

## **Resolution**

At a regular meeting of the Fairfax County Consumer Protection Commission (“Commission”), held in Room 232 of the Government Center at Fairfax, Virginia, on Tuesday, October 17, 2023, at which a quorum was present and voting, the following resolution was adopted:

WHEREAS, the Commission was established by the Fairfax County Board of Supervisors (“Board”) and charged with the powers and duties set forth in Fairfax County Code Section 10-3-2; and;

WHEREAS, the Commission can accomplish its powers and duties more effectively by forming certain standing committees; and;

WHEREAS, the Chairperson of the Commission may appoint standing committees and a Chairperson for each with the consent of the majority of the Commission members present and voting pursuant to Article VIII of the Commission’s bylaws; now therefore be it

RESOLVED that:

1. The Community Engagement Committee is established to develop recommendations for Fairfax County (“County”) staff on coordinating and supporting community outreach and activities related to increasing awareness of the Fairfax County Department of Cable and Consumer Services (“Department”) initiatives; identify needs, opportunities and channels to amplify messages; identify and create, as necessary, content to support engagement by members of the Commission; and engage with County staff to review Department outreach initiatives, including promotion and awareness efforts, suggest best practices and explore additional opportunities.
2. The Financial Scams and Fraud Committee is established to support Department education and outreach initiatives specific to financial scams and fraud; explore best practices and opportunities for coordination and collaboration with other County and

third-party entities; and contribute content to Community Engagement Committee as appropriate.


AND FURTHER RESOLVED THAT:

1. At the first Commission meeting of each calendar year, the Chairperson of the Commission may appoint at least four members of the Commission to each committee, of which the Chairperson of the Commission shall designate one to serve as the Committee Chairperson, with the consent of a majority of the Commission. Committee members shall serve at the pleasure of the Commission. The Commission may make additional appointments during the calendar year as necessary. A committee appointment shall immediately terminate if the individual ceases to serve as a member of the Commission.
2. The Committee Chairperson shall work with the Committee's Staff Coordinator to ensure all applicable requirements of the Virginia Freedom of Information Act, Va. Code §§ 2.2-3700 et seq. are met.
3. Each Committee shall meet quarterly, or more frequently as needed.
4. Matters addressed and initiatives undertaken by each Committee can be self-generated, assigned by the Commission, or at the request of County staff supporting the Commission. Any such matters must fall within the scope of the Commission's powers and duties as set forth in the County Code Section 10-3-2.
5. No Committee may engage in any matter or discussion relating to the denial, revocation, or suspension of a professional or occupational license or permit, including, without limitation, any such permit or license pursuant to County Code Chapters 28.1, 31, 82, 84.1, and 86.
6. Each Committee, shall have the authority to propose an all-virtual meeting policy in accordance with the requirements of Virginia Code § 2.2-3708.3(C) and § 2.2-3701(A) for their respective Committee.
7. The Committee Chairperson shall work with the Staff Coordinator, who shall be responsible for taking minutes of a Committee meeting, to ensure the minutes of a Committee meeting are gathered, reviewed, and approved by the Committee and posted in the same manner described in the Commission's bylaws, and in accordance

with the requirements of Virginia Code § 2.2-3707.2. Staff Coordinator shall ensure such approved minutes are made available for inclusion in the minutes of the next scheduled meeting of the Commission, when practicable.

8. The Committee Chair shall provide updates at Commission meetings, at least quarterly, on the Committee's meetings and activities.
9. Each Committee shall contribute content to be published in the Commission's annual report that describes the actions of the Committee and plans for future actions and activities.
10. Each Committee Chairperson shall annually report to the Commission regarding the appropriateness and effectiveness of each Committee and make a recommendation whether to continue, modify or terminate that Committee.

A Copy Teste:



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Jason J. Kratochvil, Chairperson  
Fairfax County Consumer Protection Commission