Charter
LGBTQIA+ Advisory Committee

Section 1 – Purpose and Mission: The County Manager establishes the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, and Asexual (LGBTQIA+) Advisory Committee to seek advice on issues impacting LGBTQIA+ residents and to provide a voice for LGBTQIA+ residents across Arlington County government.

Section 2 – Functions and Scope: The LGBTQIA+ Advisory Committee will keep county and community leadership apprised of issues and actions regarding the needs of LGBTQIA+ residents, make recommendations to ensure LGBTQIA+ residents can thrive in the county, and work to increase understanding and support for the LGBTQIA+ community. More specifically, the Committee will:

1. Promote visibility and encourage support and acceptance for Arlington's LGBTQIA+ residents and workers.
2. Work with businesses, community organizations, and Arlington County government to develop, promote, and collaborate on methods of ensuring inclusion of LGBTQIA+ individuals, issues, and concerns.
3. Work with law enforcement and the Office of Human Rights to monitor crimes and discrimination targeting LGBTQIA+ residents and workers and recommend actions to ensure the safety and protection of rights for the LGBTQIA+ community.
4. Promote the development of knowledge, understanding, and practices related to helping LGBTQIA+ residents and workers thrive.
5. Make recommendations on LGBTQIA+ affirming legislation, policies, and programs.
6. Collaborate with other organizations, agencies, and advisory bodies to promote understanding and support for LGBTQIA+ residents and workers.
7. Collaborate with the county and other organizations to celebrate Pride Month and other events to support, celebrate, and recognize the contributions of LGBTQIA+ residents to the community and their history.
8. Provide outreach and an outlet for Arlington's LGBTQIA+ residents and workers to express their concerns regarding matters impacting the LGBTQIA+ community.
9. Consider the future role of the Committee as an advisor to the County Manager, and how best to provide advice on LGBTQIA+ related issues which come before the County Manager.
10. Review and monitor prior recommendations put forth by the Committee and determine which of those recommendations as yet are unfulfilled and should be pursued according to what priority; specify what further actions, if any, need to be undertaken; and develop an overall recommended strategy for accomplishing these purposes.

Section 3 – Membership: The LGBTQIA+ Advisory Committee shall be comprised of no more than 15 members. These members are drawn from members of the LGBTQIA+ community who live or work in Arlington, organizations serving the LGBTQIA+ community in Arlington, and individuals with a strong interest in furthering the mission of the committee.

The County Manager will appoint and maintain a roster of members. Members will be appointed for two-year terms. It is the County's goal that the committee represent the varied voices, opinions, and experiences of Arlington's diverse community. To achieve this, each member's term will be renewable up to a maximum of five consecutive terms (10 years). Members are expected to

participate regularly and may be subject to dismissal if attendance at regular meetings falls below 50% in one calendar year. The County Manager will also appoint representatives from relevant county Departments and Offices to serve as liaisons to the Committee. The liaisons will not have voting power.

A member of the Committee who fails to attend three LGBTQIA+ Advisory Committee meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign their remaining term on the Committee. The Committee Chair, after consultation with the staff liaison, shall notify the member if such an action is warranted. Additionally, any Committee who exhibits disruptive, disorderly, or offensive behavior, fails to act in a manner consistent with the mission of the LGBTQIA+ Advisory Committee, or engages in behavior contrary to the mission of the LGBTQIA+ Advisory Committee, may be expelled from the Committee with a two-thirds majority vote of the Committee.

Chair and Vice Chair: The Committee shall elect a Chair who shall lead the efforts of the Committee. This includes developing the agenda for meetings, representing the Committee before the public, and running meetings. The Committee shall also elect a Vice Chair who will serve as Chair in the event of the Chair's absence from a meeting and perform other duties as requested by the Chair in furtherance of the mission of the Committee. Both the Chair and Vice Chair shall serve for two years and may be eligible for reelection. The LGBTQIA+ Advisory Committee **C**hair and Vice Chair may serve in this position for no more than two consecutive two-year terms.

Subcommittee Membership: The LGBTQIA+ Advisory Committee may create subcommittees or task forces, as necessary, to accomplish specific Committee missions and the Chair shall appoint subcommittee leadership. Subcommittee membership may include persons who are not on the LGBTQIA+ Advisory Committee.

Section 4 – Staff Liaison: The County Manager shall appoint a member of staff to serve as liaison to the LGBTQIA+ Advisory Committee. The liaison shall secure meeting space for Committee meetings, publish the agenda at least one week prior to meetings on the county website and distribute to committee members, ensure that meetings can be conducted as hybrid virtual/in-person meetings, take meeting minutes and publish to the county website, and ensure county support for the furtherance of the mission of the committee as appropriate.

Section 5 – Meetings: The LGBTQIA+ Advisory Committee will meet as needed to adequately fulfill its role and responsibilities outlined in this charter but at least once a quarter. Agendas will be available to the public at least one week prior to each meeting. Subcommittees will meet as needed.

Agendas and meeting minutes will be made available to the public on the county website in a timely manner. Members of the public will be allowed to provide public comment at each meeting in a manner determined by the Chair.

Section 6 – Reporting to the County Manager: The LGBTQIA+ Advisory Committee will at a minimum submit an annual report to the County Manager to be made available on the county website.

Section 7 – Quorum and Voting: A third of Committee must be present during a meeting to constitute a quorum. If the Committee does not have a quorum, no votes can be taken until a quorum is achieved. Motions properly seconded and brought for a vote must pass with support from one more than half of Committee members present.

Section 8 – Update of this Charter: Every three years, the LGBTQIA+ Advisory Committee shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the County Manager.