

**BYLAWS**  
**State and Local Advisory Team for the Children's Services Act**

**ARTICLE I – Name**

The name of this entity shall be the “State and Local Advisory Team hereinafter referred to as the “SLAT”.

**ARTICLE II – Purpose and Powers**

The SLAT was created by the 1992 General Assembly of the Commonwealth of Virginia as the State Management Team as set forth in Chapter 46 Section 2.1-747 of the *Code of Virginia* of 1950. The 2000 General Assembly renamed the State Management Team as the State and Local Advisory Team and modified its duties. Its activities shall be in all respects conducted in accordance with Virginia law and regulations.

In accordance with Section 2.2-5201 of the *Code of Virginia*, the SLAT has developed bylaws to govern its operations which have been approved by the State Executive Council for Children’s Services, hereinafter referred to as the “SEC.”

Specifically, the SLAT was established to better serve the needs of youth and their families by advising the SEC on managing cooperative efforts at the state level and providing support to community efforts. Pursuant to Section 2.2-5202, *COV* the SLAT may:

1. Advise the SEC on state interagency program policies that promote and support cooperation and collaboration in the provision of services to youth and their families at the state and local levels;
2. Advise the SEC on state interagency fiscal policies that promote and support cooperation and collaboration in the provision of services to youth and their families at the state and local levels;
3. Advise state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of youth and their families; and
4. Advise the SEC on the effects of proposed policies, regulations, and guidelines.

**ARTICLE III – Membership and Terms**

The *SLAT* shall be appointed by and be responsible to the SEC as set forth in Section 2.2-5201, *Code of Virginia*. The membership and terms of appointment shall be as delineated in §2.2-5201. Each organization and/or association may recommend up to two alternates. The primary representative shall have primary responsibility for full participation. Each alternate shall also be appointed by the SEC and shall serve the same term as the member.

Any person serving on the SLAT who does not represent a public agency shall file a statement of economic interests as set out in Section 2.2-3117, *Code of Virginia* (State and Local Government Conflict of Interests Act). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

#### ARTICLE IV – Duties of Membership

The state agencies represented on the SLAT shall support the development and implementation of a collaborative system of services and funding. This support shall include, but not be limited to, the provision of timely fiscal information, aggregate data on youth, families, and services, and assistance in training local agency personnel on the system of services and funding.

Official positions regarding SLAT policy and procedure shall be established and approved by a majority vote. SLAT members should be cognizant of these positions and reflect on them when appropriate while representing the SLAT at public meetings and functions.

#### ARTICLE V – Officers

The SLAT shall annually elect a chair from among the local government representatives, including the members who are representatives of one of the different participants of community policy and management teams and the local Children's Services Act coordinator or program manager. The chair shall be responsible for convening the SLAT and presiding over all meetings, setting the agenda, making assignments, and serving as a voting member of the SEC. The SLAT shall also annually elect a vice-chair. In the absence of the chair, the vice-chair will assume the role of the chair with all powers and responsibilities.

#### ARTICLE VI – Election of Officers

A nominating committee for the selection of officers for the next fiscal year shall be appointed by the chair no later than the penultimate meeting in any given fiscal year. It shall be the duty of the nominating committee to nominate candidates for the offices of chair and vice-chair and to report these nominations no later than the final meeting of any fiscal year. The election of officers shall occur at the final meeting held in the fiscal year. Prior to the election, additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers shall assume office on July 1. In the event that appointments are delayed, the SLAT may modify this schedule and may appoint an interim chair.

The term of office shall be for one year. Officers shall serve until such time as their term expires or a successor is elected, whichever last occurs. No officer may serve more than three consecutive terms in the same office. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting to constitute an election.

In the event a vacancy occurs in one of the elected offices, the vacancy shall be filled by a special election for the unexpired term by a majority vote of all SLAT members present at the first meeting following the announcement of the vacancy or as soon thereafter as possible.

## ARTICLE VII – Meetings

A meeting of the SLAT occurs when a majority of the membership sits as a body or as an informal assemblage, wherever held. Minutes shall be taken of all meetings.

All meetings shall be conducted in an orderly manner subject to Robert's Rules of Order and any applicable state law (e.g., the Freedom of Information Act).

An annual meeting schedule for the coming year shall be set at the final meeting of any fiscal year.

