

Arlington County Fiscal Affairs Advisory Commission

Adopted September 27, 2016

Introduction: The Fiscal Affairs Advisory Commission (FAAC) is created as an advisory body by the County Board of Arlington County, Virginia. FAAC provides counsel to the County Board on matters pertaining to Arlington County budgets and other fiscal matters.

Mission: FAAC's primary responsibility is to advise the County Board during the annual operating budget process and the bi-annual Capital Improvement Plan (CIP) process.

Governing Documents: None

Functions and Scope: FAAC, following the guidance of the County Board, reviews the County Manager's budget and CIP proposals and provides recommendations to the County Board with respect to those proposals. The commission also reviews other fiscal matters that arise during the course of the year and provides recommendations to the County Board regarding those matters.

Membership: FAAC shall be comprised of 15 members. These members are drawn from a broad range of citizens from various geographic areas of the county and should reflect the diversity of the county. Each commission member shall serve a two-year term, with a general limit of three full terms. The County Board will appoint and maintain a roster of members. All members serve at the pleasure of the County Board.

A member of the commission who fails to attend three FAAC meetings in a single year without notice or explanation to the Chair, or staff, may be asked to resign her or his remaining term on the commission. The FAAC Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted. Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member's term.

Chair and Vice Chair: The County Board shall appoint a Chair and Vice Chair to serve a term of one year. The County Board may, at its discretion, reappoint the Chair or Vice Chair to serve in the position for additional terms.

Committee Membership: The FAAC Chair may create committees, as necessary, to accomplish specific FAAC objectives. The Chair shall appoint committee leadership. Committees shall be formed from the membership of the commission.

Staff Liaison: The County Manager shall appoint a member of staff from the Department of Management and Finance to serve as liaison to the FAAC.

Meetings: The commission will meet monthly at the commission's discretion, typically on the third Thursday of the month. During the budget season, the commission will meet as needed to complete the work regarding the budget.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full FAAC will be advertised on the county-maintained website of the commission, with meeting time and location, and are open to the public. The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: FAAC will provide recommendations to the County Board about matters pertaining to Arlington County budgets and other fiscal matters. The commission will submit reports to the County Board about county departments' budgets during the annual operating budget process and present them at relevant proposed budget work sessions. FAAC may, from time to time, be asked to provide comment at a regular County Board meeting or work session.

Update of this Charter: From time to time, FAAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the County Board Liaison.