



# FAIRFAX COUNTY PARK AUTHORITY



## M E M O R A N D U M

**TO:** Chairman and Members  
Park Authority Board

**VIA:** Kirk W. Kincannon, Executive Director

**FROM:** Sara Baldwin, Deputy Director/COO

**DATE:** October 6, 2016

### *Agenda*

**Administration and Board Management Committee**  
**Thursday, October 13, 2016 – 5:30 p.m.**  
**Boardroom – Herrity Building**  
**Chairman: Frank S. Vajda**  
**Vice Chair: Faisal Khan**  
**Members: Maggie Godbold, Ken Quincy**

1. Park Authority Policy Review - Information\*
2. Approval – Amendments to Park Authority Bylaws – Discussion\*

\*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

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Committee Agenda Item  
October 13, 2016

## **INFORMATION**

### Park Authority Policy Review

The Fairfax County Park Authority Policy Manual is reviewed and updated as necessary every five years to ensure that the policies reflect the changing county need. Policies may be revised, added, or deleted upon action of the Park Authority Board. By practice, the Park Authority adopts new policies and updates existing policies as the need arises over time.

The Commission for the Accreditation of Park and Recreation Agencies (CAPRA) process that the agency is currently undergoing for reaccreditation requires that the Policy Manual for the agency be kept-up-to-date and reviewed systematically, at least every five years. As part of the reaccreditation effort, monthly review sessions are scheduled with the Administration and Budget Management committee January 2017 through December 2017.

ENCLOSED DOCUMENTS: *(To be distributed at the October 13, 2016, committee meeting.)*

Attachment 1: Overview of policy review process

### STAFF:

Kirk Kincannon, Executive Director  
Sara Baldwin, Deputy Director/COO  
Aimee Vosper, Deputy Director/CBD  
David Bowden, Director, Planning and Development Division  
Todd Brown, Director, Park Operations Division  
Barbara Nugent, Director, Park Services Division  
Cindy Walsh, Director, Resource Management Division  
Judy Pedersen, Public Information Office

# FCPA Policy Review Overview

Administration & Board Management Committee

October 13, 2016



# Purpose

- ▶ Five-year review and update is necessary to ensure that the policies reflect changing county needs.
  - ▶ Objectives and policies may be revised, added or deleted upon action of the Park Authority Board.



# Policy vs Procedure - Working Definitions

- Policies reflect the "rules" governing the implementation of processes.
  - Policy statements address what is the rule rather than how to implement the rule.
  - Policies provide guidance for decision makers (board, director, and staff).
- Procedures represent an implementation of policy and should evolve over time as new tools emerge and new processes are designed.



# Distinguishing Characteristics

Policy	Procedure
Widespread application	Narrow application
Changes less frequently	Prone to change
Usually expressed in broad terms	Often stated in detail
Statements of “what” and/or “why”	Statements of “how,” “when,” and/or sometimes “who”
Direct decision making	Direct staff



# Development of New Policies

- ▶ Alcohol Policy
- ▶ Friends Group Policy
- ▶ Art Policy



# Policy Review Process

- ▶ Park Board reviews policies through an on-line survey
- ▶ Policy assigned to lead staff reviewer
- ▶ The lead staff reviewer coordinates meetings with appropriate staff to review and recommend changes to the policy
- ▶ The revised Policy is reviewed by FCPA Leadership Team
- ▶ Policy is reviewed by the Administration and Board Management Committee
- ▶ Policy Manual is reviewed by the County Attorney
- ▶ Policy Manual is approved by the Park Authority Board



# Timeline for Review

## Administration and Board Management Committee\*

- ▶ February 22, 2017 - Objective 100 & Policies 101 - 105
- ▶ March 22, 2017 -Objective 200 & Polices 201 - 205
- ▶ April 26, 2017 - Policies 208 - 212
- ▶ May 24, 2017 - Objective 300 & Policies 301-306
- ▶ June 28, 2017 - Objective 400 & Policies 401-407
- ▶ September 13, 2017- Entire Manual & any policies that need to be revisited

\*new polices will be added as completed by work teams

County Attorney - Mid September - Mid October

Park Authority Board - Review and Approve by end of CY 2017



# Policy Format



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy</b>	<b>Title:</b>
<b>Date Approved:</b>	<b>Last reviewed:</b>
<b>Objective:</b>	

**Purpose:**

[A concise statement of the rationale for the policy, including if appropriate, reference to external regulations, further policy discussion, etc. Summary (one paragraph) clearly stating the important policy content.]

