



Mission Statement

and

Bylaws

January 2022

Fairfax County Citizen Corps Council Mission Statement

The Fairfax County Citizen Corps Council brings together fire-and rescue services, emergency managers, health care providers, law enforcement personnel, other county support agencies, and volunteer community organizations to provide a consolidated source of information on emergency preparedness, mitigation, response, recovery, crime prevention, and emergency training, in addition to coordinating the activities and volunteer opportunities among all the member organizations.

Definitions:

Affiliate Organization: A community volunteer organization that is supportive of the Citizen Corps Council mission, serves residents of Fairfax County, City of Fairfax, City of Falls Church, Town of Clifton, Town of Herndon, or the Town of Vienna, and after having been approved by the County Executive, is affiliated with the Citizen Corps Council.

Affiliate Organization Representative: An individual who is a volunteer for a Citizen Corps Affiliate Organization appointed by that organization to represent that program. This individual is entitled to one vote on the Council.

Core Program: The Core Programs are the Community Emergency Response Team, Fire Corps, Medical Reserve Corps, Volunteers in Police Service and Neighborhood Watch.

Core Program Representative: An individual who is a volunteer for a Citizen Corps Core Program appointed by that organization to represent that program. This individual is entitled to one vote on the Council.

County Staff Coordinator: An individual who is employed by and a representative of the Fairfax County Department of Emergency Management and Security (DEMS) who is the primary county staff liaison to the Council. This individual may not vote.

Program Manager: A county employee who works with one of the Core Programs in a professional capacity, who may attend and participate in Council meetings. This individual may not vote.

Supervisor Appointee: An individual appointed by a member of the Fairfax County Board of Supervisors and represents the district where they permanently reside. This individual is entitled to one vote on the Council.

FAIRFAX COUNTY CITIZEN CORPS COUNCIL BYLAWS

ARTICLE 1 – NAME AND PURPOSE

Section 1 – Name: Fairfax County Citizen Corps Council (referred to hereafter as the Council).

Section 2 – Purpose: The Council was established by the Board of Supervisors of Fairfax County, Virginia in 2003 to bring together the community’s firefighters, health care providers, law enforcement, emergency managers, support agencies, and the volunteer community in order to involve all citizens in emergency preparedness, mitigation, response, recovery, crime prevention, and emergency training. Citizen Corps was established after the terrorist attacks on September 11, 2001, to create opportunities for individuals to volunteer to prepare for and help respond to any emergency in their community. The Council includes Supervisor Appointees, Program Managers, Affiliate Organizations, Core Programs and County Staff Coordinators.

The primary objectives of the Council are to:

- Provide a centralized source of information for the public on emergency preparedness, mitigation, response, crime prevention, and emergency training. This will include; the Description, Mission, Points of Contact for all Core Programs and participating Affiliate Organizations.
- Provide a consolidated calendar of emergency preparedness, mitigation, response, crime prevention, and emergency training events.
- Promote all Core Programs, Affiliate Organizations, community volunteer programs and activities to the community.
- Serve as a forum to discuss volunteer issues affecting the Affiliate Organizations and the Core Programs.
- Promote resident involvement in new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism, and natural disaster risks.

ARTICLE II – MEMBERSHIP

Section 1 – Membership or appointments to the Council shall be determined by the Board of Supervisors, Affiliate Organizations and Core Programs. Members shall serve for such term or terms as established by the Board of Supervisors. The Council will have a maximum of 35 voting members.

Voting membership includes ten (10) individuals appointed by a member of the Board of Supervisors (“Supervisor Appointee”); five (5) individuals, one from each of the County’s five Core Programs who will be appointed by their respective agencies (“Core Program Representative”); and twenty (20) individuals designated by Affiliate Organizations to act as a voting member (“Affiliate Organization Representative”).

Supervisor Appointee:

Supervisor Appointees must reside in the district of the Supervisor that they represent. The Chairman of the Board of Supervisors shall appoint one member at large.

Core Programs:

Core Programs will appoint their representatives and select an alternate. The alternate may serve as the representative for purposes of quorum and voting if the designated member cannot attend. There is no residency requirement for Core Programs representatives.

