

**COMMUNITY ACTION ADVISORY BOARD (CAAB)
OF
THE FAIRFAX COUNTY DEPARTMENT OF FAMILY SERVICES**

BYLAWS

ARTICLE I – NAME

The name of the organization is the Fairfax County Community Action Advisory Board, hereinafter referred to as the CAAB.

ARTICLE II – FUNCTIONS, POWERS, AND DUTIES

Section A

The functions of the CAAB shall include the following: to act as an advisory body to the Fairfax County Board of Supervisors; to recommend to the Board of Supervisors policies to assist the low-income population of the County; to review programs and projects that concern the low-income population in order to advise the Board of Supervisors and the Director of the Department of Family Services; and to review and make recommendations regarding existing programs, program changes, and/or reallocation of resources based on staff and CAAB monitoring and evaluation.

Section B

In order to carry out its functions, the CAAB is authorized to and shall:

1. Oversee the disposition of Community Service Block Grant (CSBG) funds, to include:
 - a. researching and assessing community needs;
 - b. facilitating public hearings for low-income families and individuals;
 - c. allocating funds; and
 - d. approving programs and contracts with community organizations serving low-income persons.
2. Serve as an advocate for the low-income population and, in this capacity, provide leadership to enable the low-income population within the County to achieve equality of opportunity and social justice.
3. Develop goals, objectives, and priorities, which shall guide the Board of Supervisors in making policies for direction of anti-poverty programs in the County.
4. Ensure that the low-income population provides input to, and benefits from, anti-poverty programs.
5. Make recommendations to the Board of Supervisors, the Department of Family Services, the Department of Administration for Human Services, and the Department of Neighborhood and Community Services concerning the increase, coordination, improvement, or reallocation of resources that affect the low-income population.

6. Assist with public hearings, focus group meetings, or other means of gathering information as deemed necessary to determine the changing needs of the low-income population or as the Board of Supervisors may request.
7. Review reports prepared by the Department of Family Services, the Department of Administration for Human Services, and the Department of Neighborhood and Community Services and make recommendations to the Board of Supervisors that concern the work activities, expenditures, and evaluations of the effectiveness of the programs that affect the low-income population.
8. Recommend to the Board of Supervisors those applications or other issues to be submitted to federal and state agencies for financial assistance or resolution.
9. Establish bylaws or procedures governing the CAAB's activities that are consistent with the directives of the Board of Supervisors, and/or any federal or state statutes, rules, or regulations governing community action agencies.
10. Oversee the process for selection of representatives of the low-income population to the CAAB.

Section C

The CAAB shall observe the following relationships:

1. The Department of Family Services, the Department of Administration for Human Services, and the Department of Neighborhood and Community Services shall implement the directions of the Board of Supervisors.
2. The control and management of the Department of Family Services, the Department of Administration for Human Services, and the Department Neighborhood and Community Services is vested in the Deputy County Executive for Human Services.
3. Staff support to the CAAB shall be provided as designated by the Department of Family Services.

ARTICLE III – MEMBERSHIP

Section A

The CAAB is a tri-part Board and shall consist of thirty (30) members. Ten (10) members shall represent the Fairfax County Board of Supervisors (Appointed Members), ten (10) members shall represent the low-income population (Representatives), and ten (10) members shall represent private sector organizations (Private Sector).

1. Appointed Sector
Each of the ten (10) members of the Board of Supervisors may serve as a member of the CAAB or may appoint his/her own representative to serve on the CAAB.
2. Representative Sector
 - a. Ten (10) members shall represent the low-income population in Fairfax County. One of these Representatives shall be appointed by Fairfax County Head Start program. The remaining nine (9) Representatives shall either be low-income

residents as defined in Attachment B who are selected by a democratic process as set forth in Attachment A of these By-Laws or representatives of organizations that provide assistance or services to low-income residents, who shall be appointed by the same procedure used for Private Sector Organization members outlined in Section III.A.3 below.