**Policy Statement:** [Includes Policy Narrative]

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**References:** [enter list in numerical order by hierarchy]

- Only add if referenced in policy

**Supporting Documentation:** [enter list in numerical order by hierarchy]



Questions?



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Committee Agenda Item  
October 13, 2016

## **DISCUSSION**

### Approval – Amendment to the Fairfax County Park Authority Bylaws

The Fairfax County Park Authority Bylaws were approved by the full board on December 10, 2014, following review by the County Attorneys' Office. The Park Authority Board Braddock District representative has requested amending the bylaws with regard to term limits for officers and to include subsections regarding members and their roles and responsibilities.

If the Administration and Board Management Committee determines there is merit to amending the bylaws, the item will move forward to the full board on November 16, 2016.

### FISCAL IMPACT:

None

### ENCLOSED DOCUMENTS:

- Attachment 1: Fairfax County Park Authority Bylaws, Adopted December 10, 2014
- Attachment 2: Fairfax County Park Authority Bylaw Revision to Article IV – Membership and Term of Office, as recommended by Braddock District Representative
- Attachment 3: Fairfax County Park Authority Bylaw Revision to Article V – Officers and Their Duties, as recommended by Braddock District Representative

BYLAWS GOVERNING THE FAIRFAX COUNTY PARK AUTHORITY  
OF FAIRFAX COUNTY, VIRGINIA

AS REVISED AND ADOPTED December 10, 2014

Article I – Name

The name of this organization is the Fairfax County Park Authority, hereinafter referred to as the “Authority”

Article II – Source of Authority

The Fairfax County Park Authority derives authority from the state of Virginia and the Fairfax County Government as described in the Virginia State Code, §15.2-5700-5714, known as the Park Authorities Act and the Park Authority Ordinance passed by the Fairfax County Board of Supervisors establishing the Fairfax County Park Authority on December 6, 1950.

Article III – Purpose

The Fairfax County Park Authority (Authority) was established by the Board of Supervisors of Fairfax County, Virginia (Board of Supervisors), pursuant to Virginia law for the following purpose:

- (1) To examine the need for park facilities and the availability of desirable park sites in the County of Fairfax.
- (2) To acquire, maintain and operate parks and park facilities in the County of Fairfax.
- (3) To arrange for the maintenance and operation of parks and park facilities in the County of Fairfax by the State of Virginia, the United States Government or any park Authority or park Commission with which it may agree.

Article IV – Membership and Term of Office

The Park Authority shall be governed by a Board, hereinafter referred to as the “Board.” Membership or appointments to the Board shall be as determined by the Board of Supervisors, and members shall serve for such term or terms as established by the Board of Supervisors. In the event a member cannot serve or resigns from office, the chairperson, the clerk or the secretary, or the county staff coordinator shall advise the Clerk to the Board of Supervisors of the vacancy in writing. 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.

Article V – Officers and Their Duties

Section 1. Terms of Office of Officers

The officers of the Board shall be Chairman, Vice Chairman, Secretary, and Treasurer, who shall be elected by the members at a regular meeting in January of each year, or at such other

time as there may be a vacancy. The offices of Secretary and Treasurer may be combined, and then the duties of such shall also be combined.

#### Section 2. Chairman

The Chairman shall convey to the Director all policy decisions of the Board and will cause these policies to be administered by the Director. The Chairman shall be the official representative of the Board at all functions unless representation is specifically delegated to another member. The Chairman shall preside at all meetings of the Board and shall be an ex-officio member of all standing and special committees. Except as may be limited by Virginia conflict of interests laws, the Chairman may vote on all issues at any meeting of the Board.

#### Section 3. Vice Chairman

The Vice Chairman, in the absence of the Chairman, shall be vested with all the powers and perform all the duties of the Chairman.

#### Section 4. Secretary and Treasurer

The Secretary shall be responsible for ensuring that due notice is given of all Authority meetings and that proper records are kept of all proceedings of the Authority.

The Treasurer shall ensure that the Board receives timely, periodic reports as to the status of the Authority's finances and accounts.

### Article VI – Meetings

All meetings shall be conducted in accordance with the Virginia Freedom of Information Act, Virginia Code §§ 2.2-3700 through -3714, as amended (“VFOIA”), and except for closed sessions, all meetings shall be open to the public. Pursuant to Virginia Code § 2.2-3701, “meeting” or “meetings” mean the meetings including work sessions, when sitting physically, or through telephone or video equipment pursuant to § 2.2-3708 or § 2.2-3708.1 as a body or entity, or an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.

