

# Fairfax County Redevelopment and Housing Authority

## RULES OF PROCEDURE

### 1. MEETINGS

**1.1 PLACE OF MEETING.** Regular meetings and the annual meeting of the Fairfax County Redevelopment and Housing Authority (FCRHA) will be held at the Board Room of the FCRHA located at 4530 University Drive, Fairfax, VA 22030, unless a different meeting place has been authorized in advance by the FCRHA Chair.

**1.2 ALL-VIRTUAL MEETINGS.** If an all-virtual meeting is authorized pursuant to its Policy for All-Virtual Public Meetings, then (a) the FCRHA may schedule its all-virtual public meetings at the same time and using the same procedures used by the FCRHA to set its meetings calendar for the calendar year, or (b) the FCRHA Chairman may, if the FCRHA wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, schedule an all-virtual public meeting provided that any such meeting comports with Virginia Freedom of Information Act (VFOIA) notice requirements and the special meeting requirements under the FCRHA By-Laws. All-virtual public meetings will be held over a dedicated video conference line, or such equivalent technology as allowed by law with each commissioner participating from a location where the commissioner's voice may be adequately heard by all commissioners. Members of the public will be provided access to the all-virtual meeting through a simultaneous telecast, video streaming, or by telephone, or such equivalent technology as allowed by law.

**1.3 OPEN MEETINGS.** All FCRHA meetings will be open to the public, but the FCRHA may, for the purposes provided for in the Virginia Freedom of Information Act meet in closed session, which shall be closed to all persons except for the Secretary, Assistant Secretaries, attorneys from the Office of the County Attorney (OCA), and those persons designated by the Chairman, Vice Chairman or OCA.

**1.4 ADJOURNED MEETINGS.** Any regular, special, or electronic meeting may be adjourned to a date and time certain prior to the next regular meeting, provided that such meeting is noticed pursuant to FOIA.

### 2. ORDER OF BUSINESS

**2.1 COMMENCEMENT OF MEETING.** The Chairman – or in the Chairman's absence, the Vice Chairman – will call a meeting to order once a quorum has been established, but no earlier than the posted start time.

**2.1.1** A Chairman pro tem will be appointed by the Chairman or Vice Chairman before leaving the room if leaving would result in neither the Chairman nor Vice

**2.1.2 Chairman being present.** In the event no Chairman pro tem has been appointed, one will be selected by the commissioners remaining. The Chairman pro tem will preside in the absence of the Chairman or Vice-Chairman and will retain the right to vote.

**2.2 AGENDA.** The Chairman – with the Assistant Secretaries – will prepare an agenda for each regular meeting. The order of the agenda will be established by the Chairman in consultation with the Assistant Secretaries.

**2.2.1 Presentations.** In each agenda, the Chairman may provide a period for presentations that a commissioner has requested by a Board Matter or that are otherwise appropriate to be scheduled, as determined by the Chairman.

**2.2.2 Public Comment.** A time for general public input may be placed on the agenda at a designated time certain. The FCRHA will hear public input on any relevant topic except issues under litigation; issues that have been scheduled for public hearing before the FCRHA; and personnel matters or comments regarding individuals.

**2.2.3 Public Hearings.** Matters that have been set for public hearing will be placed on the agenda at designated times certain.

**2.2.4 Approval of Minutes.** Minutes of the preceding meeting(s) of the FCRHA will be presented to the commissioners for approval.

**2.2.5 Matters Presented by the Secretary and/or Assistant Secretaries.** In each agenda, the Chairman will provide a period for matters presented by the Secretary, Assistant Secretaries, and/or staff for action, administration, consideration, or information.

**2.2.6 Closed Session.** In consultation with the County Attorney and pursuant to VFOIA, the FCRHA may hold a closed meeting.

**2.2.7 Board Matters.** In each agenda, the Chairman will provide a period during which each commissioner will be entitled to speak. The presiding officer may continue over any such discussion to a subsequent meeting.

**2.3 MEETING MINUTES.** The Clerk to the FCRHA will keep written minutes and electronic recordings of the meetings of the FCRHA, as may be required by law.

### 3. CONDUCT OF BUSINESS

**3.1 TIME LIMITS.** Speakers will limit their presentations to the time allotted, unless the FCRHA by unanimous consent extends such time. Speakers will be allotted the following time to speak:

**(a) Public Comment:**

Individuals may speak for three minutes, except that individuals representing an organization may speak for five minutes. An organization may only be represented by one (1) speaker at any given public comment time.

