

**FAIRFAX COUNTY, VIRGINIA
INFORMATION TECHNOLOGY POLICY ADVISORY COMMITTEE
CHARTER AND BYLAWS**

Revision of March 23, 2010

Section 1. Establishment. On February 10, 1997, the Fairfax County Board of Supervisors established the Information Technology Policy Advisory Committee (hereinafter "Committee" or "ITPAC"). This Committee reflects the commitment of the Board of Supervisors to ensure that the County government keeps pace with appropriate emerging trends in information technology to: (1) support county goals and priorities; (2) provide citizens, businesses, and employees with open government and access to services and information; and (3) promote government innovation and improve government effectiveness and efficiency.

Section 2. Purpose. The Committee shall provide the Board of Supervisors and appropriate County staff with expert citizen advice on information technology trends and strategies. More specifically, ITPAC shall be an advisory public body whose purpose is to provide input to the County that is based on the experience and the expertise of ITPAC members and the work of the Committee. Such recommendations shall evaluate opportunities, benefits, and challenges of technological innovation and seek to achieve benefits for the County Government.

Section 3. Duties. ITPAC shall keep itself informed on developments and innovation in the field of information technology and advise the Board of Supervisors, and the County Chief Technology Officer (CTO)/Director of the Department of Information Technology on emerging information technology trends and on the application of those technology changes in information technology to government services, policies, and procedures.

ITPAC shall review the strategy and framework for the County's technology program, key initiatives, and the annual information technology investment plan, and it shall bring those facts and issues forward to the attention of the Board of Supervisors and appropriate County staff that the Committee deems important to the County government concerning opportunities and/or risks in the field of information technology.

Section 4. Membership. ITPAC shall be composed of private citizens who have experience in information technology and who hold no paid office or employment with Fairfax County Government or any entity that receives funding directly from the County; provided, however, that a person may serve on ITPAC if that person is an officer or employee of a private entity that has received funds from a contract issued by the County using competitive principles as authorized by the Virginia Public Procurement Act.

The membership shall include one member nominated by each member of the Board of Supervisors, one member nominated by the Fairfax County School Board, one member nominated by the Fairfax County Chamber of Commerce, one member nominated by the Fairfax County Federation of Civic Associations, one member nominated by the League of

Women Voters of Fairfax, and one member nominated by the Northern Virginia Technology Council.

Members shall be appointed by the Board for a three-year term or for the balance of an unexpired three-year term. Members whose terms have expired may continue to serve until a replacement is appointed by the Board.

Section 5. Officers. ITPAC shall elect its officers annually, and the officers shall consist of a chairperson, who shall preside over the meetings and represent the Committee when appropriate, and a vice-chairperson who shall preside at meetings and represent the Committee in the absence of the chairperson. The terms of the chairperson and the vice chairperson shall be for one year.

Section 6. Meetings. ITPAC shall meet, at a minimum, once every quarter and at such other times as it deems necessary. All meetings of ITPAC shall be conducted in accordance with the Virginia Freedom of Information Act, as amended (hereinafter "VFOIA"), and except for closed sessions as authorized by law, all meetings shall be preceded by a notice stating the date, time and location of the meeting, and except for emergency meetings, notice of a meeting shall be given at least three working days prior to the meeting. All members who are present, including the chairperson, may vote at a meeting, and no vote shall be taken by secret or written ballot or by proxy. Except as otherwise provided by Virginia law or by these bylaws, all meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and except as specifically authorized by VFOIA, no meeting shall be conducted through telephonic, video, electronic, or other communications means where the members are not all physically assembled to discuss and transact the business of the Committee. The County staff shall provide support to the Committee, and County staff shall keep minutes of the meetings of ITPAC. Those minutes shall meet the requirements of VFOIA. ITPAC may establish such work groups as may be required to meet its purpose and perform its duties. All meetings of any such subcommittees shall comply with the notice and other requirements of VFOIA.

Section 7. Compliance with state and county laws and policies. The Committee and its members shall comply with the Virginia State and Local Conflict of Interests Act, as amended, and all county ordinances, policies, and procedures. Members shall not use the Committee as a forum for promoting their business or personal interests, and any member whose business or personal interests may come before the Committee shall disclose any such interests and refrain from participating in any matter affecting those interests.

Section 8. Transition. This charter and bylaws shall become effective upon adoption by the Board of Supervisors, and all members of ITPAC serving on that date shall complete the term of office for which they were appointed.

Section 9. Amendment of Charter and Bylaws. This charter and bylaws may be amended by the Board of Supervisors.