

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

3
4 Draft of ~~October~~ ~~February 17-20, 2022~~ 2020

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6 **ARTICLE I – NAME**

7
8 The name of this organization is the Fairfax County Young Adults Advisory Council,
9 hereinafter referred to as the “Council.”

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11 **ARTICLE II – PURPOSE**

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13 The Council has been established by the Board of Supervisors of Fairfax County,
14 Virginia (“Board of Supervisors”), pursuant to Virginia law for the purposes set forth in
15 the Resolution Stating the Purposes, Membership, and Procedures of the Fairfax County
16 Young Adults Advisory Council, adopted by the Board of Supervisors on March 10,
17 2020.

18
19 These bylaws are effective as of ~~October-March 2010, 2022~~ 2020.

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

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

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

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

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36 **ARTICLE IV – OFFICERS AND THEIR DUTIES**

37
38 Elections. The Council shall be served by three officers: a Chairperson, a Vice-
39 Chairperson, and a Secretary. The Chairperson shall be elected in accordance with the
40 voting provisions of Article V by the Council members annually and such election shall
41 be scheduled at the first meeting of each calendar year. Two months prior to the election
42 meeting, a slate of candidates shall be nominated during a meeting held pursuant to
43 Article V. After nomination, each candidate shall be polled on his or her willingness and
44 ability to serve as Chairperson of the Council. At the election meeting, the Chairperson
45 shall be elected from among the willing nominees in accordance with the voting
46 provisions of Article V. At the meeting immediately following the election of the

47 Chairperson, the Chairperson shall nominate the Vice-Chairperson and Secretary. After
48 nomination, each candidate shall be polled on his or her willingness and ability to serve
49 as an officer of the Council. The Vice-Chairperson and Secretary shall then be elected
50 from among the willing nominees in accordance with the voting provisions of Article V.

51
52 Chairperson. The Chairperson presides over meetings of the Council and is eligible to
53 vote at all times. The Chairperson has the authority to delegate appropriate functions to
54 Council members and to request assistance from the County staff supporting the Council.

55
56 Vice-Chairperson. In the absence of the Chairperson at a meeting, the Vice-Chairperson
57 shall perform the duties and exercise the powers of the Chairperson. In the event that
58 neither the Chairperson nor the Vice-Chairperson is available, the member present with
59 the longest tenure on the Council shall act as Chairperson.

60
61 Secretary. The Secretary, or a duly appointed agent, shall be responsible for recording
62 the minutes of meetings.

63
64 Replacement Officers. If an office becomes vacant for any reason, it shall be filled by an
65 election at the next regular meeting having a majority of members present. The newly
66 elected officer shall complete the unexpired term of the officer succeeded. Prior to the
67 election of any replacement officer, all members shall be provided with notice of the
68 proposed election before the meeting at which the replacement is elected.

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70 **ARTICLE V – MEETINGS**

71
72 VFOIA. All meetings shall be open to the public except as provided under the Virginia
73 Freedom of Information Act, Virginia Code § 2.2-3700 *et seq.*, as amended ("VFOIA").
74 Pursuant to Virginia Code § 2.2-3701, "meeting" or "meetings" means the meetings
75 including work sessions, when sitting physically, or through electronic communication
76 means pursuant to § 2.2-3708.2, as a body or entity, or as an informal assemblage of (i)
77 as many as three members or (ii) a quorum, if less than three, of the constituent
78 membership, wherever held, with or without minutes being taken, whether or not votes
79 are cast, of any public body.

80
81 Notice and Agenda. Notice and the agenda of all meetings shall be provided as required
82 under the VFOIA. All meetings shall be preceded by properly posted notice stating the
83 date, time, and location of each meeting. Notice of a meeting shall be given at least three
84 working days prior to the meeting. Notice of emergency meetings, reasonable under the
85 circumstances, shall be given contemporaneously with the notice provided to Council
86 members. Notices of all meetings shall be provided to the Office of Public Affairs for
87 posting at the Government Center and on the County Web site. All meetings shall be
88 conducted in public places that are accessible to persons with disabilities.

89
90 Frequency. The Council shall meet monthly or as determined by the Chairperson in
91 consultation with the Department of Economic Initiatives. Meetings shall be held at a

92 time agreed to by a majority of the Council's members, and at a place arranged by the
93 staff of the Department of Economic Initiatives.

94
95 Voting. A quorum is necessary for a vote. A majority of the membership of the Council
96 shall constitute a quorum. In making any recommendations, adopting any plan, or
97 approving any proposal, action shall be taken by a majority vote of Council members
98 present and voting. Upon the request of any member, the vote of each member on any
99 issue shall be recorded in the minutes. All votes of Council members shall be taken
100 during a public meeting, and no vote shall be taken by secret or written ballot or by
101 proxy.

102
103 Conduct. Except as otherwise provided by Virginia law or these bylaws, all meetings
104 shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and
105 except as specifically authorized by the VFOIA, no meeting shall be conducted through
106 telephonic, video, electronic, or other communication means where the members are not
107 all physically assembled to discuss or transact public business.

108
109 Public Access. For any meeting, at least one copy of the agenda, all agenda packets, and,
110 unless exempt under the VFOIA, all materials furnished to Council members shall be
111 made available for public inspection at the same time such documents are furnished to the
112 Council members. Pursuant to the VFOIA, any person may photograph, film, record, or
113 otherwise reproduce any portion of a meeting required to be open, but such actions may
114 not interfere with any Council proceedings.

115
116 Records. The Secretary or an appointed representative shall ensure that minutes of
117 meetings are recorded as required under the VFOIA. Minutes shall include: (1) the date,
118 time, and location of each meeting; (2) the identity of the members of the public body
119 who participated in the meeting through electronic communication means; (3) the identity
120 of the members of the public body who were physically assembled at one physical
121 location; (4) and the identity of the members of the public body who were not present at
122 the location identified who monitored such meeting through electronic communication
123 means; the members present and absent; (543) a summary of the discussion on matters
124 proposed, deliberated, or decided; and ((654) a record of any votes taken. Such minutes
125 are public records and subject to inspection and copying by citizens of the
126 Commonwealth or by members of the news media. The Department of Economic
127 Initiatives shall provide staff support to review and approve records and minutes of the
128 meeting.

129
130 Attorney-Client Privilege. Records containing legal advice from counsel to the Council,
131 and advice provided in closed session by legal counsel to the Council, are protected by
132 the attorney-client privilege and from disclosure under the VFOIA. Any such records or
133 advice should not be disclosed by members of the Council to any third party, or the
134 privilege against disclosure may be waived. Questions regarding the handling of records
135 or advice subject to attorney-client privilege should be directed to the Council's legal
136 counsel.

138 **ARTICLE VI - ATTENDANCE AND PARTICIPATION**

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

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145 **ARTICLE VII - REMOVAL**

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147 Any Council member(s) may be recommended to the Board of Supervisors for removal
148 from the Council for cause, including but not limited to cause as set forth in Article VI,
149 by a two-thirds majority vote of all of the Council members. The members' authority to
150 recommend removal under these bylaws neither limits nor waives the Board of
151 Supervisors' authority to remove members from the Council as provided by law.

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153 **ARTICLE VIII – WORKGROUPS COMMITTEES**

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

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

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

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

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

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177 **ARTICLE X – AMENDMENT OF BYLAWS**

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

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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.

GIVEN under my hand this _____ day of _____, 2020.

Jill G. Cooper
Clerk for the Board of Supervisors
Department of Clerk Services