All meetings shall be preceded by a notice stating the date, time, and location of its meetings, and except for emergency meetings, notice of a meeting shall be given at least three working days prior to the meeting. Notice, reasonable under the circumstances of emergency meetings, shall be given contemporaneously with the notice provided to members. Notices of all meetings shall be provided to the Office of Public Affairs for posting at the Government Center and on the County Internet site. Also, notices for all meetings shall be placed at a prominent public location by the Park Authority Director. All meetings shall be conducted in places that are accessible to persons with disabilities, and all meetings shall be conducted in public buildings whenever practical.

Except as otherwise provided by Virginia law or by these bylaws, all meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and except as specifically authorized by VFOIA, no meeting shall be conducted through telephonic, video, electronic, or other communication means where the members are not all physically assembled to discuss or transact public business.

At any meeting, at least one copy of the agenda and, unless exempt under VFOIA, all materials furnished to members shall be made available for public inspection at the same time such

documents are furnished to the members. Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open, but no person broadcasting, photographing, filming, or recording any open meeting may interfere with any of the proceedings.

The Authority shall keep minutes of the Board's meetings, and those minutes shall include: (1) the date, time, and location of each meeting; (2) the members present and absent; (3) a summary of the discussion on matters proposed, deliberated, or decided; and (4) a record of any votes taken. Such minutes are public records and subject to inspection and copying by citizens of the Commonwealth or by members of the news media.

#### Section 1. Special Meetings

Special meetings of the Authority shall be called by the Chairman or at the request in writing of any three members of the Board. Notice shall be given the members of the Board prior to such meeting in accordance with Article VI.

#### Section 2. Quorums

A majority of the members of the Board shall constitute a quorum for the transaction of business at all meetings, including any public hearing required by Virginia law. The vote of a majority of such quorum shall be necessary for any action taken by the Authority.

### Article VII – Voting

A majority of the members of the Board shall constitute a quorum, and the vote of a majority of the quorum shall be necessary for any action taken. All votes of members shall be taken during a public meeting, and no vote shall be taken by secret or written ballot or by proxy. All members who are present at the meeting, including the chairperson, may vote at any meeting.

### Article VIII - Committees

The Chairman shall create standing and special committees. Appointments to all such committees shall be made by the Chairman and ratified by the Board. Committees shall comply with the notice and other requirements of VFOIA. To the extent that is practicable, any such committees shall be composed of at least four members excluding the ex-officio. A majority of committee members shall constitute a quorum at meetings of Standing and Special Committees.

Committees shall be appointed for a term of one year at the first meeting following the election of officers in January. The duties of all such committees shall be defined by the Chairman and actions of such committees shall be reported to the Board.

### Article IX - Fiscal Year

The fiscal year of the Authority shall coincide with that of the Fairfax County Government.

### Article X - Compliance with Law and County Policy

The Board and its members shall comply with all Virginia laws, including, but not limited to, VFOIA, and the Virginia State and Local Government Conflict of Interests Act, Virginia Code §§ 2.2-3100 through -3131, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions.

The Park Authority operates under a contract with the Board of Supervisors. The provisions of the contract shall not be construed as limiting the Park Authority's statutory responsibility for the control of its trust funds and the discharge of its nondelegable duties.

Article XI - Amendment of Bylaws

Any article of the Bylaws may be amended or repealed, and any new article may be incorporated therein by vote of the majority of the Authority's members after all members of the Authority have been notified in writing of the proposed changes at least ten days before the meeting at which the changes are considered.

Adopted and approved by the Fairfax County Park Authority this 10th day of December, 2015

/s/ William G. Bouie  
Chairman

ATTEST: /s/ Kala Leggett Quintana  
Secretary

Revised and approved December 10, 2014

Board Agenda Item  
November 18, 2016

**ACTION**

Change to Fairfax County Park Authority Board By-laws: Member Responsibilities.

Modify Article IV., by inserting a new paragraph which addresses members and their roles and responsibilities.

**Current:**

Article IV – Membership and Term of Office

The Park Authority shall be governed by a Board, hereinafter referred to as the “Board.” Membership or appointments to the Board shall be as determined by the Board of Supervisors, and members shall serve for such term or terms as established by the Board of Supervisors. In the event a member cannot serve or resigns from office, the chairperson, the clerk or the secretary, or the county staff coordinator shall advise the Clerk to the Board of Supervisors of the vacancy in writing. 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.

