

Draft (Apr 2021) Revised FADSB Bylaws

BYLAWS OF THE FAIRFAX AREA DISABILITY SERVICES BOARD

ARTICLE I – NAME

- A. The name of this organization is the Fairfax Area Disability Services Board, hereinafter referred to as the “FADSB”.
- B. The FADSB will serve the County of Fairfax Virginia, and the Cities of Fairfax, Virginia, and Falls Church, Virginia.

ARTICLE II – PURPOSE

The FADSB has been established by the Joint Exercise of Powers Agreement for a Fairfax Area Disability Services Board adopted by the Board of Supervisors of Fairfax County and the Councils of the Cities of Fairfax and Falls Church, respectively, pursuant to Virginia law for the purpose of:

- providing input to state and local agencies on service needs and priorities of persons with physical and sensory disabilities, and in cooperation with the Community Services Board, mental impairment,
- providing information and resource referral to local governments regarding the Americans with Disabilities Act (hereinafter referred to as the “ADA”), and
- providing such other assistance and advice to local governments as may be requested.

These bylaws replace and supersede the FA-DSB bylaws adopted in May 2019 and are effective as of [date bylaws approved by the Board of Supervisors].

ARTICLE III – MEMBERSHIP AND TERM OF OFFICE

Appointments. Membership and appointments to the FADSB shall be made as set forth in the Joint Exercise of Powers Agreement for a Fairfax Area Disability Services Board, and incorporated herein by reference.

Board Orientation. Board orientation is required for all FADSB members. FADSB appointees will be provided an orientation including but not limited to: the role, operating procedures, duties and responsibilities, and staff support of the FADSB. An FADSB Board Orientation Manual including contact information for FADSB members and a copy of the FADSB Bylaws and the Joint Powers Agreement shall be provided to all new appointees.

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

Holdovers. In the event a member completes their term of office, remains qualified to serve as a member, and the Board of Supervisors or the Councils of the Cities of Fairfax and Falls Church 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 FADSB shall be served by three officers: Chairperson, Vice Chairperson, and Secretary, collectively known as the Executive Committee. The Executive Committee shall be elected in accordance with the voting provisions of Article V by the FADSB members annually and such election shall be scheduled at the June meeting. One month 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. At the election meeting, the Executive Committee shall be elected in accordance with the voting provisions of Article V.

Chairperson. The Chairperson presides over meetings of the FADSB and is eligible to vote at all times. The Chairperson has the authority to delegate appropriate functions to FA-DSB members and to request assistance from the County staff supporting FA-DSB. Further duties include but are not limited to:

- Develop the agenda of the FADSB regular meetings;
- Assign members to committees;
- Appoint Chairs of committees and subcommittees;
- Serve as an ex-officio member of all committees of which the chair is not already a member except the nominating committee.
- Sign or cause to be signed the minutes when approved by the FADSB and such other official documents and correspondence required of him/her in the course of business of the FADSB; and
- Represent the FADSB before the Board of Supervisors, the City of Falls Church and City of Fairfax Town Councils, the Disability Services Council and other bodies unless she/he requests another member to represent the FADSB.
- Represent the FADSB at public hearings and can appoint other members to do so in his/her absence.

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 Secretary shall act as Chairperson, should no member of the Executive Committee be present, the member present with the longest tenure on the FADSB shall act as Chairperson. Further duties include:

- Monitor the activities of all committees of the FA-DSB.
- Oversee the FA-DSB compliance with its Bylaws.
- Perform such other duties as requested by the Chair of the FA-DSB.

Secretary. The Secretary, or a duly appointed agent, shall be responsible for recording the minutes of meetings. In the absence of the Chairperson and Vice Chairperson the Secretary shall act as the Chairperson. Further duties include:

- Be responsible for assuring that the records of the FA-DSB are kept.
- Serve as the Parliamentarian.
- Perform such other duties as requested by the Chair of the FA-DSB.

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. The FADSB may hold public hearings and report its findings to the Board of Supervisors on FADSB issues that affect the public interest.

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 [insert short name] 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. FADSB shall hold regular monthly meetings as it deems proper. Meetings shall be held at a time agreed to by a majority of the FADSB's members, and at a place arranged by the staff of the supporting County department that is accessible to persons with physical and sensory disabilities.

Special Meetings. Special meetings of the FADSB may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson or by one-third of the members of the FADSB at such dates, times, and places as may be specified in the call for the meeting. A strategic planning meeting setting goals and priorities for the FA-DSB shall be held on an as needed basis.

Advocacy. An FADSB member may advocate for a current county policy, or a policy or position on the current legislative platform as a representative of the board with the permission by a member of the Executive Committee. Such permission is assumed if the member is serving as a representative of the FADSB. For any other issue, where a member desires to advocate on behalf of the FADSB, it must first be discussed, voted on and approved by the FADSB. A member of the FADSB may advocate as an individual citizen on any issue.

