

## Planning and Zoning Committee

### BYLAWS

Adopted 20 March 1995

#### ARTICLE I. NAME AND LEGAL ESTABLISHMENT

1. Name. The name of this organization shall be the Reston Citizens' Association Planning and Zoning Committee (hereinafter referred to as the Planning and Zoning Committee, the Committee, or P&Z).
2. Legal Establishment. The Committee was legally established pursuant to Article X, Section 3 of the Reston Citizens' Association's Bylaws of January 23, 1968, as amended (hereinafter referred to as the RCA Bylaws).

#### ARTICLE II. PURPOSE

Pursuant to Article X, Section 3 of the RCA Bylaws, "The Planning and Zoning Committee shall review and advise the Board on planning and zoning matters, including proposed Master Plan changes, rezonings, development plans, and site plans in Reston and surrounding areas of direct interest to Reston."

#### ARTICLE III. MEMBERSHIP

1. Number. The Committee shall consist of nine (9) members.
2. Term. The term of appointment shall be three (3) years. Terms shall be staggered such that the term for three (3) seats expires each year. The Committee term shall operate on the calendar year. Committee members may be reappointed for successive terms.
3. Qualifications. Any Reston resident is eligible to serve on the Committee, provided they are a resident of Reston; and have the necessary knowledge, experience, and skills to carry out their responsibilities of membership on the committee.
4. Appointment to the Committee. <sup>Reston Citizens' Association</sup> The RCA Board of Directors shall have the sole authority to appoint members to the Committee. The RCA Board of Directors shall make every effort to ensure broad geographical representation of Reston districts on the Committee. The RCA Board of Directors shall respect the requirements of this Article with respect to number, term, and qualifications of Committee members.
5. Vacancies. In the event of a vacancy on the Committee, the Committee shall be authorized to nominate to the RCA Board of Directors such candidates as the Committee shall determine are qualified to serve. All Committee nominations shall require ratification by the RCA Board of Directors before the nominee shall be permitted to serve on the Committee. The term of all interim appoints to fill vacant seats shall be limited to the duration of the unexpired term for the seat to be filled.
6. Responsibilities of Committee Members.
  - a. Committee members shall commit to participate actively in all matters associated with the Committee, except where such participation violates the

provisions of these Bylaws regarding conflicts of interest. In this regard, Committee members shall be expected to attend all regularly scheduled and special meetings of the Committee.

- b. Committee members shall conduct committee business with the utmost integrity, and in professional manner at all times. Committee members shall recuse themselves from any action, including discussion, voting, lobbying of Committee or RCA Board members, or other participation where such actions may present a real or potential conflict of interest, or the appearance of a conflict of interest.
- c. Committee members shall not disclose the proceedings or minutes of executive sessions of the Committee without the prior approval by majority vote of the Committee.

7. Recall of Members. A member of the Committee may be removed from the Committee by majority vote for any of the following causes:

- a. failure to attend three (3) consecutive, scheduled meetings of the Committee;
- b. violation of Article III, Section 6 of these Bylaws; or
- c. other such action that jeopardizes the credibility or integrity of the Committee.

#### ARTICLE IV. OFFICERS

1. Enumeration. The officers of the Committee shall consist of a Chairman, Vice Chairman, Secretary, and Parliamentarian.

2. Term. Officers shall serve one (1) year terms, and may be reelected for subsequent terms. New officers shall take their office immediately upon their election.

3. Eligibility. Only members of the Committee are eligible to serve as an officer of the Committee. No officer shall serve in more than one office simultaneously, excepting the offices of the secretary and parliamentarian which may be held by the same person.

4. Election. Election of officers shall be held at the first regularly scheduled meeting of the Committee at the beginning of each calendar year. Officers are elected by majority vote of the Committee.

5. Chairman -- Powers and Duties. The Chairman shall preside at all meetings; maintain decorum for all meetings; approve the agenda for meetings; represent the Committee before the RCA Board of Directors and external organizations and groups; implement all resolutions of the Committee, subject to right of the Committee to delegate any specific powers, except as may by statute confer exclusively to the Chairman, to any other member of the Committee. The Chairman shall make a report to the RCA Board of Directors on matters requested by the RCA Board; and on resolutions or other actions of the Committee that shall, pursuant to the RCA Bylaws or in conformance thereof, require ratification by the RCA Board prior to being implemented.

