

RESTON PLANNING AND ZONING COMMITTEE BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Reston Planning and Zoning Committee (hereinafter “the Committee”).

ARTICLE II. PURPOSE

The Committee shall review and advise the Fairfax County Hunter Mill District Supervisor, the Hunter Mill District Planning Commissioner, and the community on planning and zoning matters of interest in Reston, Virginia. This includes matters such as proposed changes to the Fairfax County Comprehensive Plan, rezoning, development plans, and site plans in Reston. The Committee will advise on areas adjacent to Reston only at the request of a District Supervisor overseeing or affiliated land use committees adjacent to Reston.

ARTICLE III. MEMBERSHIP

1. Number. The Committee shall consist of fifteen (15) full members and up to three (3) associate members.
2. Term. The Committee term shall operate on the calendar year commencing January first. All members may be reappointed for successive terms.
 - (a) Full Members. The term of appointment shall be three (3) years. Terms shall be staggered such that the term for five (5) member seats expire each year.
 - (b) Associate Members. Associate members shall be designated as First, Second, and Third Associate Member, to identify voting privileges as provided for in Article V.7, as determined by a vote of the Committee at the time of appointment. The term of appointment shall be one (1) year.
3. Qualifications. Any Reston resident is eligible to serve on the Committee, provided they have the necessary knowledge, experience, and skills to carry out their responsibilities as a member of the Committee.
4. Appointment and Recall. A majority of the members of the Committee shall have sole authority to appoint or recall members of the Committee.
 - (a) Appointment. The Committee shall make every effort to fill open member positions before December 31 of the year preceding the term. The Committee shall strive to ensure broad geographical representation of Reston districts on the Committee based on qualified applicants.

- (b) Recall. A majority of the members of the Committee shall have full authority to remove members of the Committee prior to the completion of their respective terms, provided such removal is made pursuant to Article III, Section 7.
- 5. Vacancies. In the event of an interim vacancy on the Committee, the Committee shall be authorized to nominate or advertise for qualified candidates. Committee nominees or applicants shall require appointment by the Committee. The term of all interim appointments to fill vacant seats shall be limited to the duration of the unexpired term for the seat vacated.
- 6. Responsibilities of Full and Associate Members.
 - (a) All members shall commit to participating actively in all matters associated with the Committee, except where such participation violates the provisions of these Bylaws regarding conflicts of interest. In this regard, all members shall be expected to attend all scheduled meetings of the Committee.
 - (b) All members shall fully participate in all committee discussions and deliberations including asking questions and providing recommendations for project improvement to best inform the Committee's decision making.
 - (c) All members shall always conduct committee business with the utmost integrity, and in a professional manner. All members shall recuse themselves from any action, including discussion, voting, lobbying of the Committee or other participation where such actions may present a real or potential conflict of interest, or the appearance of a conflict of interest.
 - (d) All members shall maintain the confidentiality of the proceedings of executive sessions of the Committee.
- 7. Recall of Members. A member of the Committee may be removed by a majority vote of the members for any of the following reasons, provided that the member subject to recall has first been given an opportunity for a hearing before the Committee meeting in executive session:
 - (a) Failure to attend three (3) consecutive scheduled meetings of the Committee,
 - (b) Violation of Article III, Section 6, of these Bylaws, or
 - (c) Other such actions that jeopardize the credibility or integrity of the Committee.

ARTICLE IV. OFFICERS

1. Enumeration. The officers of the Committee shall consist of a Chair, Vice Chair, Secretary, and Parliamentarian.
2. Terms. Officers shall serve one (1) year terms and may be re-elected for subsequent terms. New officers shall take office immediately upon their election.
3. Eligibility. Only full members of the Committee are eligible to serve as officers of the Committee. No officer shall serve in more than one office simultaneously, excepting the offices of the secretary and parliamentarian, which may be held by the same person.
4. Election. Election of officers shall be held at the first regularly scheduled meeting of the Committee at the beginning of each calendar year. Officers are elected by a majority vote of the Committee.
5. Chair – Powers and Duties. The Chair shall preside at all meetings, maintain decorum for all meetings, approve the agenda for meetings, represent the Committee before external organizations and groups, and implement all resolutions of the Committee, subject to the right of the Committee to delegate any specific powers to any other member of the Committee.
6. Vice Chair – Powers and Duties. The Vice Chair shall perform all the duties of the Chair in the latter's absence or disability and shall succeed in the office of Chair in the event of the withdrawal or resignation of the Chair for any reason. The Vice Chair shall also perform such other duties as may be assigned by the Chair or the Committee.
7. Secretary – Powers and Duties. The Secretary shall conduct the correspondence of the Committee, issue notices of and keep minutes of all meetings of the Committee, serve as custodian of the Committee's records and files, keep the roll of all members, and discharge such other duties as may be assigned by the Chair or the Committee.
8. Parliamentarian – Powers and Duties. The Parliamentarian shall advise the Committee on all rules and procedures to ensure the Committee operates as prescribed in these Bylaws. The Parliamentarian shall also discharge such other duties as may be assigned by the Chair or the Committee.
9. Officer Vacancies. In the event an officer of the Committee resigns from the position or otherwise leaves the Committee, such vacancy may be filled by majority vote of the members. The new officer shall serve in that capacity only for the unexpired term of said office.