Voting. A quorum is necessary for a vote. A majority of the membership of the FADSB shall constitute a quorum. In making any recommendations, adopting any plan, or approving any proposal, action shall be taken by a majority vote of FA-DSB 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 FADSB 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 FADSB members shall be made available for public inspection at the same time such documents are furnished to the FADSB 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 FADSB 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 supporting County department 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 FADSB, and advice provided in closed session by legal counsel to the FADSB, 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 FADSB 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 FADSB's legal counsel.

ARTICLE VI - ATTENDANCE AND PARTICIPATION

Any FADSB member who misses three consecutive meetings or more than half of the scheduled meetings (including regular, special and committee) within a 12-month period, or who fails to participate in the work of the FADSB without good cause acceptable to the Executive Committee may be subject to removal from the FADSB. If a member is unable to attend a regular or special meeting of the FADSB, they must notify a member of the Executive Committee or the County staff coordinator prior to the start of the meeting to be excused.

ARTICLE VII - REMOVAL

Any FADSB member may be recommended to the Board of Supervisors or the Councils of the Cities of Fairfax and Falls Church for removal from the FADSB for cause, including but not limited to cause as set forth in Article VI, by a two-thirds majority vote of all of the FADSB members. The members' authority to recommend removal under these bylaws neither limits nor waives the Board of Supervisors' or the Councils of the Cities of Fairfax and Falls Church authority to remove members from the FADSB as provided by law.

ARTICLE VIII – COMMITTEES

Committee Structure. The Committee Structure of the FADSB reflects the primary functions of the FADSB. Written reports shall highlight issues for direction by the full FADSB and shall be submitted prior to each monthly Board meeting. Standing committee chairs shall be appointed by

the FADSB Chair for a one-year term and shall be a member of the FADSB. A committee chair may be re-appointed to subsequent terms. Committee membership and consulting is open to non-FA-DSB members.

Executive. The Chairperson, Vice Chairperson, and Secretary shall collectively be known as the Executive Committee. Terms on the Executive Committee shall be for one year. A member of the Executive Committee shall serve no more than three consecutive one-year terms in any one office. The Executive Committee will meet at the call of the Chairperson or upon written request of the chair of one or more of the standing committees. The purpose of the Executive Committee includes: making recommendations to the FADSB; develop and oversee implementation of FADSB policies and procedures; coordination of public awareness, publicity, and newsletter activities.

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

- The Americans with Disabilities Act (ADA) Committee. The Americans with Disabilities Act (ADA) Committee facilitates compliance with the spirit of the ADA and will ensure that Fairfax County, Fairfax City and Falls Church City programs, services, and facilities as well as private programs and facilities offering services to the public are accessible to people with disabilities and comply with the design standards set by the ADA. The ADA Committee will also educate elected officials, county employees, public and private service providers about their responsibilities in serving people with disabilities, as well as educating people with disabilities about their civil rights guaranteed by the ADA.
- Legislative Committee. The Legislative Committee will coordinate development of legislative initiatives, respond to legislative proposals and will be responsible for advising the FADSB on legislative affairs including interpreting local, state, and federal laws and legislation and their impact on the lives of Fairfax Area residents with disabilities. The Committee will set annual legislative priorities for the Commonwealth of Virginia's General Assembly and make submit those priorities for consideration in the BOS Legislative Program.
- Transportation Committee. The Transportation Committee works to improve transportation and pedestrian accessibility for people with disabilities by advocating for legislation and increased funding, educating transit providers about their responsibilities, and conducting assessments about the transportation needs in the Fairfax area.
- Employment Committee. The Employment Committee works to maximize best practices for rewarding job opportunities and career advancement for people with disabilities, particularly with Fairfax County Government.
- Housing Committee. The Housing Committee advocates on the County level for an increase in the quantity and quality of affordable and accessible housing for people with disabilities.
- Public Safety and Emergency Preparedness Committee. The Public Safety and Emergency Preparedness Committee educates Fairfax area people with disabilities about the resources available to assist individuals, families and neighborhoods prepare for or respond to an emergency, as well as monitors and consults on the development of County and City emergency planning policies and programs.

Subcommittees of Standing Committees. Subcommittees may be created at any time by the Chairperson with FADSB approval. At the time a subcommittee is created, its purposes will be specifically outlined by the Chairperson. Each subcommittee will support the purpose of the

FADSB. Subcommittee membership, the chair of subcommittees and consulting is open to non-FADSB members.

Special. The Chairperson may appoint special committees and a chairperson for each with the consent of a majority of the FADSB members present and voting. Special committee membership is open to non-FADSB member. The Special Committee chairperson shall be an FADSB member. At the time a Special Committee is created, its purpose will be specifically outlined by the Chairperson. In creating a Special Committee, Chairperson shall specify the time within which the Special Committee is to make its report to the FADSB.

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

ARTICLE IX – ANNUAL REPORT

The FADSB shall prepare an annual written report that describes the actions of the FADSB and plans for future actions and activities. This report shall be provided to the Clerk to the Board of Supervisors for distribution to the members of the Board of Supervisors and to the County Executive.

ARTICLE X – COMPLIANCE WITH LAW AND COUNTY POLICY

The FADSB 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 XI – AMENDMENT OF BYLAWS

These bylaws may be amended by the FADSB by adopting the proposed amendment or amendments by a majority vote of the members of the FA-DSB present and voting at any meeting of the FADSB. However, the amendment(s) must be proposed at a prior meeting held at least thirty days before the meeting at which a vote is to be taken on the proposed amendment. Once adopted the FADSB will present those proposed changes for approval to the Board of Supervisors or the Councils of the Cities of Fairfax and Falls Church. Any such amendments to bylaws shall become effective upon approval by the Board of Supervisors.

Fairfax Area Disability Services Board Vision, Mission, and Values (Draft)

-Draft-

Fairfax Area Disability Services Board Vision, Mission, and Values

FADSB VISION

Everyone in our community should be able to live a healthy, inclusive, fulfilling life.

FADSB MISSION

The mission of the Fairfax Area- Disability Service Board is to advocate for individuals with disabilities and their families and caregivers who are reside in Fairfax County and the cities of Fairfax and Falls Church. The FADSB members also serve as liaisons between the community and the Fairfax County Board of Supervisors.

FADSB CORE VALUES

In achieving our mission and vision, we value - Respect. Dignity. Action. Equity. Inclusivity. Engagement. Transparency.

Thru –

Respect for the people we serve.

Individual dignity and human rights protection are at the center of the FADSB philosophy.

Quality and comprehensiveness in the advocacy we provide.

Using community engagement and problem solving to make sure services meet the needs of an individual; and remove attitudinal and physical barriers which prevent access to full participation in community life. **Partnering with people with disabilities.**

We collaborate with community boards and organizations to advocate for the unique needs of people with disabilities. We recognize individuals and local organizations for their achievements in advocating for and supporting the needs of the community

Accountability in all that we do.

We recognize our responsibility to the Fairfax-Falls Church-Fairfax City community by striving to effectively advise community leaders and provide transparency to the community.

Doris' Comments on and Proposed Revisions to Draft Fairfax Area Disability Services Board Vision, Mission, and Values

FADSB VISION

Everyone in our community should be able to live a healthy, inclusive, fulfilling life.

PROPOSED ALTERNATIVE VISION STATEMENT

Our vision is a welcoming community where all residents and visitors can live, work, recreate, and fully participate in all aspects of society, and are afforded equal access to all public and private programs, services, facilities, activities, and resources the community offers without fear of unnecessary isolation or segregation.

Note: I propose this change to align with what a local government has the mission and power to do. What I mean is that the county cannot promise it's citizens or visitors that they will be healthy or fulfilled in life, but they CAN ensure that the community is accessible and provides a fair and equal opportunity to utilize the benefits of community resources.

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ALTERNATIVE MISSION STATEMENT

As a citizen advisory body comprised of individuals with disabilities and advocates, the Mission of the Fairfax Area Disability Services Board is to identify and assess the needs, issues and concerns of the disability community in the Fairfax Area; review and explore county and private resources that can help to address unmet needs; develop and recommend to elected officials potential legislative and policy initiatives that could improve the lives of county residents with disabilities and ensure their full participation in community life; and educate county officials, the public and other stakeholders about the knowledge, skills abilities, and talents that citizens with disabilities can contribute to the community-at-large, including having members serve as liaisons to other county boards, authorities and commissions and informing the disability community of opportunities to do the same, and thereby increase their capacity to assume current and future leadership roles in our community.

Note: I actually like lots of things about the mission statement I saw in the Member Handbook 2020 and this is kind of a rendition of that or trying to intertwine ideas from the current draft with the older one. Usually, mission statements are backed up with goals. Values are usually linked to vision, I seem to recall. By the way, I really like the setup/wording of the letter that is the forward to the Handbook written by Leeann, especially the "We are" section.

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We recognize our responsibility to the Fairfax-Falls Church-Fairfax City community by striving to effectively advise community leaders and provide transparency to the community.

COMMENT: Be a catalyst of, and advocate for, needed policy and systems change, e.g., work to get a county affirmative Action Program. Not sure if that is here or in the mission. I would hope we would value the philosophy of consumer-control (people with disabilities having a majority in bodies that make decisions about the issues and policies that affect them and consumer direction which is

the concept; that people with disabilities have the right to make their own life choices and to either succeed or fail and thereby develop resilience in future circumstances.

Lastly, the right to equal treatment and equal access by citizens with disabilities is the underpinning of all we do.

*Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services, and activities. To request reasonable accommodations or to receive this information in an alternate format, call 703-324-7948, TTY 711.