**Proposed:**

Article IV – Membership and Term of Office

Section I - Membership

The Park Authority shall be governed by a Board, hereinafter referred to as the “Board.” Membership or appointments to the Board are as determined by the Board of Supervisors, and consist of district representatives and members-at-large.

(1) District Representatives

District representatives shall be nominated by the district supervisor of each magisterial district, and approved by the Board of Supervisors. Each district representative will hold a position on the board of the Authority, and may be an officer, and/or a chairperson, vice –chairperson, or member of any one of a number of standing or special committees. District representatives shall represent and advocate for residents in their respective magisterial district.

(2) Members-At-Large

Members-at-large shall be nominated by the elected Chairman of the Board of Supervisors, and approved by the Board of Supervisors. Each member-at-large will hold a position on the board of the Authority, and may be an officer, and/or a chairperson, vice –chairperson, or member of any one of a number of standing or special committees. Members-at-large shall represent and advocate for residents on common issues affecting the Park Authority.

Section II – Term Of Office

Members shall serve for such term or terms as established by the Board of Supervisors. In the event a member cannot serve or resigns from office, the chairperson, the clerk or the secretary, or the county staff coordinator shall advise the Clerk to the Board of Supervisors of the vacancy in writing. 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.

**RECOMMENDATION:**

This action is requested by the Braddock District Representative to the Park Authority Board.

**TIMING:**

Committee action is requested on October 13, 2016 to forward for full board approval.

**BACKGROUND:**

The current bylaws of the Fairfax County Park Authority do not identify the two different member types of the Park Authority Board, nor do they identify any roles and responsibilities of those members. The last revision to the bylaws occurred in December 2014.

Most bylaws identify their members, and the roles and responsibilities of those members.

With respect to roles and responsibilities, the following excerpt is quoted from Roberts Rules of Order, Chapter 20, regarding the development of bylaws:

**Quote**

Section III – This article usually has several sections that define who the members are, dues, and responsibilities.

**UnQuote**

The proposed wording addresses the two types of members on the current board and provides an overview of their roles and responsibilities.

**FISCAL IMPACT:**

None.

**ENCLOSED DOCUMENTS:**

None

**STAFF:**

Kirk W. Kincannon, Executive Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD

Board Agenda Item  
November 18, 2016

**ACTION**

Change to Fairfax County Park Authority Board By-laws: Term limits for Park Authority Board Officers.

Modify Article V., Section 1 by inserting a new paragraph which addresses term limits

**Current:**

Article V – Officers and Their Duties

Section 1. Terms of Office of Officers

The officers of the Board shall be Chairman, Vice Chairman, Secretary, and Treasurer, who shall be elected by the members at a regular meeting in January of each year, or at such other time as there may be a vacancy. The offices of Secretary and Treasurer may be combined, and then the duties of such shall also be combined.

**Proposed:**

Article V – Officers and Their Duties

Section 1. Terms of Office of Officers

The officers of the Board shall be Chairman, Vice Chairman, Secretary, and Treasurer, who shall be elected by the members at a regular meeting in January of each year, or at such other time as there may be a vacancy. The offices of Secretary and Treasurer may be combined, and then the duties of such shall also be combined.

Officers of the board shall serve no more than two consecutive terms in the same position; a third term may be authorized in special situations, upon such declaration and approval by the board.

**RECOMMENDATION:**

This action is requested by the Braddock District Representative to the Park Authority Board.

**TIMING:**

Committee action is requested on October 13, 2016 to forward for full board approval.

**BACKGROUND:**

The current bylaws of the Fairfax County Park Authority do not establish term limits for the officers of the Authority. The last revision to the bylaws occurred in December 2014.

In February 2016, the Braddock District Representative to the Park Authority Board requested the consideration of term limits to the Authority's bylaws after the most recent elections of the Authority's officers citing several concerns – notably that while stability in an organization is important, so too is change if an organization is to be healthy.

The chairman accepted the request and directed that the issue be addressed later in the year.

Various other public boards have term limits of various durations to ensure a rotation of officers. A planned rotation of officers distributes responsibilities more equitably, and enabling those members serving as officers to develop a deeper understanding of the organization.

The proposed wording embraces a balance of stability and change, and provides for the continuation of officers for a third year in the event of special situations, such as the search for a new director, sensitive personnel or financial actions that carry over, or such other actions that the board deems appropriate.

**FISCAL IMPACT:**

None.

**ENCLOSED DOCUMENTS:**

None

**STAFF:**

Kirk W. Kincannon, Executive Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD