

Alexandria LGBTQ+ Task Force

Bylaws

1. Name and Authority

1.1. The name of the Task Force shall be the Alexandria LGBTQ+ Task Force.

1.2. The Alexandria LGBTQ+ Task Force was established in 2007 with approval from the Alexandria City Council in partnership with the Department of Community and Human Services Sexual Assault Center/Domestic Violence Program and the Alexandria Gay and Lesbian Community Association.^[1]

2. Mission/Purpose - The Alexandria LGBTQ+ Task Force is organized to:

2.1. Provide resources to employers, community organizations, and other groups regarding barriers affecting the Alexandria LGBTQ+ population and to encourage outreach, diversity, and best practices.

2.2. Promote visibility and encourage support and acceptance for Alexandria's LGBTQ+ city employees and residents.

2.3. Work with businesses, community organizations, and Alexandria City government to develop, promote and collaborate on methods of ensuring inclusion of LGBTQ+ individuals, issues and concerns.

2.4. Promote the development of knowledge, theory and practice as related to LGBTQ+ issues.

2.5. Educate others on LGBTQ+ affirming legislation, policies, and programs.

2.6. Participate with coalitions of related organizations, agencies, and professional associations.

2.7. Provide outreach and an outlet for Alexandria's LGBTQ+ city employees and residents to express their concerns regarding matters within the Mission of the Alexandria LGBTQ+ Task Force.

3. Membership/Qualifications/Dues

3.1. Any resident of the City of Alexandria or anyone who works in or has ties to Alexandria and who supports the Mission of the Alexandria LGBTQ+ Task Force may join the Alexandria LGBTQ+ Task Force as a general member.

3.2. There shall be no dues or fees associated with general membership or participation with the Alexandria LGBTQ+ Task Force.

3.3. Any person meeting the qualifications for general membership may become a member by contacting the LGBTQ+ Task Force staff support/facilitator and requesting inclusion on the Task Force roster/distribution list.

3.4. Membership in the LGBTQ+ Task Force shall be open without regard to race, religion, color, sex, sexual orientation, gender identity, age, political affiliation, physical or mental ability, genetic information, or national origin. All activities sponsored or participated in by the LGBTQ+ Task Force shall be open to participation by all qualified persons without regard to race, religion, color, sex, sexual orientation, gender identity, age, political affiliation, physical or mental ability, genetic information, or national origin. Accordingly, the Alexandria LGBTQ+ Task Force shall not sponsor or participate in any activity or event that is not open to all qualified persons regardless of law or custom of the community.

4. Conduct

4.1. All business of the LGBTQ+ Task Force shall be conducted recognizing, accepting, and acknowledging the diversity of sexual orientations and gender expression of all residents.

4.2 By its sole discretion and unanimous determination, the Alexandria LGBTQ+ Task Force Executive Board may expel any general member who exhibits disruptive, disorderly, or offensive behavior, fails to act consistent with the mission of the LGBTQ+ Task Force, or engages in behavior contrary to the mission of the LGBTQ+ Task Force.

4.3. An individual expelled from the LGBTQ+ Task Force may request readmission, which may be granted by unanimous approval of the LGBTQ+ Task Force Executive Board.

5. Officers and Elections

5.1. At least three elected officers, designated as Chair, Vice Chair, and Secretary, shall comprise the LGBTQ+ Task Force Executive Board. The immediate past-Chair and Vice Chair shall serve as members of the Executive Board as *ex officio* (non-voting, advisory) members for the subsequent two terms.

5.2. All members of the Executive Board shall serve concurrent terms.

5.3. Elections for Executive Board positions shall be held approximately every two years at the second general membership meeting of each election year.

5.4. Any general member may run for an Executive Board position through third-party or self-nomination. All nominations shall be submitted to the LGBTQ+ Task Force Staff Support/facilitator prior to the second general membership meeting of each election year. Candidates will have equal opportunity to address the general membership in attendance at the second general membership meeting, following which an anonymous vote shall occur.

5.5. The candidate for each position who receives the most votes shall be designated the winner and shall assume office commencing after the conclusion of the meeting at which such election was held.

5.6. In the event of a tie vote for any Executive Board position, the tied candidates will be provided the opportunity to address the general

membership at the election meeting and the Staff Support/Facilitator, by whatever means the Staff Support/Facilitator deems appropriate, will conduct a vote to resolve the tie. The winning candidate will take office at the conclusion of that meeting.

5.7. In the event an executive board position becomes vacant the Chair or Acting Chair shall inform the general membership as soon as practical and shall call for nominations to be submitted to the Staff Support/facilitator within a reasonable time prior to the next general membership meeting or scheduled Special Meeting. Candidates will have equal opportunity to address the general membership in attendance at the next general membership or Special Meeting, following which an anonymous vote shall occur. The candidate for each position who receives the most votes shall be designated the winner and shall assume office immediately.

6. Duties of Officers

6.1. The Chair shall:

6.1.1. Serve as Chair of the Alexandria LGBTQ+ Task Force and shall be its official spokesperson. In carrying out the duties as spokesperson, the Chair shall be mindful of the unique collaboration between the City of Alexandria and the Task Force, as well as the Task Force's role within the community.

