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.

Attachment 1- CCFAC Policy for All-Virtual Public Meetings

The CCFAC Policy for All-Virtual Public Meetings

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.

Definitions

A. "CCFAC" means the Fairfax County Consolidated Community Funding Advisory Council 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.

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 25 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.

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.

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. 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;

E. 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;

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

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

Attachment 2- CCFAC Policy for the Remote Participation of Members

Remote Participation in Meetings Due to Emergency, Personal Matter, Disability, and/or Distance from Meeting Location

A. A member of the CCFAC may participate in a scheduled monthly meeting governed by these by-laws through electronic communication from a remote location that is not open to the public only as follows and subject to the requirements of this policy:

1. If, on or before the day of a meeting, a member of the CCFAC notifies the CCFAC Chairman and/or the CCFAC staff coordinator that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, and the CCFAC records in its minutes the specific nature of the personal matter and the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the conditions outlined in subsection B, such disapproval shall be recorded in the minutes with specificity.

   Remote participation by individual CCFAC members shall be limited each calendar year to two meetings.

   2. If a member of the CCFAC notifies the Chairman of the CCFAC and/or the CCFAC staff coordinator that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the CCFAC records this fact and the remote location from which the member participated in its minutes; or

   3. If, on the day of a meeting, a member of the CCFAC notifies the CCFAC Chairman and/or the CCFAC staff coordinator that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the CCFAC records in its minutes the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the conditions outlined in subsection B, such disapproval shall be recorded in the minutes with specificity; and

B. Participation by a member of the CCFAC, as authorized by subsection A, shall be only under the following conditions:

   1. A quorum of the CCFAC is physically assembled at the primary or central meeting location; and

   2. The CCFAC is able to make arrangements for the voice of the remote member to be heard by all persons at the primary or central meeting location.

C. This policy shall be applied strictly and uniformly, without exception, to the entire

membership of the CCFAC 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.