



# TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125  
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

---

## ARCHITECTURAL REVIEW BOARD MEETING January 27, 2026 | 7:30 p.m.

- 1. Call to Order**
- 2. Citizen Comments**
- 3. Approval of Minutes**
  - a. December 16, 2025 Meeting Minutes pg. 2
- 4. Action Items**
  - a. Create a By-Laws Committee pg. 5
  - b. Review and Recommend New Member Applications to Town Council pg. 6
- 5. Discussion Items**
  - a. A-Frame Ordinance Review pg. 11
  - b. Robert's Rules Review pg.15
- 6. Reports**
  - a. Town Council Report
  - b. Sign and COA Violation Report pg.47
  - c. Planning Commission Report
  - d. Chair Report
- 7. Adjournment**

Brenda Seefeldt  
Chair, Architectural Review Board

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

|   |                                       |
|---|---------------------------------------|
| <b>3. Approval of Minutes</b>                           | <b>Meeting Date:</b> January 27, 2026 |
| <b>3A: Request to Approve December 16, 2025 Minutes</b> |                                       |

**Attachments:** a. December 16, 2025 Minutes

**Submitted by:** Megan Lubash  
Town Clerk

---

**Explanation and Summary:**

This is a request to approve the meeting minutes from December 16, 2025.

**Proposed/Suggested Motion:**

"I move to approve the meeting minutes from December 16, 2025, as presented."

OR

Other action the Architectural Review Board deems appropriate.



# **Town of Occoquan**

## **ARCHITECTURAL REVIEW BOARD**

### **MEETING MINUTES**

#### **December 16, 2025**

In Attendance: Darryl Hawkins (Vice Chair, PCR), Rick Fitzgerald (Sec.), Theo Daubresse (TCR), Jordan Sanders (BMR), Mary Craig, Lisa, Terry, Michele White, Jennifer Shown (Alt.)

1. Call to Order – Vice Chairman Darryl Hawkins called the meeting to order at 7:30 p.m.
2. Citizens' Comments – None
3. Approval of Minutes – Jordan Sanders motioned to approve the Meeting Minutes of October 28, 2025; Mary Craig seconded. The motion was approved unanimously.
4. Election of Officers
  - a. Nominations and the election of a slate of officers for Calendar Year 2026
    - Chair – Michele White, nominated by Mary Craig, seconded by Lisa Terry.
    - Vice-Chair – Darryl Hawkins, nominated by Michele White, seconded by Lisa Terry.
    - Secretary – Jordan Sanders nominated by Michelle White, seconded by Darryl Hawkins.

The slate of officers was elected unanimously.

#### **5 Exterior Elevation Applications**

- a. ARB2025-011 Application 413 Mill Street, The Mill House Museum requests approval to replace the current era door with a custom-built historic door, circa 18<sup>th</sup> century. Mary Craig moved to approve. Lisa Terry seconded. Exterior Elevation Application ARB2025-011 was approved unanimously.
- b. ARB2025-012 Application 402 McKenzie Drive. Owner Elias Castro requests approval to change the siding and put asphalt on the driveway. Darryl Hawkins moved to approve. Mary Craig seconded. Exterior Elevation Application ARB2025-012 was approved unanimously.

- c. ARB2025-013 Application 209 Washington Street. Applicant Khalid Mumtaz requests approval to replace the front door, add a canopy awning to the front entrance, add another awning at the rear entrance, and install a small shoe rack at the rear door entrance. Rick Fitzgerald moved for approval. Jordan Sanders seconded. The motion was approved, 7 yea, 1 nay.

#### 4. Work Session

- a. The topic: A-frames and Alternatives to A-frames. It was suggested that a proposed change to the current sidewalk A-frame ordinance be considered to eliminate concerns about chalk use. Additionally, it was suggested that consideration be given to revising the signage ordinance to allow for pole, planter, and other types of A-frame sidewalk signs. A revised definition might describe sidewalk signs as constructed of various materials, including two-faced or double-sided signs, A-frames, and single-pole signs, which may be marked with vinyl, chalk, or other similar removable materials, so long as they remain compatible with the town's characteristics. Discussion was tabled until the next meeting.

#### 5. Reports

- a. Town Council Report— Theo Daubresse stated that the biggest thing considering the ARB was the guidelines for voting moving forward and allowing for as much independence as possible.
- b. Asst. Town Manager's Report – Megan Lubash presented the Sign & COA Violation Report for October & December, indicating a violation at 209 Washington St. with corrections abated.
- c. Planning Commission Report – Darryl Hawkins stated the Planning Commission was working on their 2026 Comprehensive Plan and has until June 30, 2026, to bring it before the Town Council.
- d. Chair Report— Chair Michele White reminded everyone of the holiday celebration to be held at Madigan's, 5:30 pm, Wednesday, December 17, 2025.

Adjournment – 8:44 p.m.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

Roberts

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| <b>4. Action Item</b>                 | <b>Meeting Date:</b> January 27, 2026 |
| <b>4A:</b> Create a By-Laws Committee |                                       |

**Attachments:** a. None

**Submitted by:** Megan Lubash  
Town Clerk

---

#### Explanation and Summary:

This is an action item calling for the creation of a By-Laws Committee to research, draft and propose a governing set of regulations for the Architectural Review Board. Currently, the Architectural Review Board does not have a formal set of by-laws which can lead to ambiguity and confusion. By creating a uniform code, the Architectural Review Board will have organized and consistent internal structure and procedures for handling applications, elections, and other administrative procedures.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

Roberts

|   |                                       |
|---|---------------------------------------|
| <b>4. Action Item</b>   | <b>Meeting Date:</b> January 27, 2026 |
| <b>4B:</b> Review and Recommend New Member Applications to Town Council |                                       |

**Attachments:**

- a. Kerry Jetton ARB Application Redacted
- b. Alec Nugent ARB Application Redacted

**Submitted by:** Megan Lubash  
Town Clerk

---

#### Explanation and Summary:

This is an action item calling for review and recommendation of two applicants for the Architectural Review Board. § 33.46 of the Town Code states that, “[t]he Architectural Review Board shall consist of nine members appointed by and serving at the pleasure of the Town Council.” All members, with the exception of the business representative shall be residents of the Town and have a knowledge of or interest in the historical heritage and architecture of the Town.

The Architectural Review Board currently has one vacant member position and one vacant alternate position. This review will determine which applicant shall be recommended for member position and the alternate position.



## TOWN OF OCQUAN

### CANDIDATE APPLICATION FORM For Town Council Appointed Boards, Commissions, and Committees

Membership on the Town's Boards and Commissions provides citizens the opportunity to become actively involved in town affairs. When a vacancy exists on a board or commission, the Town Council will interview and evaluate candidates based on his or her interests, education, philosophy and work experience according to the functions of that particular board or commission in which the candidate is being considered.

Date: 1/7/26

Résumé Attached: Y/N

Name: Kerry Jetton

Address: \_\_\_\_\_

PO Box: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a Town resident? (Circle one) Y/N If yes, year moved to Occoquan: 2022

Do you own or operate a business in Town? (Circle One) Y/N

If yes, name of business: Waters Way Counseling, PLLC

Have you ever served on a Town of Occoquan board or commission or on the Town Council? Y/N  
If yes, please explain: \_\_\_\_\_

Please summarize your education, employment and participation in community activities as it relates to this application. Please feel free to include your résumé as an attachment to this application.

#### Community Involvement:

In addition to living in Occoquan and owning my own business here, I have also volunteered for the past several years at the Riverfest Craft Fair here in town.

Education: Masters of Social Work, George Mason University, May 2020

Employment and/or Volunteer Work Experience: In Occoquan:

2023 - Present Owner & Licensed Clinical Social Worker (LCSW) at Waters Way Counseling (psychotherapist)

2020-2024 LCSW Psychotherapist at Wise Mind Psychotherapy in McLean, VA

Volunteer: 2024 - present Occoquan Riverfest Craft Fair

Other Relevant Experience and/or Educational Background:

2016-2019 Court appointed Special Advocate (CASA) for foster children in Fairfax County

2008-2018 President, VP & Advisor for Vale Club in Oakton, VA. Vale Club is a 200+ member social & philanthropic group. I was the president of the club 2013-2014. supervised over 20 board & chair positions. Are you available to participate in evening meetings, at least one per month?  Y/N

Which days of the week are you NOT available to meet? I could make any day work.

Please note that participation on Town boards and commissions requires regular attendance at scheduled meetings. Information on meeting requirements and responsibilities of the board or commissions is available in Chapter 2, Administration of the Town Code available at [www.occoquanva.gov](http://www.occoquanva.gov).

On which board, commission, or committee are you interested in participating? (Check all that apply.)

**Standing Boards and Commissions:**

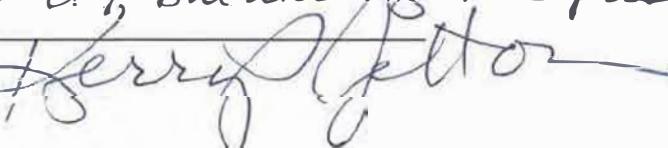
Board of Zoning Appeals  Planning Commission\*  Architectural Review Board

\*Planning Commission membership requires certification within two years.

Please explain your interest in serving on the board(s) you have selected above.

I am interested in the historic district because I work & live here. Occoquan is such a unique and special place & I would like to be a part of maintaining it, balancing the past with the future!

Applicant Signature



Date

1/7/26

**Mail Completed Application To:**

Town of Occoquan  
ATTN: Town Clerk  
PO Box 195  
Occoquan, VA 22125

**Drop Off Completed Application To:**

Town of Occoquan Town Hall  
314 Mill Street, Occoquan, VA  
M-F, 9 am - 4 pm

Email Completed Applications To: [info@occoquanva.gov](mailto:info@occoquanva.gov)

Questions? Visit [www.occoquanva.gov](http://www.occoquanva.gov) or call (703) 491-1918.



## TOWN OF OCCOQUAN

### CANDIDATE APPLICATION FORM For Town Council Appointed Boards, Commissions, and Committees

Membership on the Town's Boards and Commissions provides citizens the opportunity to become actively involved in town affairs. When a vacancy exists on a board or commission, the Town Council will interview and evaluate candidates based on his or her interests, education, philosophy and work experience according to the functions of that particular board or commission in which the candidate is being considered.

Date: 1/12/26 Résumé Attached: Y/N

Name: APC Nugent

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a Town resident? (Circle one) Y/N  If yes, year moved to Occoquan: 2025

Do you own or operate a business in Town? (Circle One) Y/N

If yes, name of business: \_\_\_\_\_

Have you ever served on a Town of Occoquan board or commission or on the Town Council? Y/N   
If yes, please explain: \_\_\_\_\_

*Please summarize your education, employment and participation in community activities as it relates to this application. Please feel free to include your résumé as an attachment to this application.*

**Community Involvement:**

Active Duty US Navy - 8 years  
Kempsville Lake Community Association Board  
Member - 5 years - Virginia Beach, VA

Employment and/or Volunteer Work Experience:

VFW Member Occoquan Post  
PO2 - Logistic Specialist US Navy

Other Relevant Experience and/or Educational Background:

KCCA Board of Directors- Managed Budgets,  
upheld town rules and regulations, held  
community forums, hosted neighbourhood  
events (trunk-or-treat, cookies w/ Santa)

Are you available to participate in evening meetings, at least one per month?  Y/N

Which days of the week are you NOT available to meet? Friday, Saturday, Sunday

Please note that participation on Town boards and commissions requires regular attendance at scheduled meetings. Information on meeting requirements and responsibilities of the board or commissions is available in Chapter 2, Administration of the Town Code available at [www.occoquanva.gov](http://www.occoquanva.gov).

On which board, commission, or committee are you interested in participating? (Check all that apply.)

Standing Boards and Commissions:

Board of Zoning Appeals  Planning Commission\*  Architectural Review Board

\*Planning Commission membership requires certification within two years.

Please explain your interest in serving on the board(s) you have selected above.

Enjoyed serving my last term of 1200 hours,  
and would love to continue my services  
in Occoquan

Applicant Signature

1/12/2026  
Date

Mail Completed Application To:

Town of Occoquan  
ATTN: Town Clerk  
PO Box 195  
Occoquan, VA 22125

Drop Off Completed Application To:

Town of Occoquan Town Hall  
314 Mill Street, Occoquan, VA  
M-F, 9 am - 4 pm

Email Completed Applications To: [info@occoquanva.gov](mailto:info@occoquanva.gov)

Questions? Visit [www.occoquanva.gov](http://www.occoquanva.gov) or call (703) 491-1918.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <b>5. Discussion Item</b>            | <b>Meeting Date:</b> January 27, 2026 |
| <b>5A: A-frames Ordinance Review</b> |                                       |

**Attachments:** a. A-Frame Mentions in Code

**Submitted by:** Megan Lubash  
Town Clerk

---

#### Explanation and Summary:

This is a discussion item to look at A-frames and their mentions in the Town Code. The sign ordinance, O-2025-12 was amended by Town Council on October 21, 2025. With the new text from the ordinance and discussion at the Architectural Review Board on December 16, 2025, it was found that the verbiage is confusing to decipher and possibly inconsistent. A document with all mentions of A-frames was created to look over the pertinent text and see if there are better ways to clarify meaning of the ordinance as it pertains to A-frame signage.

# A Frame mentions in the Town Code

## § 157.301 Definitions

A<sub>U</sub>FRAME SIGN; A two-faced chalkboard sign with supports that are connected at the top and separated at the base, forming an "A" shape. These are also referred to as SANDWICH. BOARD.SIGNS. They are included in the term PORTABLE.SIGN.

## § 157.303 SIGNS NOT REQUIRING A PERMIT.

(F) Two A-frame signs, consistent with § [157.307](#) and the tables in §§ [157.320](#) and [157.321](#);

## § 157.304 PROHIBITED SIGNS

(B)(14) A-frame signs made of plastic, vinyl, and/or non-durable materials.

## § 157.307 GENERAL REQUIREMENTS

(D)(3) A<sub>U</sub>frame signs; A-frame signs may be used if they meet the following requirements:

- (a) The sign is entirely outside the vehicular travel portion of a street or roadway;
- (b) The sign is no larger than eight square feet per sign face;
- (c) The sign is no taller than three and one-half feet;
- (d) If located on public or private sidewalks or similar pedestrian pathways, the sign shall leave a continuous through pedestrian zone of at least three feet in width;
- (e) The sign does not obstruct pedestrian and wheelchair access from the sidewalk to any of the following: transit stop areas, designated disabled parking spaces, disabled access ramps, or building exits including fire escapes; and
- (f) The sign is displayed outdoors only during operating hours of the establishment which owns the sign.

---

(F) Off<sub>U</sub>premises.signs; Off-premises signs shall be allowed only in the B-1 business district and only as A-frame signs, subject to the sign standards specified for them in this subchapter.

- (1) Off-premises signs shall not result in an individual business or parcel exceeding the maximum number of A-frame signs allowed by this subchapter.
- (2) Consent of the property owner where the sign is to be placed shall be provided as part of the requirements for approval for sign permits.

(3) An off-premises sign must not be placed more than 150 feet from the business which owns the sign.

| Table.7;Residential.District.Residential.Use.Property.<br>Signs |                               |
|---|-------------------------------|
| Type  | Temporary                     |
| Duration  | 90 days                       |
| Illumination  | None                          |
| Location  | See §§ 157.303(D) and 157.307 |
| Max. height   | 15 ft. (if freestanding)      |
| Setback   | None                          |
| Size (each/total)   | 16 sf/no limit                |

| Table.8;Residential.District.Non_residential.Use.Property.<br>Signs |                                |
|---|--------------------------------|
| Type  | Temporary                      |
| Duration  | 20 days                        |
| Illumination  | None                           |
| Materials   | See §§ 157.303(D ) and 157.307 |
| Max. height   | 6 ft                           |
| Setback   | None                           |
| Size (each/total)   | 8 sf/8 sf                      |

(1998 Code, § 66-391) (Ord. passed 9-5-2017; Ord. 2020-06, passed 11-4-2020; Ord. O-2023-12, passed 6-6-2023; Ord. O-2025-12, passed 10-21-2025) Penalty, see § [10.99](#)

**§ 157.321 BUSINESS DISTRICT SIGNS (B-1).**

(A) Except as prohibited in this subchapter, Table 3 below includes signs that are permitted in business districts.

(B) Window signs are permitted up to 25% of the area of a window. Window signs are permitted only on the first floor of a building unless the business advertised is only on the floor where the window sign is displayed.

(C) Box signs do not count towards the maximum number of signs and flags as outlined in Table 3.

| Table.9;Business.District.Property.(All.Uses).Signs |                                |
|---|--------------------------------|
| Type  | Temporary                      |
| Duration  | 20 days                        |
| None  | None                           |
| Location  | See §§ 157.303(D ) and 157.307 |
| Maximum number                                      | Unlimited**                    |
| Maximum height                                      | 15 ft                          |
| Size (each)   | 16 sf                          |

Table notes:

- \* Maximum number is a combination of permanent signs and flags.  
There shall be no more than four signs and/or flags on any one business per parcel at a given time.
- \*\* Yard signs are not permitted in business districts.
- \*\*\* SUP required prior to install.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

|                                  |                                       |
|----------------------------------|---------------------------------------|
| <b>5. Discussion Item</b>        | <b>Meeting Date:</b> January 27, 2026 |
| <b>5B:</b> Robert's Rules Review |                                       |

**Attachments:** a. Robert's Rules of Order: Getting Down to Business

**Submitted by:** Megan Lubash  
Town Clerk

---

#### Explanation and Summary:

This is a discussion item to look at Robert's Rules of Order, an adaption of the United States legislative rules and practices to better suit non-legislative societies and groups. American Army Brigadier General Henry Martyn Robert created these rules to diminish conflict and accomplish the goals set forth in a group's agenda. Reviewing these procedures will create structure and clarity in this board's meetings.

# ROBERT'S RULES OF ORDER: *GETTING DOWN TO BUSINESS*

**with Carl Johnson**  
*former Council Coordination  
Division Supervisor (2011-19)*





# objectives

- Talk about why Robert's Rules is part of meetings for many groups and organizations
- Learn some of the most common parts of Robert's Rules of Order
- Know enough to be effective

# An Unproductive Meeting...

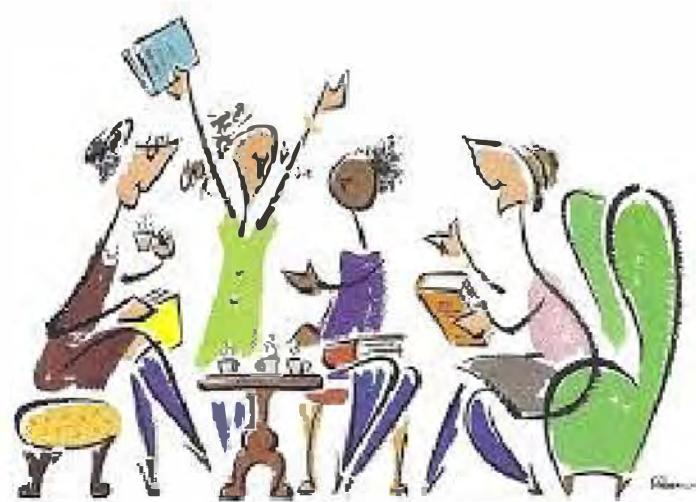
- No one is running the meeting
- Everybody talks at once
- No one is listening
- One person dominates
- Arguments!
- It takes too long to get through the agenda



# A Productive Meeting...

---

- Goes smoothly
- People take turns to talk
- Everyone has the opportunity to participate
- Climate of Healthy Dissent
- We talk about the most important stuff, and
- We accomplish the goals set forth in the agenda



# Robert's Rules – levelling the playing field

- Parliamentary procedure offers democratic rule, flexibility, protection of rights, and a fair hearing for everyone
  - Is a set of rules for conduct at meetings
  - Allows everyone to be heard & make decisions
  - Enables you to expedite the flow of business and make decisions



# Motions keep things moving

---

- Main Motion
- Subsidiary Motion
- Privileged Motion
- Incidental Motion

# Presenting a Motion in 8 easy steps

1. Address the Chair
2. Receive recognition from the Chair
3. Make the motion in a positive, even if you are against it ("I move to support WP24-45"). That way, a yes vote means "yes"!
4. Requires a second  
A motion must be seconded to bring it up for discussion. Seconding a motion does not mean you agree with it. The Chair must hear a second or the motion fails.



5. Chair restates the motion
  - “It has been moved and seconded that...”
6. Discussion
  - Movant is allowed discussion first
  - Membership to be recognized by Chair to speak
  - No member shall speak twice to a motion until all members who want to speak to the motion have been heard
7. Chair puts the motion to vote –  
“All in favor say Aye? All opposed say Nay”
  - Voice, raise hand, stand, ballot
8. Chair announces result of vote

A Motion  
makes a  
record

Even if your Council is  
against something or do  
not think it applies to  
you...



Have a motion and discuss  
it to explain why and vote.

# Main Motions

- Used to present any new business  
Approval of minutes  
Supporting action
- Cannot be made when another motion is active
- Ask for unanimous consent on non-controversial requests (approve agenda or minutes, approve officers with only one nominee per position)

# Subsidiary Motions

Change or affect how the main motion is handled BEFORE it has been decided

These changes have to be voted on BEFORE the main motion is voted on

Like a regular motion, there must be a second before any discussion. Without a second, it fails.

# “Perfecting a Motion” a.k.a. Amending a Motion

Motions are amended to change the wording to make it more acceptable before taking final action

There are 3 ways to change the wording of a motion, to make it more acceptable before taking final action

To add words or phrases

To strike out words or phrases

To substitute by striking out & inserting; or substitute an entire motion or paragraph

# Amending a Motion

---

- Modifications can be made
  - Between the time a motion is made and before the Chair states the motion
  - After the Chair has stated the motion
  - Before the motion is voted upon
- Board then votes on only the amended portion
  - If that passes, then you return to the original motion AS AMENDED to vote on in its entirety
- If the amended portion fails, then the board returns to vote on the motion as it was originally worded



# Other Motions

- **Privileged and Incidental Motions**
  - Do not require all of the steps usually needed to make and decide on a motion
  - Privileged motions are of IMMEDIATE importance and take PRECEDENCE over any main motion
  - Incidental motions do not relate directly to the substance of the pending motion but to the method of transacting the business of the motion or the people

# Privileged Motion

---

- Are urgent, about special, or important matters NOT relating to pending business
  - A second is not required,
  - May not be amended and does not require a vote.
- These motions are related to members, the organization, and meeting procedure.



# Five Privileged Motions

- Fix the time to which to adjourn, if another question is pending.
- Adjourn, but not if qualified or if adjournment would dissolve the assembly.
- Take a recess, if another question is pending.
- Raise a question of privilege. If you can't see or hear the meeting, you may stop the meeting and have the problem corrected. ***"I cannot hear the main speaker."***
- Call for orders of the day.

# Incidental Motions

---

- These involve questions of procedure that arise out of other motions
- Must be considered BEFORE the other motion
- Do not require that you be recognized
- Do not require a second
- Cannot be amended or debated
- ***“I believe the main motion did not receive a second, so we can’t vote on it.”***



# Incidental Motions or “Points”

---

- These Incidental motions do not require a vote:
  - **Point of Order:** If someone isn't following Robert's Rules, you can state “Point of Order” and explain your point. The Chair then rules on your point.
  - **Point of Information:** Used to stop action to call for clarification of the process or consequences of the debate.



# Incidental Motions or “Points”

---

These Incidental motions do not require a vote – just a rule by Chair:

➤ **Point of Order**

If someone isn't following rules or is off-agenda, you can state “Point of Order” and explain your point.

➤ **Point of Parliamentary Procedure** Need to clarify what the rules are.

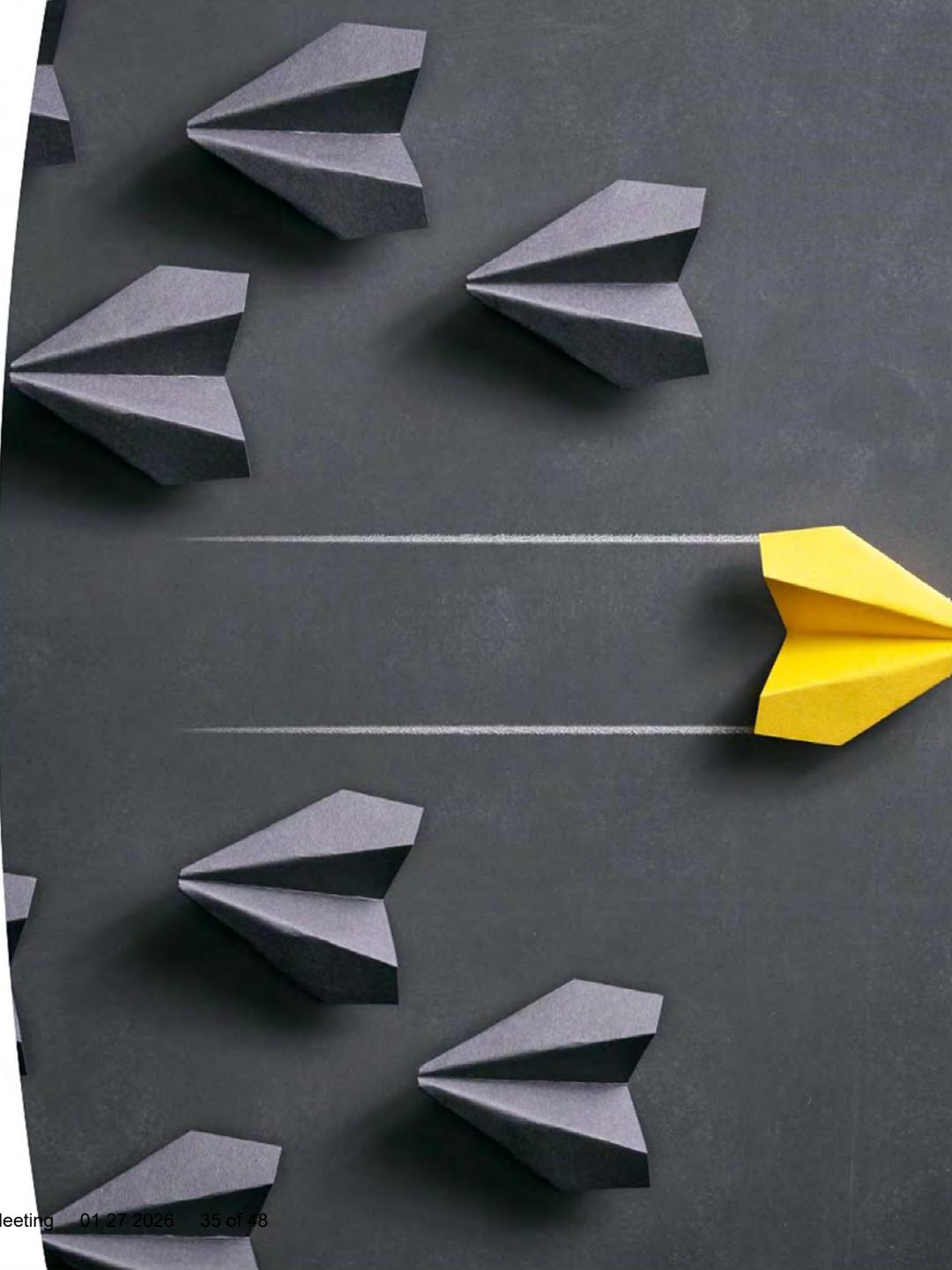
➤ **Point of Information/Clarification**

Used to stop action to call for clarification of the process or consequences of the debate.