6.1.2. Preside over general, special, and executive board meetings of the Task Force.

6.1.3. Have general administrative direction of the Task Force.

6.1.4. Appoint chairs and members of Committees established by the Executive Board.

6.1.5. In the absence of the Secretary, the Chair may designate another person to carry out the duties of the Secretary.

6.2. The Vice Chair shall carry out the duties of the Chair in the absence of the Chair, and shall assist the Chair in carrying out duties of the Chair when requested to do so.

6.3. There shall be up to two Secretaries who shall:

6.3.1. Take minutes of the general membership, Special, and Executive Board meetings and shall provide minutes to the Staff Support/facilitator for retention and distribution.

6.3.2. Preside over meetings in the absence of the Chair and Vice Chair.

6.4. Each Executive Board member shall keep records of their work and turn them over, as appropriate, to their successors or the Staff Support/facilitator.

6.5. The Executive Board will determine the spending of funds donated to the Task Force in collaboration with the City and the donor's wishes in order to carry out the mission of the Task Force. Any donations made to the Task Force will be held in the donation account of the Sexual Assault Center/Domestic Violence Program and tagged for use only by the Task Force. These funds will be expended upon majority determination of the Executive Board.

6.5.1. At each regular General Membership meeting the Executive Board shall provide a report on donated funds received and expended.

7. Staff Support/Facilitator

7.1. The Task Force's staff support/facilitator is an individual designated by the City of Alexandria.

7.2. Duties of the staff support/facilitator:

7.2.1. Supports the work of the Alexandria LGBTQ+ Task Force including, planning, coordinating, implementing, and evaluating

initiatives to improve services and outreach to City residents who identify as LGBTQ+.

7.2.2. Performs a variety of tasks related to obtaining grant funding, such as researching funding sources, writing grants, preparing grant applications, submitting quarterly grant reports, etc.

7.2.3. Serves as a resource and liaison to the City staff on matters within the Task Force's Mission.

7.2.4. Provides the Task Force with referrals and introductions to local, state, and national resources.

7.2.5. Coordinates and assists in recruiting members, organizing the logistics of meetings, facilitating the meetings (subject to Executive Board discretion), maintaining records of meeting minutes, researching ideas presented by the Task Force, and ensuring that work designated by the Task Force is carried out.

7.2.6. Coordinates publicity for the Task Force, including developing flyers, press releases, and events brochures.

7.2.7. Collaborates with local organizations and City departments, agencies and offices to arrange outreach and awareness events within the Task Force Mission.

7.2.8. Develops training curricula and materials and provides and/or coordinates training.

7.2.9. Researches, develops, and continually updates curricula tailored to each audience based on current research and information.

7.2.10. Coordinates logistics for each training.

7.2.11. Helps maintain and train a "speakers bureau" of staff to assist with Task Force training.

7.2.12. Maintains records on Task Force training and programs for evaluation.

7.2.13. Disburses grant funds as directed by the Executive Board consistent with City requirements.

7.2.14. Disburses other funds (non-grant funds) as directed by the Executive Board consistent with City requirements.

7.2.15. Maintains accurate records of the status of all Task Force funding and provides reports of such records as required.

7.2.16. Contracts with external entities as directed by the Executive Board. Such contracting shall be done through the Alexandria Department of Community and Human Services.

8. Committees

8.1. The Executive Board may create committees to carry out or further the LGBTQ+ Task Force mission as they determine.

8.2. Standing committees may be formed, e.g., for training, Pride events, or for such other purpose(s) as the Executive Board shall determine.

9. Meetings

9.1. Frequency - meetings of the general membership shall be held approximately quarterly.

9.2. Special Meetings- the Executive Board may call for Special Meetings of the general membership as needed to conduct business. The Executive Board shall provide reasonable notice of Special Meetings by email sent to the general membership roster as maintained by the Staff Support/facilitator.

9.3. Executive Board Meetings - The Executive Board shall meet to establish a general membership meeting agenda or for such other purposes as the Chair shall determine. Such Executive Board meetings shall be scheduled to provide reasonable time for preparation and advance dissemination of the general membership meeting agenda and such other

documents consistent with the business of the general membership meetings. The Chair may set additional Executive Board meetings as the Chair deems appropriate.

9.4. Quorum - Official business of the LGBTQ+ Task Force shall be carried out by simple majority vote of the Executive Board. The Executive Board shall seek a consensus of the general membership prior to voting on matters of official business.

9.5. Participation and voting in all aspects of the LGBTQ+ Task Force meetings may be conducted by video, phone, email, in-person, or other method or combination as the Chair may determine.

10. Amending Bylaws

10.1. The Executive Board may establish a Bylaws Committee as necessary to propose amendments to these Bylaws.

10.2. The Bylaws Committee shall report proposed amendments to the Executive Board.

10.3 Proposed Amendments approved by majority vote of the Executive Board shall be provided to the general membership for discussion at the next General or Special Meeting of the Task Force. Oral or written comments from the general membership shall subsequently be considered by the Executive Board at its next meeting after which Bylaws may be adopted by majority vote of the Executive Board.

Adopted by a vote of the Alexandria LGBTQ+ Task Force membership 3/8/22

Amended 7/21/22

^[1] At that time, the Department of Community and Human Services was three separate departments. The Sexual Assault Center and Domestic Violence Program were part of the Office on Women. The first

name of the Alexandria LGBTQ+ Task Force was the Alexandria LGBTQ Victim Services Advisory Board. The Alexandria Gay and Lesbian Community Association (AGLCA) is now defunct, but AGLA, formerly only of Arlington, is open to all LGBTQ people and allies in the area.