- b. In filling these member seats, the CAAB shall give preference to low-income residents. A minimum of (5) of these nine (9) democratically selected Representative seats shall be filled by representatives who live in households with incomes below 250% of poverty as defined in Appendix B.
 - c. Representatives shall reside in Fairfax County, unless they are representatives of organizations that provide assistance or services to low income residents in Fairfax County. Organizations shall be encouraged to appoint representatives who reside in Fairfax County.
 - d. A seat shall be declared vacant for a democratically selected Representative who moves out of Fairfax County.
3. Private Sector
 - a. One representative from each of ten (10) private sector organizations shall be selected by their respective organization to serve on the CAAB. These organizations shall represent business, civic, labor, minority, religious, service, welfare, or other private groups and interests.
 - b. The Board of Supervisors shall determine the represented private sector organizations.
 - c. The Board of Supervisors shall confirm the representatives.
 - d. Organizations shall be encouraged to appoint representatives who reside in Fairfax County.
 4. Petition

Any group, organization, or community that is representative of the low-income population and believes it is inadequately represented on the CAAB, may petition the CAAB for representation. The petition shall state the grounds therefore and include at least twenty-five (25) signatures of individuals who belong to the group or community. Following receipt of the petition, the CAAB shall hold a public hearing to determine whether the petitioner is, in fact, inadequately represented. If so determined, the CAAB shall recommend to the Board of Supervisors that consideration be given for having a representative of the petitioner on the CAAB.
 5. Restriction

No officer, Director, board member, or staff member of an agency or organization under contract to the County for services funded by CSBG monies shall be a member of the CAAB.

Section B

1. Terms of Membership
 - a. CAAB member terms shall be three (3) years. There shall be no restrictions on the number of terms served.
 - b. Terms shall begin and end on February 1st.

- c. Vacancies in seats appointed by the Board of Supervisors or private sector organizations shall be filled by the appropriate body for the remainder of the vacated term. The appointing body shall be requested to appoint a new member within thirty (30) days.
 - d. A Representative vacancy shall be filled by the procedure set forth in Attachment A.
 - e. CAAB member responsibilities include attendance at regularly scheduled and special meetings. CAAB members are encouraged to serve on at least one CAAB Committee, Ad Hoc Committee, or as the CAAB representative on another Fairfax County Board, Authority, Commission or Committee.
2. Removal from Membership
- a. Absence by a CAAB member without a valid reason from three (3) consecutive, regularly scheduled CAAB meetings within a term-year shall be considered as cause for termination of membership. The Membership and Elections Committee shall review and recommend appropriate action regarding the member's continued service on the CAAB.
 - b. Any of the following circumstances shall result in removal from the CAAB:
 - i. Termination of residence within Fairfax County, where applicable;
 - ii. Termination of membership in the organization from which selected or confirmed;
 - iii. Conflict of interest because of employment or status at an agency or an organization under contract to Fairfax County for services funded by CSBG monies; or
 - iv. Violation of the Conduct Policy outlined in Article III, Section.B.5 of these Bylaws.
3. Appeal of Removal from Membership
- A CAAB member shall have fifteen (15) days after receipt of written notification of removal from membership to appeal such action to the CAAB.
4. Alternates
- When it is consistent with Federal and State guidelines, provisions, and regulations, the CAAB may allow alternates to substitute for its members. The alternate shall have the same powers and authority as the principal representative when serving in his/her place.
- a. Each member of the Board of Supervisors may appoint a representative to serve in his/her place or in his/her absence. These representatives cannot appoint alternates to substitute for themselves.
 - b. Alternates for Representatives shall be selected in the same manner as the Representatives themselves.
 - c. The private sector organizations represented on the CAAB may each appoint one alternate in the same manner as they appoint their own representative.
 - d. When permitted, a CAAB member shall have only one alternate.
 - e. Each alternate shall substitute for only one CAAB member.
 - f. No alternate of a selected or confirmed representative shall serve as an officer of the CAAB.

