

# Young Adults Advisory Council

November 4, 2020, 7:00pm – 8:15pm

Meeting to be held electronically due to the State of Emergency caused by the COVID-19 pandemic.

WebEx Video Conference Link (Attendees):

<https://fairfaxgov.webex.com/fairfaxgov/onstage/g.php?MTID=e98b1702094494a279902322926a78774>

Audio-only: 1-408-418-9388 (TTY 711)

Access Code: 173 622 5271

## Meeting Agenda

10 min: Welcome by Deputy County Executive Rachel Flynn, VFOIA Findings and Declarations

10 min: Introductions: Overview of group and introduction of staff

15 min: Review of Council goals, bylaws, ground rules

15 min: Present proposed meeting schedule and topics – discussion and feedback via email

15 min: Chair, Vice Chair, and Secretary selection process

10 min: Announcements by members, wrap-up



JEFFREY C. MCKAY  
CHAIRMAN

COMMONWEALTH OF VIRGINIA  
**County of Fairfax**  
BOARD OF SUPERVISORS

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## Board Matter

January 28, 2020

While there are many Boards, Authorities, and Commissions (BACs), there are few that are reflective of our young adult population in Fairfax County and even fewer working to identify issues and challenges facing young adults in the County.

Research indicates that localities which engage youth in the work of local government are consistently listed among the top places for young people to live. Many businesses are attracted to localities with this distinction, and there is increasing evidence that young adults want to reside in a community that valued them when they were young.

In 2019, approximately 20 percent of Fairfax County's population consisted of residents in the 20 to 34 age range. I feel strongly that it is up to our Board to find ways to better engage with this population.

I introduced a Board Matter at the March 19, 2019 board meeting, directing staff to create a Fairfax County Young Adults Advisory Council to specifically analyze issues and challenges facing young adults in the County. Since that time, much work has been done by staff to build this Council, though it has not yet been formally launched.

Therefore, I move that the Board activate the Young Adults Advisory Council to allow our young people to come together to provide meaningful opportunities for input to contribute their experiences, knowledge and solutions to County issues. I've included information about the charge, makeup, and terms of this new BAC on the back on this Board Matter.

## Young Adults Advisory Council

- Purpose:** Allow young adults meaningful opportunities for input to contribute their experiences, knowledge, and solutions to County issues.  
Considerations for structure and topics that may be included:
- Addressing issues causing young adults to leave the County
    - Affordable housing challenges
    - Overall cost of living (transportation, childcare, health care)
  - Challenges in attracting, retaining, and investing in young talent and recent graduates
  - How to get youth and young adults to be engaged and active in the civic engagement process. What are the impediments to getting young adults engaged? And to remain active?
  - How is Fairfax County “perceived” from the outside? Is Fairfax County attractive to a young people?
- Terms:** Two-year appointment, with the ability to serve up to two consecutive terms (for a possible total of four years). Members should remain in targeted age group throughout the course of their appointments.
- Number of Seats:** 15
- Membership:** Fifteen (15) members appointed and confirmed by the BOS, with one appointee from each district, and 6 at-large members, including an employee of Fairfax County Government and one representative from each George Mason University, Northern Virginia Community College, and Fairfax County Public Schools.
- The composition should be reflective of various backgrounds, experiences, and interests. Age consideration 20-34 years old.
- Staff:** Department of Economic Initiatives

**BYLAWS OF THE FAIRFAX COUNTY YOUNG  
ADULTS ADVISORY COUNCIL**

**As Adopted March 10, 2020**

**ARTICLE I – NAME**

The name of this organization is the Fairfax County Young Adults Advisory Council, hereinafter referred to as the “Council.”

**ARTICLE II – PURPOSE**

The Council has been established by the Board of Supervisors of Fairfax County, Virginia (“Board of Supervisors”), pursuant to Virginia law for the purposes set forth in the Resolution Stating the Purposes, Membership, and Procedures of the Fairfax County Young Adults Advisory Council, adopted by the Board of Supervisors on March 10, 2020.

These bylaws are effective as of March 10, 2020.

**ARTICLE III – MEMBERSHIP AND TERM OF OFFICE**

Appointments. Membership and appointments to the Council shall be made by the Board of Supervisors, and members shall serve for such term or terms as established by the Board of Supervisors.

Resignations and Vacancies. In the event a member cannot serve or resigns from office, then the Chairperson, Secretary, or County staff coordinator shall advise the Clerk for the Board of Supervisors of the vacancy in writing.

Holdovers. In the event a member completes his or her term of office, remains qualified to serve as a member, and the Board of Supervisors has not reappointed that member to another term or appointed a successor member, then that person may continue to serve until such time as the member is reappointed or a successor member is appointed.

