

George Mason University Fairfax Campus Advisory Board

Memorandum of Understanding

Whereas, Fairfax County (hereafter referred to as “the county”), the City of Fairfax (hereafter referred to as “the city”), and George Mason University (hereafter referred to as “the university”) desire to establish a more structured and mutually supportive partnership for the benefit of all members of their communities; and,

Whereas, it is in the best interests of the county, the city, and the university to foster open communication, the timely sharing of information, and a collaborative decision making process; and,

Whereas, the Fairfax County Board of Supervisors, the Fairfax City Council, and the George Mason University Board of Visitors fully endorse these efforts;

Therefore be it resolved that the George Mason University Fairfax Campus Advisory Board (herein after referred to as the Advisory Board) is established to share information among the parties on issues of mutual concern and provide advice and recommendations on those issues from varying perspectives.

I. Mission

The mission of the Advisory Board shall be to:

- Identify and promote partnerships in support of joint university-community initiatives, including but not limited to research projects, contracts, general support, and economic development;
- Provide advice and counsel to the university administration concerning community-university issues and relations; and,
- Address and resolve issues of community and university concern at the earliest possible time and at the lowest working level in the decision making process.

II. Composition

The county, the city, and the university shall each establish a process for appointing members to the Advisory Board in accordance with the following:

Fairfax CountyFive (5) members, to include the Braddock District Supervisor or his/her designee and at least two members of the community.

City of FairfaxFive (5) members, to include the Mayor or his/her City Council designee and at least two members of the community.

George Mason UniversityThree (3) members, to include the Chief of Staff.

Terms of appointments shall be determined by the respective signatories.

III. Meetings, Officers, and Committees

The Advisory Board shall meet at least twice annually at a place and time to be determined by the Advisory Board. The notice of the meeting and agenda will be distributed to members at least one week prior to the meeting. The university administration shall be responsible for providing notice and keeping records of all Advisory Board proceedings for approval by the Advisory Board.

The members of the Advisory Board shall elect a Chairman and Vice Chairman by a majority vote of the members at their first regular meeting and every two years thereafter. Should a vacancy occur, an election shall occur to fill the remainder of the term. Nothing shall prohibit members from holding an office for successive terms. The Chairman shall preside at all meetings and be responsible for conveying recommendations of the Advisory Board. The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman. Only representatives from the county and the city are eligible to serve as Chairman and Vice Chairman.

The Chairman, with the consent of the majority of the members of the Advisory Board, shall establish any committees, temporary or standing, necessary to achieve the mission of the Advisory Board. The Chairman shall appoint committee members. Committee members may include individuals that are not members of the Advisory Board.

IV. Quorums and Voting

A quorum shall be constituted by fifty (50) percent of members of the Advisory Board. Voting on matters coming before the Advisory Board shall be by majority of those members present at the meeting.

V. University Support of the Advisory Board

To assist with meaningful input by the Advisory Board, university representatives shall provide Advisory Board members with information relevant to activities affecting the surrounding community, including but not limited to proposed or planned capital improvements and proposed or planned changes to policies concerning university life.

In addition, university representatives shall provide to the Advisory Board copies of the university's Six-Year Capital Plan for facilities and infrastructure prior to being

submitted to the Board of Visitors and the Commonwealth for approval. In the case that a facility or infrastructure does not require submittal to the Commonwealth, university representatives shall provide plans at the earliest possible step in the decision-making process.

VI. City and County Support of the Advisory Board

To assist with meaningful input by the Advisory Board, county and city representatives shall provide the Advisory Board members with information relevant to activities affecting the university community, including but not limited to proposed or planned capital and transportation improvements and proposed or planned changes to zoning or plan approvals that might affect the university.

In addition, county and city representatives shall provide to the Advisory Board relevant portions of the county and city’s respective capital improvement plans prior to being submitted to the Board of Supervisors or City Council for approval. In the case that a facility or infrastructure does not require approval of the Board of Supervisors or the City Council, county and city representatives shall provide plans at the earliest possible step in the decision-making process.

VII. Bylaws and Additional Policies and Procedures

The Advisory Board may, in its discretion, adopt bylaws and/or additional policies and procedures to govern the business of the Advisory Board provided that they are not in conflict with the provisions of this Memorandum of Understanding. Adoption or amendment of bylaws, policies, and procedures shall require an affirmative vote of a two-thirds majority of the members of the Advisory Board.

VIII. Amendments of the Memorandum of Understanding

Any article of this Memorandum of Understanding may be amended or repealed, and any new article may be incorporated after all signatories have concurred with such changes. In addition, any signatory may remove themselves from participation in the Advisory Committee by action of the respective governing body.

Fairfax County Date

City of Fairfax Date

Alan G. Merten, President Date
George Mason University