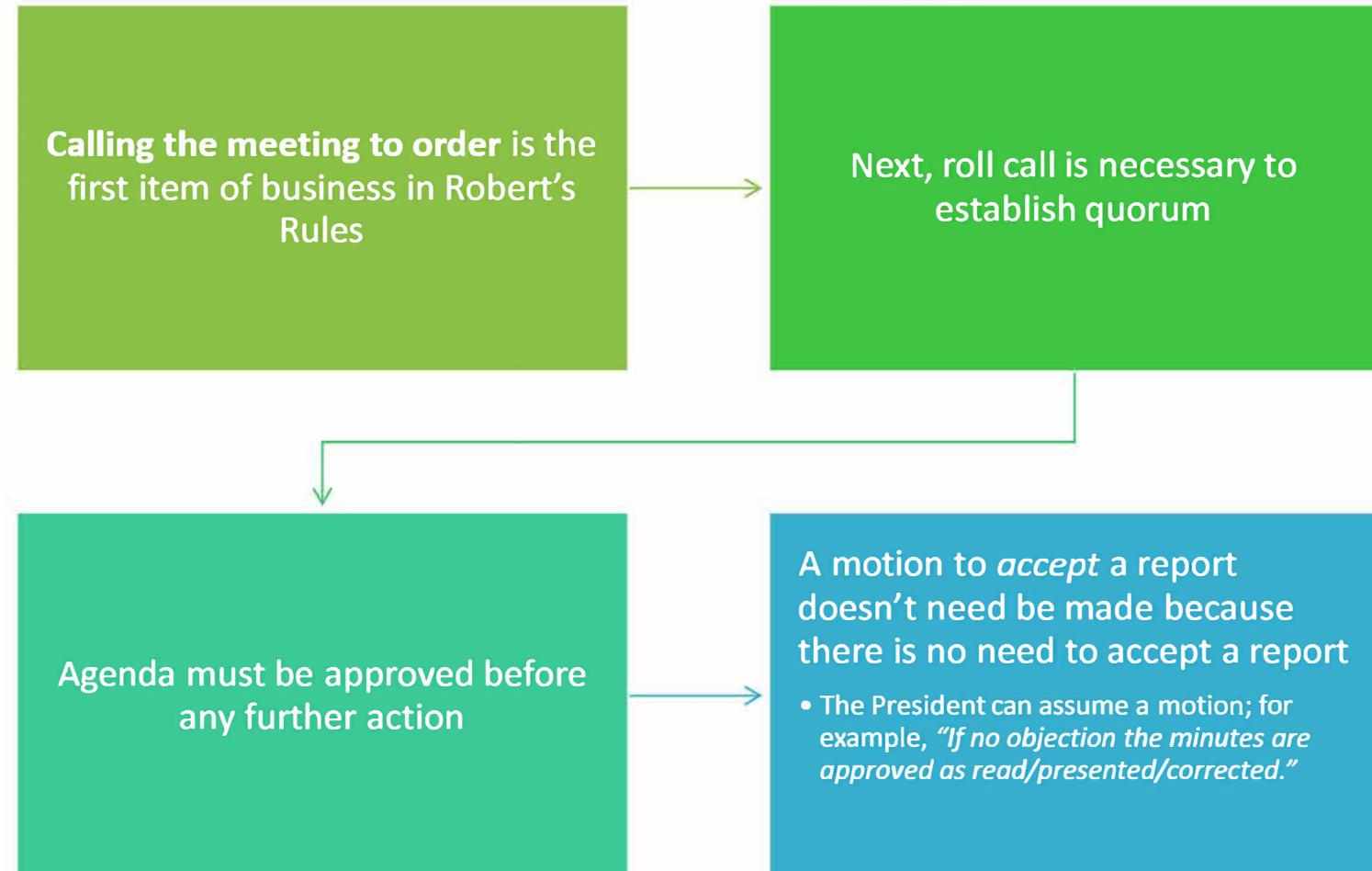
# Incidental Motions

---

- These Incidental Motions require a 2/3 vote:
- **Object to Consideration:** This motion is made to kill a sensitive or embarrassing motion before it is discussed by the assembly.
- **Suspend the Rules.** Take something out of order. Second is required, but motion is not debatable.
- **Call the Question:** This is a motion to end debate. Second is required, but motion is not debatable. This is routinely misused in RAC meetings.