5. Conduct Policy

- a. CAAB members should:
 - i. Use best efforts to participate in activities of the CAAB and to behave in a professional manner during meetings;
 - ii. Not abuse their CAAB membership by improperly using said membership or office or County staff, services, equipment, materials, resources, or property for their personal or third-party gain or pleasure, and shall not represent to third parties that their authority as a CAAB member extends any further than it actually extends;
 - iii. Not engage in or facilitate any discriminatory or harassing behavior directed toward County staff, members, officers, meeting attendees, contractors, or others in the context of activities relating to the CAAB;
 - iv. Not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to CAAB without fully disclosing such items to the CAAB; and
 - v. Not disclose confidential information, including from meetings and communications.
- b. The Membership and Elections Committee will review violations of the Conduct Policy and will make recommendations regarding the member's continued service on the CAAB, including removal from membership.

ARTICLE IV – OFFICERS

Section A

The officers of the CAAB shall be a Chairperson, a Vice-Chairperson and a Secretary, elected by the CAAB in the manner prescribed herein. An officer shall hold no more than one officer position. Officers of the CAAB shall reflect, insofar as possible, the composition of the full CAAB.

Section B Duties of Officers

1. The Chairperson shall be the principal officer of the CAAB, shall preside at all meetings of the CAAB, and shall be entitled to vote on all issues. The Chairperson is authorized to sign, with the Secretary when necessary, any instruments that the CAAB has authorized to be executed, except where required by law to be otherwise signed or executed. The Chairperson shall perform all duties incident to the office and such others as may be prescribed by the CAAB. The Chairperson shall represent the CAAB at appropriate functions and meetings. If necessary, the Chairperson may select another CAAB member to take his/her place at such functions.
2. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence or inability to act. In such instance, the Vice-Chairperson shall have all the powers of, and be subject to any restrictions placed upon, the office of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson or the CAAB.

3. The Secretary shall record and keep minutes of all CAAB and Executive Committee meetings, accurately reflecting all actions taken; copies of such minutes shall be filed with the CAAB and Executive Committee, respectively, at the next regularly scheduled meeting. The Secretary shall be custodian of CAAB records and see that all certificates and documents on behalf of the CAAB are fully authorized; shall see that all notices are duly given in accordance with the provisions by these Bylaws or as required by law. The Secretary shall maintain contact information of CAAB members and shall be responsible for taking attendance at all CAAB meetings. The Secretary shall perform all others duties generally incident to the office and such other duties as may be assigned by the Chairperson or the CAAB. When the Secretary is absent or temporarily unable to serve, the CAAB shall appoint a CAAB member who is present to serve in that capacity for that occasion.

Section C

1. Term of Office
The term of office of each position shall be one year. An officer can be nominated and elected for subsequent terms.
2. Election of Officers
The officers of the CAAB shall be elected by the CAAB in February and shall assume office immediately.
3. Vacancies
Vacancies shall be filled by a special election at any meeting of the CAAB. The Membership and Elections Committee shall present nominations at least two (2) weeks before such an election.
4. Removal from Office
Removal from office shall be for non-performance of duties or for reasons as set forth in Article III, Section B2. Removal shall be accomplished by a majority vote of members in attendance at a regularly scheduled or special CAAB meeting.

ARTICLE V – MEETINGS

Section A

1. Regularly scheduled meetings of the CAAB shall be held each month, except for November, at a day and time to be fixed by the CAAB.
2. The CAAB may, by resolution, elect to hold a CAAB meeting on any other day of the week and at such time as may be most convenient for a majority of CAAB members.
3. Special meetings may be called by the Chairperson and/or at the request of at least five (5) members of the CAAB.
4. There shall be notice of all CAAB meetings at least five (5) days in advance.

5. All CAAB meetings are to be announced in accordance with state open meetings regulations, and open to the public.
6. A quorum shall be one-third (1/3) of the occupied CAAB positions.

ARTICLE VI – COMMITTEES

Section A

1. There shall be two (2) Standing Committees, which shall be constituted insofar as possible in conformity with the composition of the full CAAB.
2. The Standing Committees are the Executive Committee and Membership and Elections Committee.
3. The role of the committees, in general, is to assist the CAAB in achieving its mission. Committee chairpersons should strive for adequate membership, balance, and attendance at meetings; however, the general mission of the CAAB should take precedence over procedural matters. Therefore, the lack of a tri-part committee shall not prevent a partial committee from making recommendations when accompanied by an explanation of the situation and the composition of the partial committee.
4. Vacancies on committees shall be filled during the year and shall be the responsibility of the Chairperson of the CAAB in consultation with the Membership and Elections Chairperson.
5. Removal from committees shall be for non-performance of responsibilities or for reasons set forth in Article III, Section B2.
6. All committee reports shall be shared with all CAAB members.

