

BY-LAWS GOVERNING THE FAIRFAX COUNTY PARK AUTHORITY
OF FAIRFAX COUNTY, VIRGINIA

AS REVISED AND ADOPTED FEBRUARY 14, 1967

Be it resolved by the Fairfax County Park Authority of Fairfax County, Virginia, that the By-Laws of said Authority be and the same are, as follows:

Article I - Officers

Section I - Terms of Office of Officers

The officers of the Fairfax County Park Authority of Fairfax County, Virginia, shall be Chairman, Vice Chairman, and Secretary-Treasurer, who shall be elected by ballot of the Authority at the regular meeting in January of each year, or at such other time as there may be a vacancy. All of the foregoing officers shall be members of the Authority and shall hold office until the next annual election, and until their successors shall be elected and qualified.

Section II - Duties of the Chairman

The Chairman shall be the executive officer of the Authority. He shall convey to the Director all policy decisions of the Authority and will cause these policies to be administered by the Director. The Chairman shall be the official representative of the Authority at all functions unless representation is specifically delegated to another member. He shall preside at all meetings of the Authority and shall be an ex-officio member of all standing and special committees established by the Authority.

Section III - Duties of the Vice Chairman

The Vice Chairman, in the absence of the Chairman, shall be clothed with all the powers and perform all the duties of the Chairman.

Section IV - Duties of the Secretary-Treasurer

The Secretary-Treasurer shall have custody of the corporate seal and shall attest and affix the seal to all instruments requiring such action when authorized by the Authority. He shall be responsible for ensuring that due notices are given of all Authority meetings and that proper records are kept of all proceedings of the Authority. He shall require that purchases of materials, equipment, or other property are made according to the provisions set forth under Article II, Section I.

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Article II - Administration

Section I - Director

The Director shall be appointed by the Authority to serve at the pleasure of the Authority at such salary as the Authority shall determine. The Director shall be responsible to the Authority for the administration, development, maintenance, and operation of all property under the jurisdiction of the Fairfax County Park Authority. He shall evaluate properties under consideration for acquisition by the Authority and make recommendations to the Authority concerning their disposition. The Director shall have control over all paid or salaried employees of the Authority and shall be empowered to employ, manage, control, or discharge such persons as are authorized by the Authority in the annual operating budget. The Director, at his discretion, may delegate the authority to employ, manage, control, or discharge such persons to responsible subordinates but shall be held ultimately responsible for these actions.

The Director shall formulate regulations and procedures as he deems necessary for proper administration of the organization and its holdings so long as these regulations and procedures are consistent with the policies established by the Authority. He shall represent the Authority at the executive level at meetings, and as otherwise appropriate in relationship to other official agencies, citizens' organizations, and individuals, and establish close liaison with other departments of the County and of the State.

The Director shall be responsible for all administrative activities of the Authority. He shall prepare agendas for meetings and ensure that accurate records are kept. He shall prepare and submit an annual operating budget for the approval of the Authority and will procure and inventory equipment, material, and personnel in accordance with such budget. All operation, capital outlay and development expenditures specifically approved in the annual budget and costing more than \$300 but less than \$1,000 must be secured by telephone bids, confirmed in writing within 48 hours, or by sealed bids, will be reviewed and accepted by the administrative staff. All capital outlay and development bids amounting to more than \$1,000 must be accepted by Authority approval whether or not such items are provided for in the annual budget. Alterations or amendments to the adopted budget need not have approval of the Authority so long as the ceilings in the account series are not exceeded.

The Director shall perform such other duties as the Authority may from time to time direct.

Section II - Other Employees

Other personnel may be employed at the pleasure of the Director in accordance with the approved annual operating budget. Such employees shall be responsible to the Director or his staff and shall perform duties and functions as may be assigned them.

Article III - Committees

Section I - Appointment

All standing and special committees shall be appointed by Chairman, who shall be an ex-officio member of all committees.

Section II - Standing and Special Committees

Standing committees shall be composed of not more than seven members of whom at least three shall be members of the Authority.

Special committees shall be composed of such number of members as are deemed necessary to accomplish their purpose. The duties of all such committees shall be defined by resolution of the Authority, and actions of such committees shall be in writing.

Article IV - Meetings

Section I - Regular Meetings

Regular meetings of the Authority shall be held in Fairfax County on the first and third Tuesdays of each month and at such other times as may be necessary to effectively conduct the business of the Authority at a place and time to be determined by the Authority. Election of officers shall be held at the regular meeting in January, or at such time as there may be a vacancy.

Section II - Special Meetings

Special meetings of the Authority shall be called by the Chairman, or by the Secretary-Treasurer, at the request in writing of any three members of the Authority. Notice shall be given the members of the Authority by mail 48 hours prior to such meeting, or served personally 24 hours prior to such meetings.

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Section III - Quorums

Four members of the Authority shall constitute a quorum for the transaction of business at regular meetings. A majority of the appointed members present shall constitute a quorum at meetings of standing and special committees.

Section IV - Voting

The yeas and nays shall be taken upon passing any resolution, and upon any proposals which create any liability, or for the appropriation of expenditure of funds, and in all cases when requested by any member. Resolutions or other actions requiring a ye and nay vote shall be recorded in the written minutes.

Article V - Fiscal Year

The year of the Authority shall coincide with that of Fairfax County.

Article VI - Amendment of the By-Laws

Any article of the by-laws may be amended or repealed, and any new article may be incorporated therein by vote of the majority of the Authority's members, after all members of the Authority have been notified in writing of the proposed changes at least ten days before the meeting at which the changes are considered.

Adopted and approved by the Fairfax County Park Authority this 14th day of February, 1967.

Chairman

ATTEST

Secretary-Treasurer