

FAIRFAX COUNTY

**CONSOLIDATED COMMUNITY FUNDING
ADVISORY COMMITTEE (CCFAC)
BY-LAWS**

(Approved July 14, 1998)

**(Amended September 12, 2000; April 8, 2014;
June 13, 2017; March 13, 2018; and April 10, 2018)**

**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 June and terms beginning in July. 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. 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.

Section VIII. 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 IX. 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.