Section B Executive Committee

1. The Executive Committee shall consist of the officers of the CAAB, the immediate past CAAB Chairperson and the CAAB Representative to the Consolidated Community Funding Advisory Committee (CCFAC).
2. The Executive Committee shall have the power to act on behalf of the CAAB at such times as the CAAB is not in session, such actions being subject to certification by the CAAB at its next regularly scheduled meeting.
3. The Executive Committee serves generally as an advisory group to the Chairperson and the CAAB and as a forum to review new proposals from individual CAAB members. It primarily develops planning and policy agendas for timely CAAB consideration based on interaction with the Board of Supervisors, the Deputy County Executive for Human Services, Department of Family Services, Department of Administration for Human Services, Department of Neighborhood and Community Services and other boards and committees. The Executive Committee shall also perform such other functions as may be assigned to it by the CAAB.
4. The quorum for the Executive Committee shall be fifty percent (50%) of the occupied Committee positions.

5. Terms of office for the Executive Committee shall begin and end upon the February meeting date.

Section C Membership and Elections Committee

1. The Membership and Elections Committee shall consist of six (6) members, two from each category of membership.
2. The Committee shall be elected by the CAAB at the February meeting.
3. The Chairperson of the CAAB shall appoint the Chairperson of the Membership and Elections Committee from within the newly elected Committee.
4. A member of the Membership and Elections Committee wishing to be a candidate for any office shall recuse themselves from the actual election process.
5. The Membership and Elections Committee shall meet at such time as may be most convenient for a majority of the Committee members.
6. All Committee reports shall be shared with all CAAB members.
7. Duties shall include:
 - a. Membership
 1. Solicit candidates to fill all vacancies on the CAAB.
 2. In collaboration with staff, arrange for orientation sessions for new members at least annually.
 3. Assign active CAAB members as mentors to new members.
 4. Monitor CAAB attendance records and recommend appropriate action to the CAAB if members do not comply with attendance policy.
 - b. Elections
 1. Announce upcoming elections for officers, and the Membership and Elections Committee, to the CAAB at least sixty (60) days prior to the annual meeting and encourage members to volunteer.
 2. Present a slate of candidates for each officer position, and each Membership and Elections Committee position, at least thirty (30) days prior to the annual meeting.
 3. Present the names of candidates to fill vacant officer and committee positions as they might occur during the year.
 4. Apprise all nominees of the responsibilities of the office for which nominated.
 5. Announce to the CAAB and to all candidates at least one (1) month prior to the elections, the rules and procedures governing the forthcoming elections.
 6. The outgoing Chairperson of the Committee shall conduct the elections at the February CAAB meeting. If unable to do so, the Membership and Elections Committee shall select another member to do so.
 7. Coordinate and oversee the democratic process for selection of low-income representatives on the CAAB, pursuant to Attachment A of these Bylaws.
 - c. Periodically review and make recommendations to update the CAAB bylaws.

Section D Ad Hoc Committees

Ad Hoc Committees may be established from time to time by the CAAB with a specific charge, serving until such project is completed and a report is submitted.

1. Membership on Ad Hoc Committees shall be on a volunteer basis or lacking volunteers, may be appointed by the Executive Committee, but shall be constituted insofar as possible in conformity with the tri-part composition of the full CAAB.
2. The establishment of an Ad Hoc Committee shall not result in amendment to these Bylaws.
3. The CAAB Chairperson shall appoint the Chairperson of an Ad Hoc Committee.

Section E Responsibilities of a Committee Chairperson

A committee chairperson shall:

1. Assure all committee members understand the purpose of the committee.
2. Articulate the goals of the committee.
3. Hold the committee to the timelines set.
4. Keep the committee on track with its work.
5. Coordinate committee requests for staff assistance.
6. Present regular reports to the CAAB in the format requested (verbal or written).
7. Schedule any extra meetings, coordinate physical arrangements, staff assistance and notification of committee members.
8. Assure participation of all committee members.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Parliamentary questions shall be determined in accordance with *Robert's Rules of Order*, most recent edition.

