

**BOARD OF ARCHITECTURAL REVIEW**  
**TOWN OF LEESBURG, VIRGINIA**  
**BYLAWS**

**Section 1.1 Applicable Legislation.** The Board of Architectural Review, hereinafter ‘BAR’, is established pursuant to Section 15.2-2306 of the Code of Virginia and governed by provisions in the Town Charter, the Town Code and the Town of Leesburg Zoning Ordinance, as indicated in Appendix A attached to these Bylaws. Other legislation applicable to the BAR includes the Virginia Freedom of Information Act (Sections 2.2-3700 *et seq.* of the Code of Virginia) and the State and Local Government Conflict of Interests Act (Sections 2.2-3100 *et seq.* of the Code of Virginia).

**Section 1.2 Membership.** The BAR shall be comprised of seven (7) Voting Members and two (2) Non-Voting Members appointed as follows:

**Section 1.2.a Voting Members.** The Voting Members of the BAR are appointed by the Leesburg Town Council in accordance with Section 7A-2 of the Town Charter, Section 2-194 of the Town Code, and Section 2.3.3 of the Town of Leesburg Zoning Ordinance, hereinafter ‘TLZO’.

**Section 1.2.b Non-Voting Members.** In accordance with TLZO Section 2.3.3, the Town Council may appoint from its membership a representative to serve as a Non-Voting member of the BAR. Additionally, the Planning Commission may also appoint from its membership a representative to serve as a Non-Voting member of the BAR.

**Section 1.3 Attendance and Removal.**

**Section 1.3.a Attendance.** All Voting and Non-Voting members of the BAR are expected to attend every Regular Business Meeting of the full Board.

**Section 1.3.b Removal.** Any member of the BAR may be removed by the Town Council without limitation in accordance with the provisions of the Leesburg Town Code.

**Section 1.4 Officers.** The BAR officers shall be a Chair, Vice-Chair and Parliamentarian.

**Section 1.5 Election of Officers.** By a simple majority of the Voting Members

present, the BAR shall elect the Chair, Vice-Chair, and Parliamentarian in January, or the first Regular Business Meeting of each year at which a quorum is present. Following nomination of a slate of officers by the Nominating Committee in accordance with Section 1.8 below, and nominations from the floor, if any (which nominations may be made without formal motion or second), each officer position shall be filled by separate election. Each officer's term of service shall begin at the conclusion of the meeting at which the election takes place and continue through the meeting at which his/her successor is elected. In the event that a vacancy is created, the BAR shall elect from its membership an individual to serve out the remainder of the term until elections the following year.

**Section 1.6 Duties of Officers.** The duties of the BAR officers are as follows:

**Section 1.7.a Chair.** The Chair shall preside over all meetings at which he/she is present and shall sign all official correspondence, including minutes, of the BAR unless otherwise delegating these responsibilities to the Vice-Chair, or in the event of the Vice-Chair's absence, the Parliamentarian, as the need arises. The Chair shall serve as the primary liaison to Town staff and, as necessary, shall represent or appoint another BAR member to represent the BAR before the Town Council or other boards and commissions. The Chair may, as is determined necessary from time to time, call a special meeting of the BAR for a date and/or time other than the regularly designated date and time.

**Section 1.6.b Vice-Chair.** The Vice-Chair shall discharge the duties of the Chair during the absence or disability of the Chair.

**Section 1.6.c Parliamentarian.** The Parliamentarian shall discharge the duties of the Vice-Chair during the absence or disability of the Vice-Chair. The Parliamentarian shall advise the Chair and, as necessary, Vice-Chair, on questions of parliamentary procedure and rules of order. In the event that a ruling of order is necessary, only the Chair, and not the Parliamentarian, can issue such a ruling.

**Section 1.7 Bylaws Committee.** A committee composed of two (2) members of the BAR, appointed annually by the Chair, shall consider all proposed amendments to these Bylaws and the Rules of Procedure, and make its recommendation to the BAR prior to action on such amendments.

**Section 1.8 Nominating Committee.** A committee composed of one (1) or more members of the BAR shall be appointed annually by the Chair and shall present to the full membership a slate of three candidates recommended for nomination as the Chair, Vice-Chair, and Parliamentarian. Presentation of a slate of candidates by the Nominating Committee does not preclude nominations from the floor during the

election. The Nominating Committee shall make nominations consistent with the following guidelines:

**Section 1.8.a.** Officers should not be nominated to serve more than two (2) consecutive one (1)-year terms in the same office. A period of twelve (12) months should pass prior to the election of a member to an office previously held for two (2) consecutive terms.

**Section 1.8.b.** Officers who have filled the remainder of an unexpired term following a vacancy may subsequently be nominated for two (2) additional full terms in the same office.

**Section 1.9 Other Committees.** As necessary, the BAR may create committees, appointed by the Chair, from its membership to address issues pertinent to the activities or procedures of the BAR. Any such committee thus created shall have such membership requirements, terms, and powers as determined appropriate by the BAR, provided that the BAR may delegate duties to any such committee only to the extent allowable by applicable legislation.

**Section 1.10 Notice.** Notice of all meetings of the BAR shall be as prescribed by the Zoning Ordinance and as required by the Virginia Freedom of Information Act and other applicable law.

**Section 1.11 Annual Report.** As required by the Zoning Ordinance, each year, or as otherwise directed by the Town Council, the BAR shall issue an Annual Report to the Town Council of the activities of the previous Calendar Year.

**Section 1.12 Training.** BAR members are expected to participate in trainings to meet requirements of the Certified Local Government program. Such a program may refer to regional, statewide, and national workshops and conferences that are available as well as the development of Town-based training opportunities.

**Section 1.13 Amendment.** The foregoing bylaws may be amended by a two-thirds vote of the members present at any meeting at which a quorum is present, provided that five days' notice of intent to amend has been given to the BAR members. All bylaw amendments shall be reviewed by the Town Attorney's office prior to final action by the BAR. Notwithstanding the foregoing, Staff shall review Appendix A (Applicable Town Legislation) annually or as necessary and shall update the appendix with approval of the Town Attorney's office, without BAR action or amendment to the body of these Bylaws.

APPENDIX A  
APPLICABLE TOWN LEGISLATION

- Town Charter, Section 7A-2
- Town Code, Chapter 2, Article V (Sections 2-193 *et seq.*)
- Town Code, Chapter 18 (Sections 18-20 *et seq.*)
- Town of Leesburg Zoning Ordinance Sections:
  - 2.3
  - 3.1.9
  - 3.10
  - 3.11
  - 6.3
  - 7.5
  - 7.6
  - 7.12
  - 8.4.8
  - 8.7.11
  - 9.3.26
  - 10.4.5
  - 10.4.6
  - 11.6.1
  - 12.7.1
  - 12.8.5
  - 15.2.6
  - 15.9
  - 15.10
  - 15.11
  - 15.12.3