

September 25, 2023

ARTICLES OF OPERATION FOR

BURGUNDY VILLAGE COMMUNITY CENTER OPERATIONS BOARD

ARTICLE I – NAME

The Board of Supervisors as the governing body of Local District 1A Franconia hereby creates a Burgundy Village Community Center Operations Board ("Operations Board").

ARTICLE II - PURPOSE AND OBJECTIVES

The purpose and objectives of the Operations Board shall be the following:

Section 1: To operate and maintain the Burgundy Village Community Center ("Community Center") following the rules for such operations as set by Fairfax County. To promote and encourage use of the Community Center by residents and other individuals on a rental basis. Decisions regarding the promotion, operation, and maintenance of the Community Center are made by the Operations Board and executed by the Community Center Director (Clerk II), with the administrative support of the Fairfax County Department of Neighborhood and Community Services ("NCS"). The day-to-day operation of the Community Center is performed by paid employees hired under the auspices of NCS. The Operations Board will vote on the staffing to support the center.

Section 2: To provide an organized board to take action on relevant issues of concern that affects the Community Center and to liaise with NCS, as needed or requested.

Section 3: To further the exchange of information to the community of Burgundy, the Operations Board will discuss and agree on how to share pertinent information with the community, including the use of NCS website, and social media platforms. In addition, the Operations Board will make meetings open to the public twice a year. If there is a community association, an Operations Board member will attend those meetings.

Section 4: To ensure the solvency of Special Revenue Fund 115, maintained by the County of Fairfax, which exists for the sole purpose of providing for the operation and maintenance of the Community Center. Revenue is derived by a special levy on residents within Local District 1A Franconia, rental income, and interest on the fund balance. Expenditures for personnel services, operating expenses, capital equipment, and capital improvements are budgeted and executed through the administrative processes established by the County of Fairfax. The Operations Board shall make budget recommendations each year with respect to personnel services, operating costs, repairs, capital equipment, and capital improvements and may at any time, when necessary, make recommendations to the Board of Supervisors with respect to any of the above expenses.

Section 5: The Operations Board shall meet as soon as possible after their appointment as is practicable for the purpose of establishing reasonable rules and regulations for the use of the Community Center, including but not limited to:

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1. The hours of use of the Community Center which shall be compatible with the residential location of the Community Center.
2. The method and approval of application for use of the Community Center.
3. The fiscal charges to be assessed for the use of the Community Center.
4. Requirements for supervision when the Community Center is in use.
5. Priorities for use of the Community Center.
6. The operation of the Community Center is in conformity with Fairfax County requirements for public health and safety.

ARTICLE III –MEMBERSHIP

Section 1: Composition of the Operations Board-The Operations Board shall be non-partisan, non-political, non-sectarian, and non-discriminatory, and consist of five members: a Chair, Vice-Chair/Secretary, Community Liaison, and two at-large members. All members will serve in their Operations Board positions without compensation. Members are appointed to the Operations Board not to specific committee positions. The Operations Board shall elect its own officers. The process of selecting officers shall take place on an annual basis during the first meeting of the fiscal year (beginning July 1). Officers shall serve one-year terms from July 1 until the following June 30. If any office becomes vacant during the term, the Operations Board shall fill any officer vacancy as needed by its members.

Section 2: The Chair shall preside over all membership meetings and shall sign all documents on behalf of the Operations Board. The Chair will review or cause to be reviewed the financial reports submitted by County.

Section 3: The Vice-Chair/Secretary shall, in the Chair's absence, perform any or all of the chair's duties, as needed to be performed and maintain or cause to be maintained all minutes of the meetings.

Section 4: The Community Liaison shall maintain or cause to be maintained communications to the community on the operations of the Center and the use of the Center for community-wide events.

Section 5: The two at-large members will serve in capacities or on special committees as designated by the Operations Board as a whole.

ARTICLE IV -APPOINTMENT OF BOARD MEMBERS

Section 1: Eligibility-Anyone eighteen years of age or older who owns property and resides within Local District 1A Franconia is eligible to become a candidate for appointment to the Operations Board. Local District 1A Franconia is known as the Burgundy Village Community, which includes the subdivisions of Burgundy Village, Somerville Hill, and Burgundy Manor. The boundaries of Local District 1A Franconia are identified on the accompanying map and listing of property addresses. Applicants must be able to communicate by text, email, and the platform agreed upon by the Board for carrying out the work of the Board.

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Section 2: Appointments to the Operations Board-Positions on the Operations Board shall be filled by appointment by the Fairfax County Board of Supervisors. Members of the community will be informed of the opportunity to serve on the Operations Board and will be provided instructions for how to submit their application. Members of the community will be given a minimum of three weeks for interested candidates to submit their applications. Anyone eighteen years of age or older who resides or who owns property within Local District 1A Franconia as defined in Article IV, Section 1, is eligible to vote in the preference poll election. The annual preference poll elections will be conducted by County officials. The names of those candidates receiving the highest number of votes will be forwarded to the Board of Supervisors. The Board of Supervisors, as the governing body of Local District 1A.Franconia. will appoint the members of the Operations Board after receiving the results of the preference poll election.