ARTICLE V – COMMITTEE MEETINGS

1. Meeting Frequency.

- (a) Regular Meetings. The Committee shall meet monthly, except as may be provided for in Article V.1(b), for the purpose of conducting regular business of the Committee.
- (b) Special Meetings. The Committee by majority vote or the Chair may call special meetings of the Committee.
- (c) Executive Sessions. An Executive session may be called by the Chair or by majority vote of the Committee. Only members of the Committee or those admitted by majority vote of the Committee may attend an executive session. Executive sessions shall be restricted to discussion of legal, personnel, or other internal business of the Committee.
- (d) Time, Place, and Manner of Meetings. The Committee shall fix by majority vote the number, day, time, place and manner of all meetings and executive sessions. Meetings may be held in person via video conference, teleconference, or other electronic means, provided that all participants can communicate with each other effectively and simultaneously. Participation through such means shall constitute presence at the meeting. All meeting locations shall be provided in the meeting agenda with appropriate connection information when meeting via electronic means.

2. Notification. The Secretary, or designee, shall notify members of any regular or special meetings, and the agenda thereof, at least seven (7) calendar days prior to the date of the meeting. The Secretary, or designee, shall also notify the public and local media of the meeting and the agenda via appropriate means determined by the Committee, at least five (5) calendar days prior to any meeting.

3. Agenda. Any member of the Committee may submit a proposed future agenda item, either at an appropriate time in a meeting or in writing to the Chair at least ten (10) business days prior to the scheduled date of the meeting of the Committee.

4. Public Attendance. All meetings, except for executive sessions, shall be open to the public.

5. Minutes of Meetings. All regular, special, and executive sessions of the Committee shall be recorded in minutes or via electronic means. All non-confidential meeting minutes shall be made publicly available through means and a method determined by the Committee that ensures accessibility and transparency for all stakeholders. Minutes may be provided to other parties upon request or distributed by the direction of the Committee or the Chair. Confidential details of discussion and any action taken while in executive session shall be recorded by the Secretary and held in confidential record by the Chair and Vice Chair.

6. Quorum. A majority of the Committee duly appointed shall constitute a quorum. No official business or actions shall be conducted in the absence of a quorum.
7. Voting. All actions or resolutions of the Committee required by any articles in these bylaws shall be approved by majority vote present, with voting privileges defined as follows:
 - (a) Full Members. Full members, including all officer positions, shall be allowed to vote on any matter.
 - (b) Associate Members. An associate member can only vote in the absence of a full member from a meeting. Voting rights of associate members shall be exercised in the order of First, Second, and Third Associate Member.
 - (c) Absentee and Proxy Voting. Neither absentee voting nor proxy voting are permitted. Any member must be present to vote.

ARTICLE VI. SUB-COMMITTEES

The Committee shall establish by resolution of the Committee such sub-committees as it deems necessary to carry out the Committee's functions pursuant to the purpose of these Bylaws. Sub-committee members shall be appointed by majority vote of the Committee. At least one member of any sub-committee shall be a full member of the Committee.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The Committee shall operate its proceedings guided by the principles outlined in *Robert's Rules of Order*, newly revised, in so far as they are practical and applicable. These principles shall serve as a reference and not as binding authority.


ARTICLE VIII. AMENDMENT PROCEDURE


These Bylaws may be amended by resolution approved by two-thirds of the Committee.

ARTICLE IX. RATIFICATION

These Bylaws shall become effective upon the date of ratification by the Committee.

In witness whereof the members of the Reston Planning and Zoning Committee voted to adopt these Bylaws dated 19 May 2025.


John Mulston (May 22, 2025 12:15 EDT)
Chair


Secretary