

**RULES AND BYLAWS
OF THE
FAIRFAX COUNTY EMPLOYEES ADVISORY COUNCIL**

Article I. Authority and Purpose

Section 101 – Authority:

The duties, responsibilities, and authority of the Fairfax County Employees Advisory Council (FCEAC) are those established by Section 3-1-17 of the merit Ordinance of Fairfax County.

Section 102 – Purpose:

In accordance with rules and procedures adopted by the Fairfax County Civil Service Commission, there shall be an Employees Advisory Council to provide a continuing medium through which all employees in the competitive service may contribute their advice and suggestions for the improvements of a career merit system and other aspects of the government of Fairfax County.

FCEAC, in addition to conferring with the Human Resources Director, the County Executive, and the Commission, may undertake to sponsor such voluntary recreational, welfare, educational and related activities as will contribute to employee well-being and to building harmonious and effective relations among all employees of Fairfax County.

Article II. Elections

Section 201 – Election:

Candidate and Representatives must be a Fairfax County Merit Employee who has satisfied their initial probationary period.

Election to the FCEAC shall take place by secret ballot for a minimum of five business days in the spring, to be determined by Department of Human Resources staff, with the approval of the FCEAC. The regular term of office shall be three years beginning on the first day of June.

Elections will be held annually for that portion of the group of representatives whose terms are expiring.

Section 202 – Method of Nomination:

There shall be a four-week nomination period. During this time, candidates shall seek signatures on nominating petitions from employees within their group. Nominating petitions for Council members shall require twenty signatures of merit employees from the nominees' representative group.

In groups where only one valid petition is received, that candidate shall be declared the winner without an actual ballot.

If no valid petition is received from a group, a two week extension will be granted to advertise the acceptance of nominations. If there are still no nominations, that group will be represented by the FCEAC as a whole until the next election.

Section 203 – Voting Procedures:

All persons in the competitive service shall be eligible to vote. The ballot shall show the names of the candidates alphabetically within their groups, with job titles, and agency.

Section 204– FCEAC Representatives Term of Office

FCEAC Representatives shall serve for three (3) years or until their successors are elected.

Section 205 Special Elections:

A special election will be held in accordance with Section 201 Elections for FCEAC representatives that vacate their term of office with more than 6 months remaining in their term.

The remainder of the vacated representative's term of office will be fulfilled by the newly elected candidate.

Article III. Officers

Section 301 – Election of Officers:

The chairperson, vice chairperson, secretary, and treasurer shall be elected annually by majority vote of the members of the council. Election for these positions will be held at a May meeting. Absentee ballots will be accepted by the chairperson only at a May meeting.

Section 302 – Chairperson:

The chairperson (or in his/her absence, the vice-chairperson) shall call and preside at all FCEAC meetings, appoint committees and chairpersons of committees, and perform such duties as are customary to the office.

- 2 -

Section 303 – Vice-Chairperson:

The vice-chairperson shall assist the chairperson and act in his/her behalf during his/her absence and shall perform such other duties as are customary to the office.

Section 304 – Secretary:

The secretary shall be responsible for supplying historical documentation for use of the Council, assisting in the dissemination of information to others, and providing support in the handling of correspondence received by the Council.

Section 305 – Treasurer:

The treasurer shall collect monies due or donated to the FCEAC and shall distribute as authorized by FCEAC. The treasurer shall keep the accounts in a standard bookkeeping system as approved by

the council, present a written financial statement and a budget annually, a written treasurer's report at least quarterly for periodic review, and perform other duties as are customary to the office.

Section 306 – FCEAC Officers Term of Office

FCEAC Officers shall serve for one (1) year or until their successors are elected.

Article IV. Committees

Section 401 – Committee Appointments:

The chairperson shall appoint such committees with chairpersons as are necessary to properly conduct the business of the Council. Members of a committee may be non-FCEAC members. In the event no FCEAC members will serve as committee chairperson, the FCEAC chairperson may appoint a non-FCEAC member as chairperson.

Article V. Required Meetings

Section 501 – Regular Meetings:

The FCEAC shall hold two regular meetings of its members each month, and one meeting each month with the County Executive and the Human Resources Director. The monthly meeting with members shall be governed by rules and procedures established by the Council. Administrative leave is granted to the Council members, by the County Executive, to attend required meetings.

Section 502 – Meetings with other employee groups

The FCEAC shall meet jointly with other employee groups when deemed necessary.

Section 503 – Special Meetings:

If a special meeting is called, members shall be notified at least three days prior to the meeting. Administrative leave is granted for attendance.

Section 504 – Unexcused Absences:

If a member misses three regular meetings within a calendar year without a valid excuse approved by the chairperson or vice-chairperson, the Council may vote on his/her removal with a majority vote of the Council necessary for removal.

Section 505 – Vacancies:

If a vacancy occurs after an election, that group will be represented by the FCEAC as a whole, until the results of a special election are determined.

Section 506 – Quorum:

One half plus one of the current FCEAC representatives present shall constitute a quorum.

Section 507 – Meeting Procedures:

The Council shall follow the general accepted methods of parliamentary procedure in carrying out the orderly transaction of business in the meetings. The rules contained in Roberts Rules of Order (revised) shall govern the Council in all cases in which they are applicable, and in which they are not inconsistent with the bylaws or public laws governing the Council.

Section 508 – Disciplinary Procedures

The FCEAC has the right to enforce its rules and to require that its members refrain from conduct injurious to the organization or its purpose.

When invoking disciplinary procedures the EAC shall follow the procedures for such actions as outlined in Chapter 20 Disciplinary Procedures contained in Roberts Rules of Order (Newly Revised)

Article VI. Duties

Section 601 – Liaison:

The FCEAC shall provide a medium between all employees and management for the free exchange of ideas, suggestions, and problems.

Section 602 – Working Environment:

The FCEAC shall constantly strive to improve the working environment of the employees.

Section 603 – Employee Grievances:

Employee grievances will be handled in accordance with the grievance procedure set forth in Chapter 17 of the Personnel Regulations. The FCEAC Grievance Committee will periodically review and make suggestions to the Department of Human Resources regarding the grievance procedure.

Section 604 – Special Activities:

The FCEAC shall undertake to sponsor and recommend voluntary recreational, welfare and related activities for all represented employees.

Section 605 – Administrative Assistant:

An assistant will be retained to take and transcribe minutes of all regular meetings of the FCEAC.

Article VII. Rights and Responsibilities

Section 701 – Work Assignment:

The first responsibility of FCEAC members is to their work assignments. Supervisors shall be advised in advance of any requirement to perform FCEAC business for an extended period of time.

Section 702 – Participation:

Every employee shall be free, without fear of reprisal, to exercise his/her right of participation in the activities of the FCEAC.

Each FCEAC member shall be free, without fear of reprisal, to speak freely at Council meetings and shall not be required to reveal confidential information.

Article VIII. Records

Section 801 – Rules and Bylaws:

These Rules and bylaws may be added to, amended, or revised at any time by an affirmative vote of two-thirds of the total membership of the FCEAC, but only after reading of such proposed action(s) at two consecutive regular meetings. Copies of each proposed change, revision, or amendment shall be circulated to all Council members for their information and study immediately following the meeting at which the motion to consider same was passed. Proposed changes shall be submitted to the Department of Human Resources for review prior to consideration by the Civil Service Commission.