# Some facts we all should know



# Everyone should know these points, too



A *recess* is called for a meeting to cease temporarily (i.e., meal break) and then reconvenes to conduct remaining business. An *adjournment* ends the meeting.



To *table* is to delay further action until a specified date and time – usually to get more information or something has come up unexpectedly. It can be tabled to any time in the future.



Motion for  
Reconsideration

Must be brought up on the same day as the action to be reconsidered. First, vote on whether to reconsider. Then, there is a second motion to address the issue.

## More basics...

- President or Chair of a board cannot make motions – can “entertain a motion”
  - That means he or she wants someone else to make a motion
  - “So moved,” someone else might say

# And more basics

All participants and their rights are equal

A quorum must be present to do business – it is based on the number of seated members, not total seats available

The majority rules

# What the Presiding Officer/ chair/President does



BE ON TIME AND START ON TIME



BE ORGANIZED AND PREPARED



TAKE CONTROL OF THE MEETING



BE IMPARTIAL



BE PRECISE



BE FOCUSED – KEEP THE AGENDA MOVING AND ENSURE ALL THE BUSINESS IS COMPLETED

# How a Chair Expedites Business

1

Use general consent

2

Refer to a committee ("Motion to Commit")

3

Assist in phrasing of a motion

4

Restate the motion periodically

5

Allow motions to be withdrawn

6

Prevent bullying with parliamentary procedure

# Practice making a motion

Raise your hand, and the chair may or may not call on you.



When called on (stand up) and state the following  
“Mr./Madame Chair, I move to/that....”



Then state what you want to happen. (or not to happen)

# More making a motion...

State what you want to happen clearly and concisely (have a specific wording in mind first)



After the motion, sit back down

- If its longer than one sentence write it down

# But wait, there's more...



Someone who “seconds” says that they feel the motion is of importance and worth discussion

If they don't, the motion dies “for lack of a second”



After motion and second, there is discussion/debate

Debate can be stopped by running out of people with opinions, putting a limit on debate, or by the Chair moving on because of repetitive debate



Then it is time to vote. The Chair will restate the motion and will state how the votes will be cast.

Unless stated, majority is usually 50% + 1 of the active members present – simple majority

# Debate

- Movant goes first. Identify why you want the motion to pass or fail. For regulatory proposals, use the ANILCA Section 805(c) criteria on the back of your name plates.
  - *This is important to establish a record that the Federal Subsistence Board can use to justify adopting the RAC recommendation.*
- Members bring up Positive and Negative points, pertinent information on the motion.
- Points not directly dealing with the motion or amendment cannot be brought up.
  - Monitoring that is the Chair's job
- Chair also decides who gets to speak and in what order and should try to provide equal time to pro and con positions.
  - A member cannot speak again until everyone has a chance



## Final points

- Most organizations have little clue about how to use Robert's Rules of Order
- In the hands of a good parliamentarian, these rules ensure that all members of the Council can participate
- Remember: These Rules are merely a tool designed to help you take care of business.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

|  |                                       |
|--|---------------------------------------|
| <b>6. Reports</b>                          | <b>Meeting Date: January 27, 2026</b> |
| <b>6B: Sign &amp; COA Violation Report</b> |                                       |

**Attachments:** a. December & January Sign and COA Violation Report

**Submitted by:** Megan Lubash  
Town Clerk

---

**Explanation and Summary:**

The report includes both sign and COA violations, showing the violation number, address, violation description and the status of the violation. All code violations follow the code violation standard operating procedure (SOP), including a tiered notice system of informal notices progressing to formal notice of violation letters. Most violations are resolved at the informal tier and do not necessitate a formal notice of violation and subsequent legal action.



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

Sign & COA Violation Report December & January

1/22/2026

| Title        | Violation Type | Address of Violation             | Date of Observation | General Description of Violation            | Status     |
|--------------|----------------|----------------------------------|---------------------|---|------------|
| OCV-2025-043 | General        | 209 Washington Street            | 12/5/2025           | Lighting should be directionally shielded   | Unfounded  |
| OCV-2025-044 | Signage        | 302 Poplar Alley/302 Mill Street | 12/12/2025          | Off Premise A Frame Sign without Permission | Resolved   |
| OCV-2025-045 | Signage        | 303 Commerce Street              | 12/18/2025          | Prohibited A-Frame Material                 | Unfounded  |
| OCV-2026-001 | Trash/Refuse   | 203 Poplar Alley                 | 1/5/2026            | Overflowing Dumpster                        | Resolved   |
| OCV-2026-002 | Trash/Refuse   | 406 Union Street                 | 1/7/2026            | Garbage Can Left Out Everyday               | Email Sent |