FAIRFAX COUNTY

CONSOLIDATED COMMUNITY FUNDING ADVISORY COMMITTEE (CCFAC) BY-LAWS

**(Approved July 14, 1998,
and most recently amended on October 8, 2024)**

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING ADVISORY COMMITTEE
BY-LAWS

Section I. Roles and Responsibilities of the Fairfax County Consolidated Community Funding Advisory Committee

The Fairfax County Consolidated Community Funding Advisory Committee (CCFAC) was established by the Fairfax County Board of Supervisors on December 8, 1997, as part of a revised Fairfax County Citizen Participation Plan for the Consolidated Plan. This Committee replaces the Consolidated Plan Review Committee (CPRC) and the Community Funding Implementation Team (CFIT).

This Committee will serve as an advisory body to the Fairfax County Board of Supervisors to maintain oversight of the federally required Consolidated Plan; to plan for, receive community advice, recommend funding priorities, selection criteria and performance measures for proposals received under the Consolidated Plan, including the Community Funding Pool (CFP) and the federal Community Service Block Grant (CSBG) and Community Development Block Grant (CDBG) programs.

The specific responsibilities of the CCFAC will be to:

Solicit community input on all facets of the Consolidated Plan and funding priorities.

Advise the Board of Supervisors on the development and implementation of the Consolidated Plan.

Advise the Board of Supervisors on issues relating to the coordinated funding process.

Coordinate with the Community Action Advisory Board on implementation of the CSBG process.

Implement the combined solicitation process, and, if deemed appropriate, make comments on Selection Advisory Committee recommendations forwarded by the County Executive to the Board of Supervisors.

Monitor the Consolidated Plan process and report to the Board of Supervisors on its effectiveness relative to defined goals.

Consider and evaluate the potential for including other County and community processes in the Consolidated Plan Process.

Section II. Officers

The presiding officers of the Fairfax County Consolidated Community Funding Advisory Committee shall be:

Chairman
Vice-Chairman

The Chair will appoint a committee of three members to suggest nominations for positions of presiding officers.

Section III. Terms of Officers

Officers shall serve for a term of two years, with elections being held in the spring and terms beginning at the first meeting of the next fiscal year. Only two consecutive terms may be served in the same office.

Section IV. Executive Committee and Ad Hoc Committees

There shall be an Executive Committee consisting of six members, including the Chair, Vice Chair, immediate past Chair and three other representatives selected by the CCFAC. The Executive Committee shall be named at the July meeting following the election of Chair and Vice-Chair and will serve for one year. The Executive Committee will address urgent issues which may arise between regular CCFAC meetings. CCFAC members will be consulted if time permits.

At the discretion of the Chair and with the concurrence of the members, Standing and/or Ad Hoc Committees may be established from time to time.

Section V. Committee Members and Terms

The membership of CCFAC shall be established by the County Executive and shall be periodically reevaluated. It may include representatives from human services provider groups, consumers and community organizations and Boards, Authorities and Commissions which relate to the Human Services Community.

CCFAC members are not required to be current members of the board or organization they represent; any person an organization deems appropriate to represent them may be appointed to the CCFAC.

Committee members shall be appointed by the County Executive and shall serve for a term of three years. Any individual may be reappointed for successive terms.

No member of CCFAC may have a formal relationship (i.e. board member, staff or contract or provide services for fee) with any non-profit entity applying for funding through any source of funds included in the Consolidated Plan.

Section VI. Committee Meetings and Attendance at Committee Meetings

Meetings of the Committee will be held at least six times per year, according to a schedule established by the members. Special meetings of the full Committee may be held as necessary, providing that at least one week's prior notice is given.

Committee members are expected to attend meetings regularly and should notify the Chairman or County staff liaison when they will be absent.

Section VII. Parliamentary Authority

The rules contained in Roberts Rules of Order, newly revised, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Section VIII. Amendments to By-laws

These by-laws may be amended by a two-thirds vote of those present and voting at any regular meeting of the Committee, provided written notice of the proposed amendment(s) shall have been submitted to the members in writing at least thirty (30) days in advance of the meeting.

THE CONSOLIDATED COMMUNITY ADVISORY FUNDING COMMITTEE (CCFAC) POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

c. This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

d. This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

2. DEFINITIONS

a. "**CCFAC**" means the Fairfax County Consolidated Community Advisory Funding Committee or any committee, subcommittee, or other entity of the CCFAC.

b. "**Member**" means any member of the CCFAC

c. "**All-virtual public meeting**" means a public meeting conducted by the CCFAC using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. "**Meeting**" means a meeting as defined by Va. Code § 2.2-3701.

e. "**Notify**" or "**notifies**," for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of the CCFAC in a single location, but a state of emergency has not been declared by the Governor or Fairfax County Board of Supervisors; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. The CCFAC has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

d. The CCFAC's last meeting was not an all-virtual public meeting.

4. PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING

a. The CCFAC may schedule its all-virtual public meetings at the same time and using the same procedures used by the CCFAC to set its meetings calendar for the calendar year; or

b. If the CCFAC wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the CCFAC Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS

The following applies to any all-virtual public meeting of the CCFAC that is scheduled in conformance with this Policy:

a. The meeting notice indicates that the public meeting will be all-virtual and the CCFAC will not change the method by which the CCFAC chooses to meet without providing a new meeting notice that comports with VFOIA;

b. Public access is provided by electronic communication means that allows the public to hear all participating members of the CCFAC;

c. Audio-visual technology, if available, is used to allow the public to see the members of the CCFAC;

d. When audio-visual technology is available, a member of the CCFAC shall, for purposes of a quorum, be considered absent from any portion of the meeting during

which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.

e. A phone number, email address, or other live contact information is provided to the public to alert the CCFAC if electronic transmission of the meeting fails for the public, and if such transmission fails, the CCFAC takes a recess until public access is restored.

f. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the CCFAC.

g. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and

h. There are no more than two members of the CCFAC together in one physical location.

6. RECORDING IN MINUTES:

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. CLOSED SESSION

If the CCFAC goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

THE CONSOLIDATED COMMUNITY FUNDING COMMITTEE POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

c. This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

d. This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

2. DEFINITIONS

a. **CCFAC** means the Fairfax County Consolidated Community Advisory Funding Committee or any committee, subcommittee, or other entity of the CCFAC.

b. "**Member**" means any member of the CCFAC

c. "**Remote participation**" means participation by an individual member of the CCFAC by electronic communication means in a public meeting where a quorum of the CCFAC is physically assembled, as defined by Va. Code § 2.2-3701.

d. "**Meeting**" means a meeting as defined by Va. Code § 2.2-3701.

e. "**Notify**" or "**notifies**" for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

f. **"Person with a disability"** means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.;

g. **"Caregiver"** means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a) A quorum of the CCFAC must be physically assembled at the primary or central meeting location;

b) For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability, and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present;

c) Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely; and

d) A statutorily conforming policy must be adopted by this CCFAC at least once annually.

4. PROCESS TO REQUEST REMOTE PARTICIPATION

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the CCFAC Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the CCFAC staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in 4(a)(i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's disability or medical condition that prevents their physical attendance at the meeting.

e. For purposes of establishing a quorum of the CCFAC, the requesting member shall verify whether the requesting member is requesting remote participation due to his disability or need to act as caregiver for a person with a disability, pursuant to 3(b) above; and

f. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the CCFAC has assembled for the meeting, the CCFAC shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. RECORDING IN MINUTES:

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the CCFAC shall record in its minutes (1) the CCFAC's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. CLOSED SESSION

If the CCFAC goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.