

BOARD OF ARCHITECTURAL REVIEW
CITY OF ALEXANDRIA, VIRGINIA
BYLAWS¹

ARTICLE I. ORGANIZATION

Section 1. Officers.

(a) The Board of Architectural Review shall, at its first meeting in December of each year, elect a Chair and a Vice Chair from its members, who shall serve for one year or until their respective successors are chosen. The Secretary shall preside at the election of the officers.

(b) The Secretary of the Board (ex officio) shall be appointed as provided for in the Zoning Ordinance 10-401(E).

Section 2. Duties of Officers.

(a) The Chair shall conduct the meetings of the Board and sign all official letters of the Board and transmittals to City Council.

(b) The Vice Chair shall, in the absence of the Chair, exercise the rights and duties of the Chair. In the event the Chair shall for any reason be no longer able to perform the duties provided herein, the Vice Chair shall act as Chair until a successor Chair is elected in accordance with Article I, Section 1(a), above.

(c) In the event the Vice Chair shall for any reason be no longer able to perform the duties provided herein, a Vice Chair shall be chosen until a successor Vice Chair is elected in accordance with Article I.

(d) The Secretary shall (i) keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions, and determinations by the Board; (ii) be the custodian of the Board's property; (iii) prepare the agenda for its meetings; (iii) provide notice of its meetings to board members; (iv) give proper legal notice of its meetings as required by law; (v) attend to correspondence of the Board; and (vi) sign the official minutes of the Board. In the absence of the Secretary, the Chair shall designate a person to record the minutes.

¹ The Board's authority derives from The Zoning Ordinance of the City of Alexandria, Virginia, Section 10-400 et seq.

Section 3. Committees and Representatives

(a) The Board may appoint ad hoc or continuing committees from its members as the Board sees fit. The Chair may or may not be a member ex officio of any such committee.

(b) The Chair may appoint Board members as Board representatives to other boards, commissions, or committees.

ARTICLE II. MEETINGS

Section 1. Regular Meetings. The Board shall hold a regular meeting on the first and third Wednesday of each month at 7:00 P.M., at City Hall, except during the month of August, unless the Board shall designate another date, time, or place for such meeting.

Section 2. Special Meetings. Special meetings shall be held at the call of the Chair, consented to by a majority of the members of the Board.

Section 3. Quorum. A majority of the members of the Board, four (4), shall constitute a quorum. A quorum is required before the Board may take official action.

Section 4. Voting. All members of the board shall be entitled to vote unless otherwise provided herein.

Section 5. Passage of Motions.

(a) An affirmative vote of a majority of the members present shall be sufficient to pass a motion, unless a greater number is required by law.

(b) In the event of a tie vote on any motion, the motion shall fail.

(c) Votes on motions, except for permits to demolish, shall be by voice vote, unless a roll call vote is called for by the Chair or any member of the Board. Votes on permits to demolish shall be by roll call vote.

(d) The Board shall state in writing its reasons in denying any item or for taking any action that differs from the staff's recommendation.

ARTICLE III. ORDER OF BUSINESS

The order of business shall be:

1. Call to order
2. Consideration of minutes of previous meetings

3. Consent calendar
4. Unfinished business and items previously deferred
5. New business
6. Other business and reports
7. Adjournment

Related matters shall be grouped. The Chair or the Secretary may change the order of business prior to the publication of the official notice thereof and the Board may change the order of business at any time during a regular or special meeting.

ARTICLE IV: CONSENT CALENDAR

The docket of the regular meetings of the Board shall include a consent calendar. The Secretary shall place on the consent calendar those docket items that do not require a separate recorded vote and which, in the Secretary's opinion, do not involve significant issues or significant public concern. When the consent calendar is reached, the chair shall ascertain if any Board member, staff member, applicant, or member of the public desires to have any item removed from the consent calendar, in which event any such item shall be removed from the consent calendar and brought up for consideration after any remaining consent calendar items have been adopted.

ARTICLE V. HEARING PROCEDURE

Hearings on items for discussion shall occur in the following manner:

1. The applicant may make a presentation on their application to the Board.
2. Members of the public may present their views. An organization or group wishing to express views may choose a single representative to do so. Each member of the public will be given three (3) minutes to speak.
3. Members of the Board may ask questions of any of the presenters, including the applicant, once all of the presentations have been made.
4. Once all questions have been asked, the Chair shall request a motion to close the public hearing. Once approved, a motion on the application is in order and discussion between the members of the Board shall be confined to the motion at hand, or a properly substituted or amended motion. Following discussion, the Chair may call for a vote on the motion at hand, or any properly substituted or amended motion.

ARTICLE VI. CONFLICTS OF INTERESTS

Each member of the Board shall be under a continuous duty to remain conscious of and sensitive to any possible conflict of interest which may arise by virtue of his membership on the Board. A member, promptly upon his determining he has a conflict of interest relative to any matter brought, shall disqualify himself from participating, in any manner,

publicly or privately, in the presentation, discussion or deliberation of and the voting on any such matter and shall leave the meeting room. The State and Local Government Conflicts of Interest Act, section 2.2-3100 et seq. of the Code of Virginia, shall, where applicable, control the actions of all members of the board.

ARTICLE VII. PARLIAMENTARY RULES

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

ARTICLE VIII. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the entire membership of the Board during any regular or special meeting of the Board, provided that the substance of each amendment to the bylaws shall have been stated in the notice of the meeting at which it is to be considered and that each such amendment shall have been submitted to an ad hoc Bylaws Committee for comments and a recommendation on adoption

Adopted February 20, 2019

Chair