Affiliate Organizations:

Affiliate Organizations will represent a cross section of organizations for example: volunteer, community service, houses of worship, community-based organizations; educational institutions; healthcare delivery systems; business and industry; transportation sector; media; minority and special needs populations; and other groups that wish to participate in and be represented on the Council. Affiliate Organizations must serve residents of Fairfax County or the cities of Fairfax and Falls Church or the towns of Clifton, Herndon, or Vienna. The Affiliate Organization will appoint their representatives and select an alternate. The alternate may serve as the representative for purposes of quorum and voting if the designated member cannot attend. There is no residency requirement for Affiliate Organizations representatives.

Section 2 – Terms: Supervisor Appointees shall be appointed to two-year terms, ending May 31st of each even numbered year. In the event a Supervisor Appointee cannot serve, resigns from office or is removed, then the Chair, the Secretary, or the County Staff Coordinator shall advise the Clerk to the Board of Supervisors of the vacancy in writing. 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 as a member until such time as the member is reappointed or a successor member is appointed.

Section 3 – Officers and Duties: Officers are the chair (who will be the presiding officer), a vice-chair, and a secretary. The Council may elect other officers who shall be responsible for those functions as assigned. The Executive Committee will be comprised of all elected officers. Officers serve one-year terms with no term limits.

Chair:

- presides at all meetings of the Council and be charged with the responsibility of conducting in good order all the affairs of the Council;
- appoints committees and committee chairs;
- serves as ex-officio member of all committees;
- signs documents of the Council and review and approve all external correspondence generated in committee or by the Council that states a Council action, resolution, or position; serves as official spokesperson for the Council;
- responds to requests from the Board of Supervisors;

- shall be replaced in the event of a vacancy of the position by a member who shall complete the current term; and serve on Executive Committee.

Vice-Chair:

- performs all duties of the Chair during the absence of the Chair;
- performs such other duties as may, from time to time, be assigned by the Council Chair; and serves as acting Chair should the Chair die, become incapacitated, be removed or be unable to fulfill the duties of that office. The Vice-Chair would serve as acting Chair until an election takes place to select a new Chair.
- Shall be replaced in the event of a vacancy of the position by a member who shall complete the current term; and serves on Executive Committee.

Secretary:

- keeps minutes of the Council's meetings;
- produces written copies of minutes for distribution to Council membership and maintain written copies for Council records; and with the assistance of County Staff Coordinator, provide written and/or electronic notice to each member of Council of meetings and ensure that meeting notices are transmitted to the County for posting on the Public Meeting Notice Calendar on the County's Web Site; and serve on Executive Committee;
- posting on the Public Meeting Notice Calendar on the County's Web Site; and serve on Executive Committee.

Section 4 – Election of Officers: Officers shall be elected annually at the September meeting by a simple majority of voting Council members present at which a quorum is present, and take office at the conclusion of that meeting. If an office becomes vacant, it shall be filled by an election at the next regular or special Council meeting having a quorum present. Notice of the election shall be included on the agenda for the meeting. The newly elected officer shall complete the unexpired term. Should a vacancy occur in the offices of Vice-Chair or Secretary, the Chair may appoint a member of the Council as an acting officer pending the election to fill the vacancy in that office.

ARTICLE III - MEETINGS AND VOTING

Section 1 – Regular Meetings: The Council shall meet regularly as determined by the Executive Committee, but no less often than every other month. The first meeting of the Council's calendar year shall be designated as the Annual Meeting.

Section 2 – Special Meetings: Special meetings of the Council may be called by the Chair after consultation with the Executive Committee. The business of a special meeting shall be limited to the purpose(s) for which it is called.

Section 3 – Open Meetings: All meetings shall be conducted in accordance with the Virginia Freedom of Information Act, Virginia Code Ann. §§ 2.2-3700 et seq., as amended ("VFOIA"), and except for closed sessions, all meetings shall be open to the

public. All meetings shall be conducted in places that are accessible to persons with disabilities, and all meetings shall be conducted in public buildings whenever practical.

Section 4 – Notice: All meetings shall be preceded by a notice stating the date, time, and location of meetings, and except for emergency meetings, notice of a meeting shall be given at least three working days prior to the meeting. Notices of all meetings shall be provided to the Office of Public Affairs for posting at the Government Center and on the County Internet site.

