

City of Alexandria, Virginia

MEMORANDUM

DATE: March 1, 2019
TO: Members of the Board of Architectural Review
FROM: Historic Preservation Staff
SUBJECT: Information for the inaugural meeting of the new BAR

This memo outlines the agenda for Wednesday night's meeting.

1. **BAR meeting time**

BAR meetings will occur on the first and third Wednesday of every month (except August) and will begin at 7:00 p.m., consistent with most of the City's Boards and Commissions.

2. **Introductions**

After staff opens the meeting, please plan on providing a brief introduction of yourself and your related background and experience.

3. **Bylaws**

As the first order of business, the BAR will be asked to adopt bylaws for the new BAR. The draft bylaws closely follow the most recent bylaws adopted by the OHAD BAR in 2016, as the Parker-Gray bylaws were last updated in 2006. The only changes to the bylaws are the deletion of references to the OHAD BAR and the new start time.

4. **Election of Chair/Vice Chair**

Following the adoption of the bylaws you must elect a Chair and Vice Chair.

ARTICLE VII. PARLIAMENTARY RULES of the bylaws state:

Except as otherwise provided by law or these bylaws, the then-current Robert's Rules of Order shall govern the proceedings of the Board.

The Tenth Edition of Robert's Rules of Order, Chapter XIV, offers several ways to make nominations for officers. The following is a summary of the rules for nominations and elections for small groups, such as the BAR.

Nominations

Nominations are made orally from the floor. The Secretary will call for nominations, saying:

Secretary: "Nominations are now in order for the office of _____ (Chair or Vice Chair)"

Member: "I nominate Mr./Ms. _____."

Secretary: "Mr./Ms. _____ is nominated. Any further nominations for the office of _____?"

No second is required for any nomination, and every member wishing to nominate a person shall have an opportunity to do so. The Secretary repeats each nomination in this way until all nominations for the office have been made. When it appears that no one else wishes to make a nomination, the Secretary should ask:

Secretary: "Are there any further nominations for the office of _____? If not ... [pause], nominations are closed."

Voting

Section 2.2-3710(A) of the Code of Virginia states, "[n]o public body shall vote by secret or written ballot." Votes must, therefore, be oral or by show of hands. Robert's Rules recommends that the elections be held in the order the officers are listed in the bylaws (1. Chair, and 2. Vice Chair). Each office is voted on before proceeding to the next. Voting should be repeated for that office as many times as necessary to obtain a majority vote. Members may vote for themselves.

When repeating balloting for an office is necessary, the names of all nominees are kept on the ballot. If there is only one nominee for an office, the vote must nevertheless be taken for that office.

An election to an office becomes final immediately if the candidate is present and does not decline, or if he/she is absent but has consented to the candidacy. An officer-elect takes possession of the office immediately upon the election's becoming final.

5. Training

After the election of officers, staff will review the establishment of both the OHAD and PG districts, and the subsequent Parker-Gray 2012 policy changes. Staff will also highlight the differences in the zoning ordinance section for each district.

6. Regular business

The hearing will proceed in the typical fashion, with the minutes and consent calendar first, followed by discussion items and other business. Staff reports will clearly identify the relevant district in which the project is located on the cover page and in the header on each page.

7. **Continued training**

During other business, staff will continue with a review of the policies and guidelines. In the coming months, BAR members will have the opportunity to attend additional training offered by the Virginia Department of Historic Resources. Staff will also provide ongoing training to facilitate the transition to a single BAR.