**ARTICLE IV – OFFICERS AND THEIR DUTIES**

Elections. The Council shall be served by three officers: a Chairperson, a Vice-Chairperson, and a Secretary. The Chairperson shall be elected in accordance with the voting provisions of Article V by the Council members annually and such election shall be scheduled at the first meeting of each calendar year. Two months prior to the election meeting, a slate of candidates shall be nominated during a meeting held pursuant to Article V. After nomination, each candidate shall be polled on his or her willingness and ability to serve as Chairperson of the Council. At the election meeting, the Chairperson shall be elected from among the willing nominees in accordance with the voting provisions of Article V. At the meeting immediately following the election of the Chairperson, the Chairperson shall nominate the Vice-Chairperson and Secretary. After nomination, each candidate shall be polled on his or her willingness and ability to serve as an

officer of the Council. The Vice-Chairperson and Secretary shall then be elected from among the willing nominees in accordance with the voting provisions of Article V.

Chairperson. The Chairperson presides over meetings of the Council and is eligible to vote at all times. The Chairperson has the authority to delegate appropriate functions to Council members and to request assistance from the County staff supporting the Council.

Vice-Chairperson. In the absence of the Chairperson at a meeting, the Vice-Chairperson shall perform the duties and exercise the powers of the Chairperson. In the event that neither the Chairperson nor the Vice-Chairperson is available, the member present with the longest tenure on the Council shall act as Chairperson.

Secretary. The Secretary, or a duly appointed agent, shall be responsible for recording the minutes of meetings.

Replacement Officers. If an office becomes vacant for any reason, it shall be filled by an election at the next regular meeting having a majority of members present. The newly elected officer shall complete the unexpired term of the officer succeeded. Prior to the election of any replacement officer, all members shall be provided with notice of the proposed election before the meeting at which the replacement is elected.

## **ARTICLE V – MEETINGS**

VFOIA. All meetings shall be open to the public except as provided under the Virginia Freedom of Information Act, Virginia Code § 2.2-3700 *et seq.*, as amended ("VFOIA"). Pursuant to Virginia Code § 2.2-3701, "meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through electronic communication means pursuant to § 2.2-3708.2, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.

Notice and Agenda. Notice and the agenda of all meetings shall be provided as required under the VFOIA. All meetings shall be preceded by properly posted notice stating the date, time, and location of each meeting. Notice of a meeting shall be given at least three working days prior to the meeting. Notice of emergency meetings, reasonable under the circumstances, shall be given contemporaneously with the notice provided to Council members. Notices of all meetings shall be provided to the Office of Public Affairs for posting at the Government Center and on the County Web site. All meetings shall be conducted in public places that are accessible to persons with disabilities.

Frequency. The Council shall meet monthly or as determined by the Chairperson in consultation with the Department of Economic Initiatives. Meetings shall be held at a time agreed to by a majority of the Council's members, and at a place arranged by the staff of the Department of Economic Initiatives.

Voting. A quorum is necessary for a vote. A majority of the membership of the Council shall constitute a quorum. In making any recommendations, adopting any plan, or approving any proposal, action shall be taken by a majority vote of Council members present and voting. Upon the request of any member, the vote of each member on any issue shall be recorded in the minutes. All votes of Council members shall be taken during a public meeting, and no vote shall be taken by secret or written ballot or by proxy.

Conduct. Except as otherwise provided by Virginia law or these bylaws, all meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and except as specifically authorized by the VFOIA, no meeting shall be conducted through telephonic, video, electronic, or other communication means where the members are not all physically assembled to discuss or transact public business.

Public Access. For any meeting, at least one copy of the agenda, all agenda packets, and, unless exempt under the VFOIA, all materials furnished to Council members shall be made available for public inspection at the same time such documents are furnished to the Council members. Pursuant to the VFOIA, any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open, but such actions may not interfere with any Council proceedings.

Records. The Secretary or an appointed representative shall ensure that minutes of meetings are recorded as required under the VFOIA. Minutes shall include: (1) the date, time, and location of each meeting; (2) the members present and absent; (3) a summary of the discussion on matters proposed, deliberated, or decided; and (4) a record of any votes taken. Such minutes are public records and subject to inspection and copying by citizens of the Commonwealth or by members of the news media. The Department of Economic Initiatives shall provide staff support to review and approve records and minutes of the meeting.

Attorney-Client Privilege. Records containing legal advice from counsel to the Council, and advice provided in closed session by legal counsel to the Council, are protected by the attorney-client privilege and from disclosure under the VFOIA. Any such records or advice should not be disclosed by members of the Council to any third party, or the privilege against disclosure may be waived. Questions regarding the handling of records or advice subject to attorney-client privilege should be directed to the Council's legal counsel.

## **ARTICLE VI - ATTENDANCE AND PARTICIPATION**

Any Council member who misses three consecutive meetings or more than half of the scheduled meetings within a 12-month period, or who fails to participate in the work of the Council without good cause acceptable to a majority of the other Council members may be subject to removal from the Council.

## **ARTICLE VII - REMOVAL**

Any Council member(s) may be recommended to the Board of Supervisors for removal from the Council for cause, including but not limited to cause as set forth in Article VI, by a two-thirds majority vote of all of the Council members. The members' authority to recommend removal under

these bylaws neither limits nor waives the Board of Supervisors' authority to remove members from the Council as provided by law.

#### **ARTICLE VIII – COMMITTEES**

Standing. The Chairperson may appoint standing committees and a chairperson for each with the consent of a majority of the Council members present and voting.

Special. The Chairperson may appoint special committees and a chairperson for each with the consent of a majority of the Council members present and voting.

All meetings of any such committees shall comply with the notice and other requirements of the VFOIA. To the extent practicable, any such committees shall be composed of at least four members. Committee meetings may be held at the call of the Chairperson or at the request of two members, with notice to all members.

#### **ARTICLE IX – COMPLIANCE WITH LAW AND COUNTY POLICY**

The Council shall comply with all Virginia laws, including, but not limited to, the VFOIA, and the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100 *et seq.*, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions. In case of a conflict between a provision of these bylaws and any applicable ordinance or law, the provisions of the applicable ordinance or law, as the case may be, shall control.

#### **ARTICLE X – AMENDMENT OF BYLAWS**

These bylaws may be amended by the Council by adopting the proposed amendment or amendments and by presenting those proposed changes for approval to the Board of Supervisors. Any such amendments to bylaws shall become effective upon approval by the Board of Supervisors.

These bylaws of the Fairfax County Young Adults Advisory Council were approved by the Board of Supervisors of Fairfax County, Virginia during a regular meeting held on March 10, 2020.

**ADOPTED** this 10th day of March 2020.

A Copy – Teste:



Jill G. Cooper

Clerk for the Board of Supervisors

**RESOLUTION**  
**STATING THE PURPOSES, MEMBERSHIP, AND PROCEDURES OF THE FAIRFAX**  
**COUNTY YOUNG ADULTS ADVISORY COUNCIL**

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia ("Board"), held in the Board Auditorium of the Fairfax County Government Center at 12000 Government Center Parkway in Fairfax, Virginia, on March 10, 2020, at which meeting a quorum was present and voting, the following resolution was adopted:

**WHEREAS**, in 2019, nearly 20% of Fairfax County's population consisted of residents in the 20 to 34 age range, and

**WHEREAS**, there are few Fairfax County Boards, Authorities, and Commissions reflective of the young adult population, or working to identify young adults' interests as well as the challenges young adults face in the County, and

**WHEREAS**, the Board approved a motion activating the Fairfax County Young Adults Advisory Council ("Council") during its January 28, 2020, Board Meeting, and

**WHEREAS**, the Board has authority to establish the Council under Virginia Code § 15.2-1411, and

**WHEREAS**, it is appropriate for the Board to adopt a resolution stating the purposes, membership, and procedures of the Council,

**NOW THEREFORE BE IT RESOLVED** that the Council is authorized to function under the following provisions:

**§ 1. PURPOSES.** The purpose of the Council shall be to advise the Fairfax County Government, as coordinated through the Fairfax County Department of Economic Initiatives, by contributing young adults' experiences, knowledge, and solutions to County issues. In pursuance of this purpose, the Council shall:

(A) Consult with relevant County staff and the Chairman and members of the Board of Supervisors, as appropriate, to understand the most pertinent issues or challenges in the County which may benefit from the Council's perspective.

(B) Determine the topics to focus on and the process or means to present young adults' experiences, knowledge, and solutions to the Board and appropriate agencies of County Government.

(C) Consider issues including but not limited to affordable housing, cost of living, young adult talent retention and attraction, civic engagement, Fairfax County reputation and brand, and other matters as they pertain to young adults living and working in the County.



**§ 2. MEMBERSHIP.** The membership of the Council shall conform to the following:

(A) There shall be 15 members of the Council who shall be appointed by the Board for two-year terms. The membership of the Council shall include one member appointed by each District Supervisor of the Board. The membership of the Council shall include two at-large members appointed by the Chairman of the Board. The membership of the Council shall include one member who is an employee of Fairfax County Government and appointed by the Chairman of the Board. The membership of the Council shall include one member nominated by George Mason University. The membership of the Council shall include one member nominated by Northern Virginia Community College. The membership of the Council shall include one member nominated by Fairfax County Public Schools. All nominations, including nominations made by George Mason University, Northern Virginia Community College, and Fairfax County Public Schools, are subject to approval by the Board.

(B) The composition of the members should be reflective of various backgrounds, experiences, and interests. Age consideration for members is 20 to 34 years old.

(C) Each member is eligible to serve up to two, consecutive 2-year terms for a possible total of four years.

**§ 3. PROCEDURES.** The Council shall determine its own rules of procedure subject to the following:

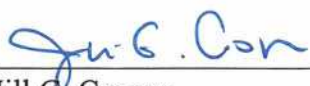
(A) The Council shall have bylaws. All bylaws of the Council are subject to the approval of the Board.

(B) The Council shall comply with all Virginia laws, including, but not limited to, the Virginia Freedom of Information Act, Va. Code § 2.2-3700, *et. seq.*, as amended (“VFOIA”), and the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100, *et seq.*, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions.

(C) The Fairfax County Department of Economic Initiatives shall provide support to the Council, including a staff coordinator. The staff coordinator shall ensure compliance with the notice, meetings, and recordkeeping requirements of the VFOIA.

**ADOPTED** this 10th day of March 2020.

A Copy – Teste:

  
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Jill G. Cooper  
Clerk for the Board of Supervisors