A person speaking as an individual may not also appear as the single authorized representative of a group or organization.

A maximum of ten speakers may be heard during public comment time. Individuals who have not spoken at a public comment period in the previous six months will be given a priority. Speakers are encouraged to contact the Clerk to the FCRHA by noon on the day of the meeting to sign up in advance to speak. Advance sign-up for public comment time closes on noon on the day of the meeting, at which point the FCRHA will review all timely advance requests to speak. If, before this deadline, there are both (i) ten individuals who have signed up in advance and have not spoken at a public comment period in the previous six months and (ii) any individuals who have signed up in advance and have spoken at a public comment period in the previous six months, then those individuals who have not spoken at a public comment period in the previous six months will comprise the ten speakers for the public comment period, and the FCRHA will notify the other individuals. If fewer than ten individuals timely sign up to speak in advance, then individuals may also sign up to speak at public comment time at the meeting itself, up to the aggregate maximum of ten speakers, but any individuals signing up at the meeting itself will not have priority over any individual who signed up in advance.

Speakers may participate in public comment time by appearing in person (unless the meeting is an electronic meeting), by written testimony, or by such other technologies as the FCRHA may later make available. For electronic meetings, the FCRHA will make at least one such technology available, should the agenda for such meeting include public comment time. Speakers who wish to submit written testimony must send the submission to the Clerk to the FCRHA by 9:00 a.m. on the day before the meeting for the submissions to be included.

**(b) Public Hearings:**

Individuals may speak for three minutes, except that individuals representing an organization may speak for five minutes. An organization may only be represented by one (1) speaker at any given public hearing.

A person speaking as an individual may not also appear as the single authorized representative of a group or organization.

For all meetings, speakers may participate in public hearings by appearing in person (unless the meeting is an electronic meeting), by written testimony, or by such other technologies as the FCRHA may later make available. For electronic meetings, the FCRHA will make at least one such technology available, should the agenda for such meeting include a public hearing.

All written testimony and written comments must be sent to the FCRHA before the date and time designated in the Notice of Public Hearing. Written testimony received after this date will not be included in the record of the public hearing.

Persons wishing to speak either during public comment time or at a public hearing may contact the FCRHA to request a reasonable accommodation to facilitate their participation.

**3.2 RECOGNITION.** No person will address the FCRHA without having first been recognized by the presiding officer. When all testimony has concluded, and the FCRHA is considering and discussing the matter, no person will thereafter be recognized to address the FCRHA.

### **3.3 DECORUM.**

**3.3.1 Commissioners.** Commissioners will not speak to an item until recognized by the presiding officer.

**3.3.2 Non-Commissioners.** Persons addressing the FCRHA will limit their remarks to those relevant to the pending items and to answering questions. They will address the FCRHA, as a whole, unless answering an individual commissioner's questions.

The presiding officer will call the speaker or any audience member who has not been recognized to order; if out-of-order remarks or other inappropriate conduct persists, the presiding officer will order the speaker or audience member from the lectern or meeting; alternatively, the presiding officer may recess or adjourn the meeting until order is restored.

**3.4 FACILITY USE REGULATIONS.** Any person entering the FCRHA's place of meeting shall abide by all applicable facility rules and/or regulations.

## 4. MISCELLANEOUS

**4.1 AMENDMENT OF THESE RULES.** The Rules of Procedure may be amended by majority vote of the commissioners, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented at least one previous meeting prior to the proposed vote. Any proposed amendment will be subject to further amendment at the meeting at which the vote is taken.

**4.2 SUSPENSION OF RULES.** These Rules of Procedure may be suspended if a majority of the commissioners adopt such a motion to suspend. In such an event these Rules of Procedure will be deemed suspended only with respect to the specific matter or question not then in accord with the rules.

**4.3 ROBERT'S RULES OF ORDER.** Any issue not addressed by these rules (or the FCRHA's By-Laws) will be governed by Robert's Rules of Order.

**4.4 REASONABLE ACCOMMODATIONS.** Persons seeking a reasonable accommodation in connection with a meeting of the FCRHA may contact the Clerk to the FCRHA to request a reasonable accommodation.