6. Vice Chairman -- Powers and Duties. The Vice Chairman shall perform all the duties of the Chairman in the latter's absence or disability, and shall succeed to the office of Chairman in the event of the withdrawal or resignation of the Chairman for any reason.



The Vice Chairman shall also perform such other duties as may be assigned by the Chairman or the Committee.

7. Secretary -- Powers and Duties. The Secretary shall conduct the correspondence of the Committee, issue notices of and keep minutes of all meetings of the Committee, be custodian of the Committee's records and files, keep the roll of all members and discharge such other duties as may be assigned by the Committee or the Chairman.

8. Parliamentarian -- Powers and Duties. The Parliamentarian shall advise the Committee on all rules and other parliamentary procedure as prescribed in these bylaws and *Roberts Rules of Order, revised*. The Parliamentarian shall also discharge such other duties as may be assigned by the Committee or the Chairman.

## ARTICLE V. COMMITTEE MEETINGS

### 1. Meeting Frequency.

a. Regular Meetings. The Committee shall meet monthly, except as may be provided for in Article V.1.d, for the purpose of conducting regular business of the Committee.

b. Special Meetings. The Committee by majority vote or the Chairman may call special meetings of the Committee.

c. Executive Sessions. An executive session may be called by the Chairman or by majority vote of the Committee. Only members of the Committee or those admitted by majority vote of the Committee may attend an executive session. Executive sessions shall be restricted to discussion of legal, personnel, or other internal business of the Committee.

d. Time, Place and Manner of Meetings. The Committee shall fix by majority vote the number, day, time, place and manner of all Committee meetings and executive sessions.

2. Notification. The Secretary, or designee, shall notify Committee members of all regular and special meetings and the agenda thereof at least three (3) calendar days prior to the date of the meeting. The Committee shall make best efforts to publish notice of its open meetings, and the agenda at least three (3) calendar days prior to such meeting.

3. Agenda. Any member of the Committee may submit a proposed agenda item, either at the appropriate time in the prior meeting or in writing to the Chairman at least ten (10) business days prior to the scheduled date of the meeting of the Committee.

4. Public Attendance. All meetings, except for executive sessions, shall be open to the public.

5. Minutes of Meetings. All regular, special and executive sessions of the Committee shall be recorded in minutes. The minutes of a meeting shall include: the attendees, witnesses and presenters at the meeting; findings of fact by the Committee; a record of the decisions taken by the Committee; and such other information as the Committee may direct be included in the minutes by majority vote. All meeting minutes, except for those of executive sessions, shall be made available to other parties upon request, or at the direction of the Committee or the Chairman.

6. Quorum. A majority of the Committee members duly appointed shall constitute a quorum. No official business or actions shall be conducted in the absence of a quorum.

7. Voting. All resolutions of the Committee shall be by majority vote, except as provided for herein.

VI  
ARTICLE ~~VII~~. SUB-COMMITTEES

The Committee shall establish by resolution of the Committee such sub-committees as it deems necessary to carry out the Committee's functions pursuant to the purpose of these bylaws. Sub-committee members shall be appointed by majority vote of the Committee. At least one member of the sub-committee shall be a member of the Planning and Zoning Committee, unless otherwise approved by majority vote of the Committee.

VII  
ARTICLE ~~VIII~~. PARLIAMENTARY AUTHORITY

The rules contained in *Roberts Rules of Order, revised*, shall govern the Committee and its proceedings, provided that such rules are not inconsistent with the Bylaws of the Committee.

VIII  
ARTICLE ~~IX~~. AMENDMENT

These Bylaws may be amended by resolution approved by two-thirds of the Committee provided such amendment does not conflict with the RCA Bylaws.

IX  
ARTICLE X. RATIFICATION

1. Effective Date of the Bylaws. These Bylaws shall become effective upon ratification of the same by the RCA Board of Directors.

2. Transition. On the effective date of these Bylaws, the RCA Board shall appoint the initial members of the Committee pursuant to Article III, Section 4 of these Bylaws. The initial nine Committee members shall be appointed as follows: Three for a three (3) year term; three for a two (2) year term; and three for a one (1) year term. At the first regular meeting of the Committee following the ratification of these Bylaws, the Committee shall elect its officers to fill the remaining term of the current calendar year.