

**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 (hereafter referred to as “the Commission”), there shall be an Employees Advisory Council to provide a means for all employees in the competitive service to contribute input for the improvement of the career merit system and other aspects of Fairfax County Government.

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. Representation and Structure

Section 201 – Representation

All “Merit” employees, both full and part time, shall be eligible and represented by a member of FCEAC.

Section 202 – Structure

The FCEAC shall consist of eleven (11) members, elected by their representative groups. Each Group shall be, to the extent practical, proportionally equal in number. A “census” of departments shall occur every 10 years (to be conducted in calendar years ending in 5) and the realignment of Groups implemented in the next fiscal year. Group alignments are listed in Appendix A of this document and may be updated after each decennial “census” by a majority vote of the FCEAC.

Article III. Elections

Section 301 – 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 302 – 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 303 – Voting Procedures:

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

Section 304– FCEAC Representatives Term of Office

FCEAC Representatives shall serve for three (3) years beginning June 1 and ending on May 31. For stability and continuity purposes, member terms will be staggered. Groups 1, 4, 7 and 10 will run concurrently, as will Groups 2, 5, 8 and 11 and Groups 3, 6 and 9.

Section 305 Special Elections:

A special election will be held in accordance with Section 301 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 IV. Officers

Section 401 – 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 402 – 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.

Section 403 – Vice-Chairperson:

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

Section 404 – Secretary:

The secretary shall be the custodian of historical documentation for use of the Council, assisting in the dissemination of information to others, and recording the minutes of EAC meetings.

Section 405 – 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 406 – FCEAC Officers Term of Office

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

Article V. Committees

Section 501 – 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 VI. Required Meetings

Section 601 – Regular Meetings:

The FCEAC shall hold three (3) regular meetings of its members each month. One meeting each month will include the County Executive, the Human Resources Director and/or other County leadership as invited by the Council. The monthly meetings 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 EAC meetings and events.

Section 602 – Meetings with other employee groups

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

Section 603 – Special Meetings:

If a special meeting is called, members shall be notified at least three (3) days prior to the meeting. Administrative leave is granted for attendance.

Section 604 – 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 605 – Vacancies:

If a vacancy occurs, that group (or groups) will be represented by the FCEAC as a whole, until the results of a special election are determined.

Section 606 – Quorum:

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

Section 607 – 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 608 – 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 VII. Duties

Section 701 – Liaison:

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

Section 702 – Working Environment:

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

Section 703 – Employee Advocacy - Grievances and Other Employee Complaints Under Personnel Regulations:

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.

The EAC can provide advice for the direction and options employees may take before initiating the grievance process to include mediation, Employee Assistance Program resources and understanding grievable and non-grievable issues.

To the extent practical, employees should utilize FCEAC group correspondence, such as EACMail@fairfaxcounty.gov in Outlook and Microsoft Teams, to better ensure timely response and support from EAC representatives.

Section 704 – Special Activities:

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

Section 705 – Administrative Support:

An assistant may be retained to perform duties as needed, including, but not limited to, website and officer support.

Article VIII. Rights and Responsibilities

Section 801 – 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 802 – 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 IX. Records

Section 901 – 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.

