorities of Fairfax County on the allocation, use, and management and future planning of County athletic resources.

### Section 2 – Specific

The Council shall be a forum for recurring input from citizens and sports organizations regarding athletic resources. The Council shall promote consensus on athletic issues, a commitment to Fair Play in athletic competition, and volunteerism in athletic programs.

### Section 3 – Prohibitions

- a. The Council, in carrying out its duties, shall not release its policy recommendations to the public, or to State or Federal agencies, until after such recommendations have been approved by the Board of Supervisors.
- b. The Council shall not discriminate on the basis of age, race, color, religion, sex, national origin, or disability in all aspects of athletics throughout Fairfax County.

## Article III – Membership

Membership of the Council shall be determined by the Board of Supervisors. All voting members shall be Fairfax County residents.

### Section 1 – Composition

The Council is composed of voting and non-voting members.

- a. Voting members. There shall be 23 voting members, each with an alternate:
  - One from each magisterial district (9).
  - One each from the Towns of Vienna, Herndon, and Clifton (3).
  - Three members appointed At Large.
    - o a Women’s Representative
    - o a Diversity Representative, and
    - o a general At Large Representative
  - One from each of the following sports specific councils (8):
    - o Fairfax County Baseball Council
    - o Fairfax County Soccer Council
    - o Fairfax County Basketball Council

- Fairfax County Slow Pitch Softball Council
- Fairfax County Fast Pitch Softball Council
- Fairfax County Football Council
- Fairfax County Volleyball Council
- Fairfax County Lacrosse Council

b. Non-voting members

- Director, Neighborhood and Community Services or designated alternate,
- Representative of Fairfax County Park Authority, and
- Representative of the Fairfax County School Board

Section 2 – Duties of Members

It shall be the duty of all members of the Council to promote the purpose of the Council and to represent the athletic interests of Fairfax County residents. In addition, District and Town representatives shall insure that athletic interests of their respective residents are heard. At Large members shall insure that county-wide issues, such as gender, age, diversity, disability, and emerging sports issues are heard. Sports specific representatives shall insure that the interests of all Fairfax County residents participating in their respective sport are heard.

Section 3 – Nominations and Appointments

a. Members and alternates for the district and town representatives shall be nominated by the District Supervisors and Town Mayors, respectively. Members-at-Large may be nominated by any District Supervisor or Town Mayor. Sports representatives and alternates will be nominated by their Sports Council in accordance with their respective Sports Council Bylaws.

b. All nominees shall be approved and appointed to the Council by the Board of Supervisors.

c. Alternates shall be entitled to vote at those meetings where the primary member is absent.

Section 4 –Term of Appointment, Removal, And Replacement

a. Term of membership for all primary and alternate members is two (2) years from the date of appointment, at which time the Board of Supervisors may re-appoint said member.

b. Any member of the council who fails to be represented at three (3) consecutive meetings or fails to be represented at 50 percent of the meetings in a 12-month period shall be required to present cause for absence in writing to the Chair. If the cause is not considered legitimate by the Chair, the Chair may, after seeking and obtaining Council approval at the next regular meeting, recommend to the Board of Supervisors that the member be replaced.

**Article IV – Officers**

Section 1 – Officers

The officers of the Council shall be Chair, Vice Chair, and Secretary. Officers shall be voting members of the Council.

Section 2 – Duties and Responsibilities

a. Chair

- Presides over all meetings of the Council.
- Establishes and appoints committee members and the committee chair.

- Signs all Council documents.
- Drafts the meeting agenda.

b. Vice Chair

The Vice Chair shall act as Chair during the Chair's absence or inability to act and shall exercise all powers specifically delegated to the Vice Chair by the Chair.

c. Secretary

The Secretary shall be responsible for all minutes and official records, including electronic recordings, of the Council, the Executive Committee, and such other meetings as may be requested by the Council Chair. These minutes and official records shall be available for public inspection at all times upon reasonable notice. A copy of the minutes shall be provided to all members of the Council after adjournment of such meetings and prior to the next regular meeting of the Council.

Section 3 – Election of Officers

a. Prior to the regular March meeting of the Council, the Chair shall select a nominating committee with the responsibility of presenting at the April meeting at least one nomination for each Council office. Additional nominations may be made from the Council at the April and election meetings.

b. Election of the officers shall be held annually at the first Council Meeting held after May 1<sup>st</sup> of each calendar year.

Section 4 – Term Limits

a. The Chair, Vice Chair, and Secretary shall serve a term of one year, or until their successors are elected, but may serve no more than three consecutive terms in their respective positions. For purposes of this section, a partial term to fill a vacancy shall not be considered.

b. Any member of the Council may propose the removal of an officer for cause provided that written notice has been given to the said officer 30 days prior to the meeting at which such action will be introduced and provided the membership shall be given 15 days written notice prior to the inclusion of such action on the meeting agenda. Removal of an officer requires a two-thirds vote of the members at the regular meeting for which notice of the intention of disciplinary action has been given.

**Article V – Committees**

Section 1 – Executive Committee

The Executive Committee shall be composed of the Chair, Vice Chair, and Secretary. The Executive Committee shall perform the duties of the Council between meetings. The Vice Chair and Secretary may assist the Chair in drafting meeting agendas.

Section 2 – Standing and Ad Hoc Committees

The Council may establish such committees as it deems necessary to conduct its business. Members of all committees, standing and ad hoc, shall be members of the Council.

## **Article VI – Meetings**

### Section 1 – Regular Meetings

Regular meetings of the Council, open to the public, shall be held at the same time and place each month on a day and at a time determined by the Council, unless determined otherwise by a majority vote of the members present and voting at a regular meeting.

### Section 2 – Special Meetings

Special meetings may be called by the Chair or by a written petition of at least one-third (1/3) of the members. Notice of such meetings shall be in accordance with Virginia State law.

### Section 3 – Closed Meetings

Meetings of the Council shall at all times be in compliance with the current Virginia Freedom of Information Act and the Council may conduct closed meetings only as provided for in Sections 2.2-3711 and 2.2-3712 of the Virginia Freedom of Information Act.

### Section 4 – Quorum

A quorum shall consist of fifty (50) percent of the voting members. Alternates shall be counted in the quorum only at those meetings where the primary member is absent.

## **Article VII – Administration**

### Section 1 – County Staff Support

The Council shall have the benefit of the services of the Department of Neighborhood and Community Services staff to aid in Council functions.

### Section 2 – Operating Procedures

The Council shall adopt and maintain a manual of operating procedures. The manual will include such items as duties of members, minimum requirements of Sports Council Bylaws, appointment of a parliamentarian, and other rules and regulations of benefit to the Council in conducting its business.

## **Article VIII - Parliamentary Procedures**

In all matters of parliamentary procedure not specifically covered by these Bylaws, *Robert's Rules of Order, Newly Revised*, current edition, shall apply.

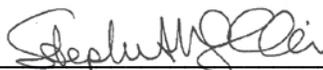
## Article IX - Amendment of Bylaws

### Section 1 – Council Amendments

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the Council as a whole. Proposed amendments shall be presented at a regular meeting of the Council one (1) month prior to taking a vote on the amendment.

### Section 2 – Effective Date

These Bylaws shall be effective upon approval by the Board of Supervisors.



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Stephen McLaughlin, Chairman  
Fairfax County Athletic Council

Amended by Board of Supervisors:

November 21, 2005

November 15, 1999

October 11, 1993

May 17, 1993

February 19, 1986

May 14, 1984

September 15, 1982

Adopted: July 16, 1975