

BOARD OF ARCHITECTURAL REVIEW  
CITY OF ALEXANDRIA, VIRGINIA  
BYLAWS<sup>1</sup>

**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. Elected officers shall be limited to three consecutive, one-year terms.

(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 by the Chair 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.

**Section 3. Committees and Representatives**

(a) The Board may appoint ad hoc, continuing, or temporary committees from its members as the Board sees fit. The Chair may be a member ex officio of any such committee.

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<sup>1</sup> The Board's authority derives from City Charter Section 9.09 and Article X of the Zoning Ordinance of the City of Alexandria, Virginia.

(b) The Chair may appoint Board members to represent the Board on 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 its reasons for 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 Chair 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, 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 Board may ask questions of any of the presenters, including the applicant, after each presentation and once all the presentations have been made.
3. 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. Members of the public representing organizations will be allowed (5) minutes to speak.
4. Once all questions have been asked, the Chair shall close the public hearing. Discussion between Board Members shall be confined to the application and presentations. Following a motion and a second, the Chair may call for a vote on the proposed motion, or any properly substituted or amended motion.

#### **ARTICLE VI. CONFLICTS OF INTEREST**

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. In a virtual hearing, the member shall turn off his camera and microphone. The State and Local Government Conflicts of Interest Act (Section 2.2-3100 et seq. of the Code of Virginia) and the Zoning Ordinance (Sections 10-401(D) and 11-350 et. seq.) shall, where applicable, control the actions of all members of the Board.

#### **ARTICLE VII. CONTINUING EDUCATION**

Board members shall participate in at least one continuing education and/or professional training opportunity per year as is required for Certified Local Governments by the

Virginia Department of Historic Resources (VDHR). Members shall report said activities to Board staff, who shall include the information in the annual fiscal year report to VDHR. The VDHR fiscal year runs from October 1 – September 30.

**ARTICLE VIII. 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 IX. 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.

Adopted: July 7, 2021

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Christine Roberts, Chair  
Board of Architectural Review

ATTEST:

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William Conkey, Secretary  
Board of Architectural Review