

1 **BYLAWS OF THE 2021 REDISTRICTING ADVISORY COMMITTEE**

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4 **Adopted on July 27, 2021; Amended on August 26, 2021**

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6 **ARTICLE I – COMMITTEE NAME AND ADOPTION OF BYLAWS**

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8 The name of this organization is the 2021 Redistricting Advisory Committee, hereinafter
9 referred to as the “Committee.”

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11 These bylaws were adopted by the Committee during a meeting conducted in compliance
12 with the VFOIA on July 27, 2021.

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14 **ARTICLE II – PURPOSE**

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16 The Committee has been established by the Board of Supervisors of Fairfax County,
17 Virginia (“Board of Supervisors”), pursuant to Virginia law for the purpose of developing
18 local election district redistricting plans to present to the Board of Supervisors for
19 consideration; presented in a written report to the Board of Supervisors; and those plans
20 being consistent with the Board of Supervisors’ resolution regarding the 2021
21 redistricting, adopted on February 23, 2021.

22
23 **ARTICLE III – MEMBERSHIP, RESIGNATIONS, AND VACANCIES**

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25 Appointments. Members of the Committee have been appointed by the Board of
26 Supervisors.

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28 Resignations and Vacancies. In the event a member cannot serve or resigns from office,
29 then the Chairperson shall advise the Clerk for the Board of Supervisors of the vacancy in
30 writing.

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32 **ARTICLE IV – OFFICERS AND THEIR DUTIES**

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34 Officers. The Committee shall be served by two officers: a Chairperson and a Vice-
35 Chairperson. The Chairperson has been appointed by the Board of Supervisors. The
36 Chairperson shall appoint a Vice-Chairperson.

37
38 Chairperson. The Chairperson presides over meetings of the Committee and is eligible to
39 vote at all times. The Chairperson has the authority to delegate appropriate functions to
40 Committee members and to request assistance from the County staff supporting the
41 Committee.

42
43 Vice-Chairperson. In the absence of the Chairperson at a meeting, or as otherwise
44 required, the Vice-Chairperson shall perform the duties and exercise the powers of the
45 Chairperson.

47 **ARTICLE V – MEETINGS**

48
49 VFOIA. All meetings shall be open to the public except as provided under the Virginia
50 Freedom of Information Act, Virginia Code § 2.2-3700 *et seq.*, as amended ("VFOIA").
51 Pursuant to Virginia Code § 2.2-3701, "meeting" or "meetings" means the meetings
52 including work sessions, when sitting physically, or through electronic communication
53 means pursuant to § 2.2-3708.2, as a body or entity, or as an informal assemblage of (i)
54 as many as three members or (ii) a quorum, if less than three, of the constituent
55 membership, wherever held, with or without minutes being taken, whether or not votes
56 are cast, of any public body.

57
58 Notice and Agenda. Notice and the agenda of all meetings shall be provided as required
59 under the VFOIA. All meetings shall be preceded by properly posted notice stating the
60 date, time, and location of each meeting. Notice of a meeting shall be given at least three
61 working days prior to the meeting. Notice of emergency meetings, reasonable under the
62 circumstances, shall be given contemporaneously with the notice provided to Committee
63 members. Notices of all meetings shall be provided to the Office of Public Affairs for
64 posting at the Government Center and on the County Web site. All meetings shall be
65 conducted in public places that are accessible to persons with disabilities.

66
67 Voting. A quorum is necessary for a vote. ~~A majority of the membership of the~~
68 ~~Committee shall constitute a quorum.~~ **A quorum shall be defined as four members of**
69 **the Committee, for all meetings of the Committee except the final meeting, for**
70 **which a quorum shall be defined as a majority of the members of the Committee.**
71 Any action requiring formal Committee approval or adoption shall be taken by a majority
72 vote of Committee members present and voting. Upon the request of any member, the
73 vote of each member on any issue shall be recorded in the minutes. All votes of
74 Committee members shall be taken during a public meeting, and no vote shall be taken
75 by secret or written ballot or by proxy.

76
77 Conduct. Except as otherwise provided by Virginia law or these bylaws, all meetings
78 shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and
79 except as specifically authorized by the VFOIA or other applicable Virginia law, no
80 meeting shall be conducted through telephonic, video, electronic, or other communication
81 means where the members are not all physically assembled to discuss or transact public
82 business.

83
84 Public Access. For any meeting, at least one copy of the agenda, all agenda packets, and,
85 unless exempt under the VFOIA, all materials furnished to Committee members shall be
86 made available for public inspection at the same time such documents are furnished to the
87 Committee members. Pursuant to the VFOIA, any person may photograph, film, record,
88 or otherwise reproduce any portion of a meeting required to be open, but such actions
89 may not interfere with any Committee proceedings.

90
91 Records. The staff of the Clerk for the Board of Supervisors shall ensure that minutes of
92 meetings are recorded as required under the VFOIA. Minutes shall include: (1) the date,

93 time, and location of each meeting; (2) the members present and absent; (3) a summary of
94 the discussion on matters proposed, deliberated, or decided; and (4) a record of any votes
95 taken. Such minutes are public records and subject to inspection and copying by citizens
96 of the Commonwealth or by members of the news media. The Clerk for the Board of
97 Supervisors shall provide staff support to review and approve records and minutes of the
98 meeting.

99
100 Attorney-Client Privilege. Records containing legal advice from counsel to the
101 Committee, and advice provided in closed session by legal counsel to the Committee, are
102 protected by the attorney-client privilege and from disclosure under the VFOIA. Any
103 such records or advice should not be disclosed by members of the Committee to any third
104 party, or the privilege against disclosure may be waived. Questions regarding the
105 handling of records or advice subject to attorney-client privilege should be directed to the
106 Committee's legal counsel.

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108 **ARTICLE VI – MEDIA POLICY**

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110 Designated Spokesperson. The Chairperson is the designated media spokesperson for the
111 Committee and its work. As such, the Chairperson is solely responsible for determining
112 how to respond to all news media inquiries, including who is authorized to respond.

113

114 Media Contacts. If contacted by the media, Committee members will direct reporters to
115 contact the Chairperson or the Fairfax County Office of Public Affairs for a response to
116 any questions or requests for information or comment.

117

118 Discretionary Designation. The Chairperson may, in his discretion, designate a specific
119 Committee member(s) or the Fairfax County Office of Public Affairs to answer questions
120 from the media.