Regular meetings of the SLAT and executive committee shall be held as described or published on the Commonwealth Calendar and at a time and location convenient to members.

All meetings of the SLAT and executive committee are open to the public and all interested parties.

Special meetings shall be convened at the discretion of the chair as the need arises and at the written request of at least two members of the SLAT.

The presence of a majority of the SLAT membership shall constitute a quorum. When less than a quorum is present, meetings may be held for purposes of information sharing, determining SLAT business, etc., but in no instance may any voting take place with less than a quorum present.

All decisions regarding the establishment and implementation of SLAT policy and procedure, including all motions presented and acted upon, will be accomplished by a majority vote of the membership as so signified by the chair, and recorded by the Office of Children's Services.

Members or designated alternates must be present (in person or through approved virtual participation) to record their votes. Each state agency member and non-state agency member shall have one vote by the primary member or designated alternate. All questions of parliamentary procedure and voting on all motions and amendments shall be governed by the guidelines as set forth in Robert's Rules of Order.

Individual members will endeavor to attend all officially called or scheduled meetings of the SLAT, and when unable to be present shall be represented by their designated alternate, who shall act with all the authority of the appointed member, including the right to vote on all matters coming before the SLAT.

All notices of meetings and minutes will be distributed to the membership prior to the convening of the following or subsequent meeting.

The Office of Children's Services (OCS) is responsible for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the SLAT.

### ARTICLE VIII – Executive Committee, Purpose, Function, and Membership

The executive committee shall be composed of the chair and vice-chair. The Executive Director, of OCS, or their designee, shall serve in an ex-officio capacity. The immediate past chair may serve in an ex-officio capacity, by action of the SLAT.

The meetings of the executive committee will be open to the public and published as appropriate. SLAT members are invited to attend executive committee meetings.

The purpose of the Executive Committee shall be to enhance the efficiency and effectiveness of the work of the SLAT by:

1. Establishing the agenda, scheduling the meetings, and managing the flow and distribution of work;
2. Monitoring the progress of SLAT committees on assigned tasks and integrating the work of various committees through coordination with committee chairs;
3. Serving as a facilitator by reviewing and making recommendations on options to resolve a lack of consensus on issues under consideration;
4. Assuring representation of the SLAT at all meetings of the SEC; and
5. Representing the SLAT in matters that cannot be addressed at its regular meetings. This responsibility shall not extend beyond existing policies, procedures, or decisions previously made or established by the SLAT.

### ARTICLE IX – Committees

Committees may be formed by the chair as required after appropriate consultation with the membership. A committee chair and an acceptable number of committee members shall be appointed. Each committee may be dissolved at the discretion of the SLAT-chair once its appointed task is completed.

### ARTICLE X – Notice and Waiver of Notice

Any notice required to be given by these Bylaws may be given by electronic mail, mailing, or delivering the same to the person entitled thereto at his or her address recorded with the OCS and such notice shall be deemed to have been given at the time of such mailing or delivery. Any notice required by these Bylaws to be given may be waived by the person entitled to such notice.

ARTICLE XI – Amendments

These Bylaws may be amended at any regular meeting of the SLAT by an affirmative vote of a majority of the members, provided that the membership is notified in writing of any proposed amendment to said Bylaws prior to the convening of the meeting when such amendment is discussed and acted upon. The Bylaws shall be revised by the SLAT, or an appointed subcommittee as required but no less than once every three years from the date of their adoption, provided that all amendments to these Bylaws must be approved by the SEC.

ARTICLE XII – Severability

It is hereby declared to be the intention of the SLAT that the articles, paragraphs, sentences, clauses, and phrases of these Bylaws are severable; and if any phrase, clause, sentence, paragraph, or article of these Bylaws shall be determined by an administrative agency or court of competent jurisdiction to be in violation of the laws of the Commonwealth of Virginia or the United States of America, of no effect, but the remaining phrases, clauses, sentences, paragraphs, and articles shall remain in full effect.

The foregoing Bylaws of the State and Local Advisory Team for the Children's Services Act were duly adopted by the State and Local Advisory Team on August 3, 2023 and approved by the State Executive Council on September 14, 2023.

Deed D. Mills  
Chair  
State Executive Council for Children's Services

Date: 9/14/2023

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Chair  
State and Local Advisory Team

Date: 9/14/23