ARTICLE VIII – GUIDELINES, PROVISIONS AND REGULATIONS

The CAAB shall operate within the following guidelines, provisions, and regulations:

Federal Law – P.L. 105-285

State Law – Virginia Code Sec. 2.1-587 through 2.1-599

Urban County Executive Form of Government, Chapter 8, Article 1, General Provisions –
Virginia Code 15.2-823

Virginia Freedom of Information Act (FOIA) – Virginia Code Section 2.1-340 through Section
2.1-346.1

ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any regularly scheduled or special meeting of the CAAB by a two-thirds (2/3) vote of members present and voting, provided that notice of such amendment has been given to all members at least ten (10) days prior to the meeting at which the proposed amendment is to be considered for adoption.

Attachment A
Procedures for Selection of Representatives of the Low-Income Population

Each candidate for a seat as a Representative of the low-income population shall demonstrate sufficient democratic support for his/her candidacy by submission of a petition signed by at least twenty-five (25) individuals. Any Representative wishing to serve an additional term must demonstrate continued support for his/her candidacy on the board by submitting a petition signed by at least ten (10) individuals. In both instances, the CAAB shall furnish candidates with the required petition form.

In order to be a qualified signature, each individual signer must certify on the petition that he/she is at least eighteen (18) years of age, resides in Fairfax County, and is signing voluntarily without any coercion or intimidation. Following receipt of the completed petition from the candidate, at its next regularly scheduled meeting, the CAAB shall consider the candidate's petition and any other relevant information as determined at the discretion of the CAAB to assess whether the candidate has demonstrated sufficient democratic support for his/her candidacy. If the CAAB finds sufficient democratic support for the candidate, it shall recommend to the Board of Supervisors that the candidate be confirmed by the Board.

In the event that two or more candidates seek one seat as a Representative of the low-income population, the candidate with the greatest number of qualified signatures on his/her petition shall be given priority by the CAAB for that seat.

Attachment B

Definition of Representatives of the Low-Income Population

To serve as a democratically selected low-income representative for the CAAB, a person shall meet one or both of the following criteria:

- They attest to living in a household that earns below 250% of the Federal Poverty Level, regardless of where they live in the county.
- They reside in one of the zip codes identified as being in the lowest third with respect to median household income as reported by the Census Bureau's American Community Survey.

1. Income self-disclosure

The process for becoming a member of the CAAB involves gathering 25 signatures on a petition form (designed by County staff) along with the submission of a resume or CV (See Appendix A). Signing the statement on the petition form attesting whether an individual resides in a household with an income below 250% of poverty will all that will be required to qualify for this category. There shall be no additional requirement to verify income. In 2019, 250% of the federal poverty level is defined as such:

250% of the Federal Poverty Level in 2019:

# in Family	Household Income
1	\$31,225
2	\$42,275
3	\$53,325
4	\$64,375
5	\$75,425
6	\$86,475
7	\$97,525
8	\$108,575

Add \$4,320 for each person over 8

2. Residing in a low-income area

In addition to attesting to living in a household with an income below 250% of the Federal Poverty Level, an individual can serve as a democratically selected low-income representative if they reside in a "low income area." The designation of "low income areas" shall be based on zip codes that are in the bottom third of median household incomes based on the most recent American Community Survey median household income data. Based on the most recent data, these zip codes are:

Low Income Area Zip Codes According to 2017 American Community Survey

22021 – Centreville	22042 – Falls Church
20190 - Reston	22150 – Springfield
20191 - Reston	22060 – Ft. Belvoir
22003 – Annandale	22303 - Alexandria
22031 – Fairfax	22306 - Alexandria
22033 - Fairfax	22309 - Alexandria
22041 – Falls Church	22312 - Alexandria

3. Stipends

Only representatives who self-identify as low-income (as defined in Section 1 above) are eligible to receive a stipend, regardless of where they reside in the county.

4. Changes in Status

Although the federal poverty level and median household income data is adjusted annually, CAAB members will not be required to update their status annually. CAAB members will complete a revised petition form when their term is expired.