Section 5 – Quorum, A quorum shall consist of at least 12 or more voting members of the Council present.

Section 6 - Meetings: 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 communication means where the members are not all physically assembled to discuss or transact public business, unless deemed necessary by the Executive Committee. At any meeting, at least one copy of the agenda and, unless exempt under VFOIA, all materials furnished to members shall be made available for public inspection at the same time such documents are furnished to the members. Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open, but no person broadcasting, photographing, filming, or recording any open meeting may interfere with any of the proceedings.

Section 7 – Voting: Each Supervisor Appointee, Core Programs Representative and Affiliate Programs Representative shall be entitled to one (1) vote. All actions of the Council shall be taken by a simple majority vote of those present at a meeting at which a quorum is present. All votes of members shall be taken during a public meeting, and no vote shall be taken by secret or written ballot or by proxy. All members who are present at the meeting, including the Chair, may vote at any meeting.

Section 8 – Attendance: Any Supervisor Appointee, Core Program Representative or Affiliate Program Representative who misses more than two regularly scheduled meetings on an unexcused basis, (without prior notice of the absence) will be contacted by the Executive Committee to determine their interest in continued involvement. The Executive Committee may request the appointing authority to appoint another representative. The Executive Committee may remove from the Council any Affiliate Organization that misses more than two regularly scheduled meetings on an unexcused basis.

Section 9 – Minutes: The Secretary shall keep minutes of Council meetings, and those 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.

ARTICLE IV – COMMITTEES

The Council may establish as many committees as may be required to perform its function. All committee meetings shall comply with the notice and other requirements of VFOIA (Article III Section 6 of the Bylaws). To the extent that it is practicable, any such committees shall be comprised of at least four members.

Section 1 – Standing Committees: The Council may have standing committees and, from time to time, other committees as authorized under this Article. The committee structure shall be reconsidered periodically.

Section 2 – Ad Hoc Committees: The Council may create ad hoc committees of Council members to deal with specific issues. Ad hoc committee members can be from outside of the Council but the ad hoc committee Chairperson shall be a voting member of the Council. Each ad hoc committee will keep the Council informed of its progress and will report at the following meeting, whereupon such committee will cease to exist unless extended by the Council.

Section 3 – Executive Committee: The Executive Committee shall consist of the officers of the Council. The Council Chair may add ad hoc committee chairs to the Executive Committee as needed.

Section 3.1 – Duties of the Executive Committee: The Executive Committee shall have the powers of the Council between meetings to carry on the mission and business of the Council but cannot modify any action taken by the Council. The Executive Committee shall provide a written report of any meetings and activities at the following Board meeting. All meetings shall comply with Article III Section 6 of the Bylaws.

Section 4 – Council Consultations: The Council may appoint persons other than Council members to work on committees to advise the Council on its work as deemed appropriate.

ARTICLE V – PROCEDURES

Section 1 – The Council has no fiduciary function, does not collect revenue, and does not disburse or manage funds.

Section 2 – The Council is not intended to supplant or supersede any specific organization's role and responsibilities with respect to volunteers. The Council values organizational policies and protocols governing the use of volunteers at the organizational level and cannot deploy volunteers itself but rather shall work through the Core Programs and the Affiliate Organizations. The Council shall work to create a

framework through which the Core Programs and Affiliate Organizations more effectively coordinate and cooperate in fulfilling their missions and training.

Section 3 – The Council shall prepare an annual written report to the Board of Supervisors that describes the actions and activities conducted in the previous year and any plans and/or recommendations for future action and activities. The report shall be provided to the Clerk to the Board of Supervisors for distribution to the members of the Board of Supervisors by May 31st of each year.

Section 4 – Staff support for the Council will be provided by the Fairfax County Government.

Section 5 – The Council and its members shall comply with all Virginia laws, including, but not limited to, 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.

ARTICLE VI – AMENDMENTS TO THE BYLAWS

Section 1 – These Bylaws may be amended at any Council meeting, if a quorum is present, by at least 3/4 of the members present. Notice of the proposed amendment(s) must be provided to each member at least 10 days before the meeting.

CERTIFICATION

Revisions to this Mission Statement and Bylaws were approved by the Council membership on January 27, 2022.

Secretary: *Richard Cramond*