

Operating Procedures

Official Organization Charge

A body representing local community stakeholders should be formally designated to continue shepherding the realization of the Nauck vision. It is proposed that this body be named the “Nauck Revitalization Organization” (“NRO”) and be officially designated by the County Board. The Leadership of the NRO will consist of co-chairs, one being appointed by the Nauck Civic Association and the other selected by the NRO membership.

The membership of the NRO is initially proposed to be comprised of the current membership of the Shirlington Road Revitalization Advisory Board (SRRAB). Currently, the SRRAB is comprised of representatives from the Nauck Civic Association, local churches, a local Community Development Corporation (CDC) and other local non-profits, business and property owners and residents of Nauck. Many of the members of the SRRAB have been involved in the three year visioning and planning process which has led to this plan. Due to their broad representation and knowledge of and commitment to the redevelopment vision, the SRRAB would serve well as the foundation of the NRO.

Initially, the NRO should be charged with:

- Oversight review and comment on the Nauck Village Center Action Plan and various successor implementation actions and proposals.
- Various review and comment responsibilities with regard to private project submittals within the NVCSR for compliance with the Nauck vision; and other conditions needed to qualify for the various economic incentives.
- Act as liaison with County staff and officials on issues of concern with regard to the revitalization of the Nauck Village Center, including such items as support or opposition to particular private development proposals, prioritization of public infrastructure improvements and requests for Capital Improvement Program (CIP) and other revitalization funds.

Upon its foundation, the NRO will work with the Nauck Civic Association to expand through the addition of new members. The NRO and the Nauck Civic Association will work together to clearly define the roles each would play in project review process. In the future, the NRO may continue to expand its role in the development of the Nauck Village Center and may seek designation as a 501(c)(3) entity in order to increase its ability to access funds and be a catalyst for revitalization.

--taken from the Nauck Village Center Action Plan

Expectations for Group (Articulated by Members and Staff on July 28, 2004)

The NRO is the first line of guidance in review of any projects in the NVCAP Special revitalization District. It should also be the primary citizen review group determining eligibility for incentives associated with the plan (i.e. partial property tax exemptions, infrastructure funding...) It should also lead the effort of reviewing activity surrounding the Town Square. The NRO is an independent body that must develop along with the Nauck Civic Association a framework for working collaboratively. The NRO should also serve in a consultative role on other planning processes, task forces, and commissions dealing with initiatives that impact and about the target area. The NRO will serve essentially as "Stewards of the NVCAP."

Membership criteria / Terms of service /Termination process

All members of the SRRAB wishing to continue on will form the initial membership of the NRO. The NRO would aim to have 11 members with at least one member representing each of the following categories: (Nauck Civic Association, Business Owner, Property Owner, Resident, Faith Organization, Community-Based Non-Profit) and the remaining members being elected "at-large." Terms are two years with unlimited renewal of terms, except for the at-large positions which would be staggered to avoid complete turnover.

Regular attendance at meetings is desired, and members are encouraged to attend at least 8 of the 12 regularly scheduled meetings through the year.

Members may be removed from the NRO at any time with a 2/3 vote of the remaining membership.

Members as of November 15, 2004

<u>Name</u>	<u>Constituent Group</u>
Tyra Baker, Chairperson	Business/Property Owner
Gary Barbee	Civic Association/Financial Services
Michael Griffin	Developer/ Business
Wilfred Brayboy	Resident
Marcia Wright	Attorney
Christian Dorsey	Community-Based Non-profit
Oscar Green	Property Owner
CC Jenkins	Resident/Faith Organization
Ezra Moore	Property Owner
Dr. Alfred Taylor	Civic Association

Terms for the founding members would end December 2006. Members may resign at any time by providing the Chairperson with written notice.

Leadership

The NRO will have the following officers:

Chairperson
Vice Chairperson
Secretary
Treasurer*

The *Chairperson* will preside at all meetings of the NRO using a consistent procedure that they deem most efficient for running a meeting. The Chairperson shall be the person of record on all correspondence from the NRO and shall represent the organization at community meetings, County Board hearings, work sessions, etc. The Chairperson shall develop NRO meeting agendas in consultation with the Vice Chairperson and County Staff.

The *Vice-Chairperson* will be prepared to support the Chairperson in his/her work, and fulfill those same duties when the Chairperson is unable to fulfill them.

The *Secretary* shall keep the official record of the NRO by preparing, compiling and distributing summaries of each meeting. The Secretary shall work with the Chairperson to keep a record of all correspondence to the NRO and from the NRO. The Secretary shall keep Members informed of all meetings, agendas and relevant supporting information.

*A *Treasurer* will not be elected until such time as the NRO has independent funds. Any other monies controlled by the NRO will be officially managed by the organization receiving the funds.

The term for an officer is one year and may be renewed an unlimited number of times. Elections for officers will be held each December.

Decision Making Process

Consensus will be desired, but a vote may be called on any issue and will carry if it receives a 2/3 vote of members attending. If a Member cannot attend a meeting, h/she may cast votes via proxy. Votes may be provided by proxy if written notice of the proxy is delivered to Chair at least 24 hours prior to the meeting.

Meeting Format

The Chairperson will preside over the meeting with the line of Succession consisting of the Vice-Chairperson, followed by a representative from the Civic Association, followed by an at-large member, followed by a faith organization representative, followed by a property owner, in the event the Chairperson is unavailable.

The meetings shall be conducted according to an agenda which is made available to members at least 5 business days prior to the meeting. Each member is encouraged to ask that items be placed on the agenda, and must do so at least 10 business days prior to the meeting. Items not included on the agenda may only be brought up during the New Business/Announcements portion of the agenda which may have time limits placed upon it.

Meeting Schedule

The meeting schedule for NRO is as follows:

Meetings will begin promptly at 5:00 PM and will be scheduled for no longer than 90 minutes. Meetings will be held on the second Wednesday of each month. In the event that issues arise that require longer discussion or fall inconveniently between meetings, special meetings may be called so long as notice is provided to all members.

Relationship to Nauck Civic Association

The NRO will independently act on issues and circumstances affecting the Special Revitalization District in Nauck. The NRO will hold meetings, conduct hearings, and provide opinions that will be open to the public. A summary of meetings and actions taken will be made available to Civic Association first, and the Civic Association is encouraged to excerpt those summaries for publication in its newsletter.

Members of NRO are encouraged to attend Civic Association meetings and events to solidify the working relationship between the organizations.

Staff Resources

Staff Liaisons to the NRO with Arlington County is Chikwe Njoku, Neighborhood Program Coordinator.

Prepared by Christian Dorsey