

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

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3  
4 **Draft of July 27, 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.

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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.

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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.

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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**

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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. Any action requiring formal Committee approval  
69 or adoption shall be taken by a majority vote of Committee members present and voting.  
70 Upon the request of any member, the vote of each member on any issue shall be recorded  
71 in the minutes. All votes of Committee members shall be taken during a public meeting,  
72 and no vote shall be taken by secret or written ballot or by proxy.

73  
74 Conduct. Except as otherwise provided by Virginia law or these bylaws, all meetings  
75 shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*, and  
76 except as specifically authorized by the VFOIA or other applicable Virginia law, no  
77 meeting shall be conducted through telephonic, video, electronic, or other communication  
78 means where the members are not all physically assembled to discuss or transact public  
79 business.

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

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88 Records. The staff of the Clerk for the Board of Supervisors shall ensure that minutes of  
89 meetings are recorded as required under the VFOIA. Minutes shall include: (1) the date,  
90 time, and location of each meeting; (2) the members present and absent; (3) a summary of  
91 the discussion on matters proposed, deliberated, or decided; and (4) a record of any votes  
92 taken. Such minutes are public records and subject to inspection and copying by citizens

93 of the Commonwealth or by members of the news media. The Clerk for the Board of  
94 Supervisors shall provide staff support to review and approve records and minutes of the  
95 meeting.

96  
97 Attorney-Client Privilege. Records containing legal advice from counsel to the  
98 Committee, and advice provided in closed session by legal counsel to the Committee, are  
99 protected by the attorney-client privilege and from disclosure under the VFOIA. Any  
100 such records or advice should not be disclosed by members of the Committee to any third  
101 party, or the privilege against disclosure may be waived. Questions regarding the  
102 handling of records or advice subject to attorney-client privilege should be directed to the  
103 Committee's legal counsel.

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105 **ARTICLE VI – MEDIA POLICY**

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

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

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