

BYLAWS OF THE ADVISORY SOCIAL SERVICES BOARD

ARTICLE I – NAME

The name of this organization is the Advisory Social Services Board, hereinafter referred to as the ASSB.

ARTICLE II – PURPOSE

The ASSB has been established by the Board of Supervisors of Fairfax County, Virginia (“Board of Supervisors”), pursuant to § 15.2-835 of Virginia law for the purpose of providing input to the Department of Family Services on policy issues and to serve as a resource to the Board of Supervisors on behalf of residents of Fairfax County, the City of Fairfax, and the City of Falls Church, in recognizing and addressing social services needs throughout the community.

These bylaws replace and supersede the ASSB bylaws adopted on May 6, 2003, and are effective as of January 26, 2021.

The ASSB will serve in an advisory capacity to the Director of the Fairfax County Department of Family Services (“Director”) with respect to the duties and functions imposed upon the Director by law, in accordance with Va. Code § 15.2-835; interest itself in all matters pertaining to the social welfare of the people served by the government; monitor the formulation and implementation of social welfare programs; meet with the Director at least four times a year for the purpose of making recommendations on policy matters; work in conjunction with the Director to promote stakeholder engagement and input in support of equity-informed planning and services delivery; make an annual report to the Board of Supervisors concerning the administration of the public welfare program; and submit to the Board of Supervisors other reports the ASSB deems appropriate.

ARTICLE III – MEMBERSHIP AND TERM OF OFFICE

Appointments. Membership and appointments to the ASSB shall be made by the Board of Supervisors. Members shall serve no more than two full consecutive terms but may serve up to two years of an unfilled term. Each term is four years.

Resignations and Vacancies. In the event a member cannot serve or resigns from office, then the Chairperson, the clerk or the secretary, or the County staff coordinator shall advise the Clerks for the Board of Supervisors, as well as the city councils for the City of Fairfax and the City of Falls Church (“City Councils”), of the vacancy in writing.

Holdovers. In the event a member completes his or her term of office, remains qualified to serve as a member, and the Board of Supervisors have 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 ASSB shall be served by three officers: a Chairperson, a Vice-Chairperson, and a Secretary. The Chairperson shall be elected in accordance with the voting provisions of Article V by the ASSB members annually and such election shall be scheduled at the first meeting of each calendar year. Two months 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 as Chairperson of the ASSB. At the election meeting, the Chairperson shall be elected from among the willing nominees in accordance with the voting provisions of Article V. At the meeting immediately following the election of the Chairperson, the Chairperson shall nominate the Vice Chairperson and Secretary. After nomination, each candidate shall be polled on his or her willingness and ability to serve as an officer of the ASSB. The Vice Chairperson and Secretary shall then be elected from among the willing nominees in accordance with the voting provisions of Article V.

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

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 member present with the longest tenure on the ASSB shall act as Chairperson.

Secretary. The Secretary, or a duly appointed agent, shall be responsible for recording the minutes of meetings.

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 ASSB may hold public hearings and report its findings to the Board of Supervisors and City Councils on ASSB 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 ASSB 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. The ASSB shall meet least four times a year or as determined by the Chairperson. Meetings shall be held at a time agreed to by a majority of the ASSB's members, and at a place arranged by the staff of the supporting County department.

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

ARTICLE VI - ATTENDANCE AND PARTICIPATION

Any ASSB member who misses three consecutive meetings or more than half of the scheduled meetings within a 12-month period, or who fails to participate in the work of the ASSB without good cause acceptable to a majority of the other ASSB members may be asked to resign from the ASSB.

The ASSB may request that the Staff Coordinator notify the Clerk to the Board of Supervisors and City Councils in writing when a member is absent from three consecutive meetings, when any member resigns, or when any website, staff or contact information changes.

ASSB members shall demonstrate a superior level of conduct, sensitivity and sound judgment, and function in a manner that reflects the highest standards of ethical behavior.

ARTICLE VII - REMOVAL

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

ARTICLE VIII – COMMITTEES

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

Special. The Chairperson may appoint special committees and a chairperson for each with the consent of a majority of the ASSB members present and voting.

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

ARTICLE IX – ANNUAL REPORT

The ASSB shall prepare an annual written report that describes the actions of the ASSB 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, City Councils, and to the County Executive.

ARTICLE X – COMPLIANCE WITH LAW AND COUNTY POLICY

The ASSB 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.

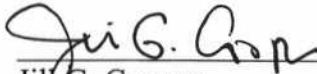
ASSB members shall avoid the appearance of a conflict of interest and disclose any potential conflicts of interest to the board before taking official action as members.

ARTICLE XI – AMENDMENT OF BYLAWS

These bylaws may be amended by the ASSB by adopting the proposed amendment or amendments and by presenting those proposed changes for approval to the Board of Supervisors. Any such amendments to bylaws shall become effective upon approval by the Board of Supervisors.

These bylaws were approved by the Board of Supervisors on January 26, 2021.

GIVEN under my hand this 26th day of January, 2021.



Jill G. Cooper
Clerk for the Board of Supervisors
Department of Clerk Services