

**George Washington Birthday
Celebration Committee
City of Alexandria, Virginia**

BYLAWS

Article 1. Organization

Sec. 1-1. Purpose and Membership in Accordance with City Code.

(a) The Committee shall exist for the purpose of planning and carrying out of the City's annual George Washington Birthday celebration., as set forth in Title 2, Chapter 4, Article O of the Code of the City of Alexandria and shall operate in accordance with the Charter and Title 2, Chapter 4, Articles A and O of the Code of the City of Alexandria.

(b) Membership of the Committee shall be as provided by the Code of the City of Alexandria, as the same may be amended and revised from time to time.

Sec. 1-2. Officers.

(a) The officers of the Committee shall consist of a Chair, a Vice Chair, and a Secretary.

Sec. 1-3. Election of Officers.

(a) The Committee shall elect its Chair, Vice Chair, and Secretary from among its voting members by majority vote at a regular meeting. Each officer so elected shall serve for a term of one year or until her or his successor is elected.

(b) The Committee may decide to elect Co-Chairs, in which case the Chair and Vice Chair shall each have the authority to exercise the duties and rights of the Chair and Vice Chair as enumerated herein, while both Co-Chairs are in good standing and both are concurrently serving their respective terms in office and shall exercise those duties and rights as they may mutually agree.

(c) In the event that any officer cannot serve her or his full term of office, the Committee shall by special election select a new officer to serve the remaining term of office.

Sec. 1-4. Duties of Officers

(a) The Chair shall preside at meetings of the Committee at which she or he is present. The Chair shall approve official communications and transmittals on behalf of the Committee, as the Committee directs, to City Council or other bodies. The Vice Chair shall, in the absence of the Chair, exercise all of the rights and duties of the Chair.

(b) The Secretary shall review all minutes from Committee meetings and coordinate the dissemination of the minutes to the Committee prior to the next regular meeting, with the assistance of the Office of Historic Alexandria. Minutes of meetings of committees of the Committee shall be recorded and disseminated as required by the Code.

(c) In the absence of the Secretary, the Chair shall designate a person to fulfill the

duties of the Secretary.

Sec. 1-5. Committees

(a) The Chair or Co-Chairs of the Committee may establish such committees as she, he or they may deem necessary and appropriate, subject to the concurrence of the Committee. Committee members shall be appointed by the Chair or the Co-Chairs from among the Committee members.

(b) Committees shall not be authorized to take action on behalf of the Committee. Committees shall provide recommendations to the Committee.

Sec. 1-6. Nominating Committee

(a) The Chair or the Co-Chairs shall appoint, in accordance with the Code of the City of Alexandria, as the same may be amended and revised from time to time, at least three members of the Committee to serve as a Nominating Committee, with the concurrence of the Committee. The Nominating Committee shall make nominations to the Committee for the election of officers, whenever the present terms of officers are to expire, or when a vacancy in any office occurs.

Sec. 1-7. Representation

(a) The Committee shall be represented before other organizations or the general public only by the Chair, Vice Chair or Co-Chairs, except where exigent circumstances require, in their judgment, that they designate another member of the Committee for such purpose.

(b) The Chair, Vice Chair or Co-Chairs may designate other members of the Committee to serve as liaisons to or members of other organizations, provided that (1) wherever practicable, expressions of interest shall be solicited from the Committee before a designee is appointed to serve in such capacity, and (2) the Committee will be given notice of any such designation no later than its next meeting.

Sec. 1-8. Annual Report

(a) The Committee shall produce an annual report in accordance with the Code of the City of Alexandria.

Article 2. Meetings

Sec. 2-1. Regular Meetings

The Committee shall hold a regular meeting on the third Monday of each month at 7:00 PM at the George Washington Masonic National Memorial , 101 Callahan Drive, Alexandria, unless the Committee designates another date, time, or place for such meetings, or waives its regular meeting in any month.

Sec. 2-2. Special Meetings

Special meetings of the Committee may be held at the call of the Chair or the Co-Chairs, or at the request of the greater of (i) five or more voting members of the Committee, or (ii) twenty percent (20%) of the voting members of the

Committee, subject to the same public notice requirements as regular meetings.

Sec. 2-3. Public Notice and Attendance

Meetings shall be publicly announced in advance, subject to notice provisions as set forth in the Code of the City of Alexandria, as the same may be amended and revised from time to time. Members of the public are welcome to attend and comment.

Sec. 2-4. Quorum

A majority of the voting members of the Committee shall constitute a quorum, as provided for in Section 2-4-5 of the Code of the City of Alexandria, as the same may be amended or revised.

Article 3. Conduct of Proceedings

Sec. 3-1. Rules of Procedure

(a) Committee proceedings shall be governed, first, by the applicable provision(s) of the Charter or Code of the City of Alexandria; second, by these bylaws; third, by such rules of procedure as may be adopted by the Committee for any meeting, to the extent not inconsistent with the Charter, Code, or these bylaws; and finally, by the then-current Robert's Rules of Order, to the extent not inconsistent with any of the foregoing.

Sec. 3-2. Passage of Motions

(a) Once a quorum has been established at a particular meeting, an affirmative vote of a majority of those present at the meeting shall be required to pass a motion, and such action shall be the act of the Committee.

(b) Action on a motion shall be by voice vote unless a roll call vote is called for by the Chair.

Article 4. Amendment

Sec. 4-1. Rules of Amendment

(a) These bylaws may be amended by the affirmative vote of a majority of the voting membership of the Committee at two successive Regular Meetings.

Sec. 4-2. Notice of Proposed Amendment

(b) Notice of any proposed amendment to these bylaws must be provided to the Committee at least one regular meeting prior to that meeting in which the vote is to be held. Any such notice shall set forth, at a minimum, the text of the proposed amendment and the date of the regular meeting at which the vote is scheduled to take place.