Section 3: Operations Board members shall serve for a term of three (3) years in staggered terms. Positions vacated via resignations will be filled by the Board of Supervisors for the remainder of the term only. The number of terms an Operations Board member serves is not limited. All members shall serve until their successors are duly elected and appointed, except for the resignation and removal of members from office. Elections will be held in May of each year. After the initial election, the Operations Board is responsible for conducting the annual election in accordance with procedures approved by CRS. Upon appointment by the Board of Supervisors, members will be installed on the Operations Board effective July 1.

Section 4: Vacancies on the Operations Board shall be advertised within four (4) months unless there are four months or less before the next election. Information about the Burgundy Village Operations Board and how to apply will be maintained on the NCS website, currently at <https://www.fairfaxcounty.gov/neighborhood-community-services/burgundy-village-community-center>. The county will inform the Operations Board when a vacancy announcement is about to open on the website and the Operations Board will share this information by posting prominently in the Community Center bulletin board and disseminating through popular social media channels. The Operation Board will discuss and vote ahead of time on how the vacancies will be announced.

Section 5: Removal process of Operations Board members-The Operations Board may recommend removal of a member from the Operations Board to the Board of Supervisors, in writing, after such removal has been approved by a majority vote, and after affording the member an opportunity to be heard for any of the following reasons:

1. Conviction by a court of a crime involving moral turpitude or of a breach of a fiduciary obligation toward the Community Center.
2. Failure to disclose a material, personal, or economic conflict of interest on any matter on which he/she votes.
3. Failure to maintain a primary residence within Local District 1A Franconia.
4. Absence from three consecutive Operations Board meetings without notifying the Chair and having a reasonable excuse.
5. Knowingly breach the policies set forth in these articles.

The Board of Supervisors has the authority to remove an Operations Board member at any time for any reason.

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ARTICLE V - FUNDING & FEES

Section 1: Funding - All residents of the local district are currently assessed with a tax of .02 per \$100 of the assessed value of their house and property. Each year the Operations Board shall advise the Board of Supervisors whether the local district tax should be increased, stay the same, be reduced or eliminated.

Section 2: Fees - The Operations Board shall establish and maintain building user fees and charges that will ensure maintenance and upkeep of the facility. A fee schedule will be developed and published annually by the Operations Board. The new fee schedule will be posted on the Community Center information board and on the County website.

Section 3: The Operations Board can accept funding requests for Community Center projects and needs. Each request will be reviewed and rest on its own merits. Approval is also dependent on sufficient fund balance.

Section 4: Funding - The Operations Board shall review the proposed budget prepared by NCS annually and make their recommendations for change prior to the submittal of the budget to the Board of Supervisors for approval.

Section 5: Except for emergency and maintenance repairs, the Operations Board should not authorize expenditure of funds beyond the approved budget for the Local District.

ARTICLE VI - MEETINGS

Section 1: The Operations Board shall meet at least once per quarter. Any officer shall have the right to call a meeting. All Operations Board members will be notified of meeting dates and time by the Vice-Chair/Secretary.

Section 2: Quorum-A majority of the Operations Board members must be present to constitute a quorum. The acts of the majority shall be the acts of the Operations Board.

Section 3: Any vote will be recorded by the Vice-Chair/Secretary.

ARTICLE VII - ROLES AND RESPONSIBILITIES OF THE BOARD OF SUPERVISORS

The Board of Supervisors, through the Department of Neighborhood and Community Services, shall provide the following administrative support and oversight:

1. Arrange for maintenance work to be performed at the Community Center.
2. Hire and pay staff of the Community Center.
3. Prepare an annual budget after consultation with the Operations Board
4. Prepare monthly revenue and expenditure reports.

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5. Arrange for all necessary procurement and provide administrative support for Operation Board elections, mailings, and other communications.
6. Provide guidance on Fairfax County policy and directives that the Community Center must follow.

In addition, the Community Center is covered under the County's self-insurance fund for property damage and liability claims. The costs associated with the employees of the Community Center, the operations and maintenance of the Community Center, the out-of-pocket costs for mailings or other communications, and the required payments to the County's self-insurance fund, shall be paid out of Special Revenue Fund 115.

ARTICLE VIII-AUTHORITY OF THE BOARD OF SUPERVISORS

The Board of Supervisors, as the statutory governing body of Local District 1A Franconia retains the right to do any or all of the following:

1. Remove and replace any member of the Operations Board.
2. Amend any rules or regulations adopted by the Operations Board and take any other action which, in the opinion of the Board of Supervisors, is necessary to ensure the proper and efficient operation of the Community Center.