

**CHILDREN’S SERVICES ACT (CSA)  
STATE EXECUTIVE COUNCIL FOR CHILDREN’S SERVICES  
BYLAWS**

**ARTICLE I: NAME**

As authorized in § [2.2-2648.B](#) of the *Code of Virginia*, the name of this body shall be the State Executive Council for Children’s Services, hereafter referred to as the Council.

**ARTICLE II: PURPOSE**

The purpose and objectives of the Council shall be to assure collaborative programmatic policy development, fiscal policy development, and administrative oversight for the efficient and effective provision of child-centered, family-focused, and community-based services to eligible children/youth and their families in the least restrictive, appropriate environment. Further, the Council strives to ensure that the Governor and appropriate Cabinet Secretaries are well-informed in matters related to the aforementioned areas.

**ARTICLE III: MEMBERSHIP**

**Section 1**

The members of the Council shall be as set forth in [§ 2.2-2648.B](#) of the *Code of Virginia*.

**Section 2**

The juvenile and domestic relations district court judge, local officials, private providers, parent, and service recipient representatives shall be appointed by the Governor. The member from the House of Delegates shall be appointed by the Speaker of the House and the member from the Senate by the Senate Committee on Rules. All Governor’s appointments shall be for a term not to exceed three years and limited to no more than two consecutive terms.

**Section 3**

State agency heads may designate their chief deputies, or other senior agency staff, as alternates, hereafter referred to as delegates, with full authority to speak on behalf of the agency head and to commit agency resources. Such delegation shall be accomplished in written format and provided to the Council Chair. Delegates shall not be members of the State and Local Advisory Team.

## **ARTICLE IV: ATTENDANCE**

### **Section 1**

Members/delegates are expected to attend all regularly scheduled meetings of the Council.

### **Section 2**

In the event neither an agency head nor their delegate can attend the meeting, an alternate representative vested with the same decision-making authority, including the commitment of agency-wide resources, may be designated to represent the member for that meeting. The alternate may vote only with a written designation of the member/delegate. Alternates may not be members of the State and Local Advisory Team. The use of alternates is expected to be minimal.

## **ARTICLE V: MEETINGS**

### **Section 1**

Pursuant to [§ 2.2-2648](#) of the *Code of Virginia*, the Council shall meet, at a minimum, quarterly.

### **Section 2**

The Chair may convene special meetings with appropriate notification to all members.

### **Section 3**

A quorum, consisting of 50 percent plus one of the current voting members or their designated delegates/alternates shall be present to conduct any official business. Vacancies shall not count against a quorum. Roberts Rules of Order shall guide the transaction of business. The members representing the House of Delegates and the Senate shall not be included for the purposes of constituting a quorum. In the event of a tie vote, the Chair shall serve as a tiebreaker.

### **Section 4**

1. The agenda for each meeting shall be finalized by the Chair in consultation with the Director of the Office of Children's Services.
2. All items requiring action shall be identified by the Chair for inclusion on the formal, written agenda.

3. At each meeting, members shall be afforded the opportunity to request items for inclusion on the next meeting's agenda, as well as time for comments and announcements.
4. Additionally, each meeting shall include a public comment period with each public comment limited to five (5) minutes and the total comment period limited to 30 minutes. On a motion of the Council, the period may be expanded.
5. No action shall be taken as a result of comments during the above-referenced announcement and public comment period, but rather action shall be deferred until the following meeting. On a motion of the Council, this restriction may be waived.
6. Secretarial services will be provided by the Office of Children's Services.

## **ARTICLE VI: OFFICERS**

### **Section 1**

1. Pursuant to [§ 2.2-2648.C](#), of the *Code of Virginia*, the Secretary of Health and Human Resources, or a designated deputy, shall serve as chair and will convene the Council.

## **ARTICLE VII: DUTIES OF THE OFFICERS**

### **Section 1**

The powers and duties of the Chair shall be to:

1. Serve as the leader of the organization.
2. Advise the Governor and the appropriate Cabinet Secretaries on behalf of the Council.
3. Respond to legislative requests and address legislative committees on behalf of the Council.
4. Call and preside at meetings.
5. Prepare an agenda, in collaboration with the Executive Director, Office of Children's Service for each meeting.

### **Section 2**

In the absence of the Secretary of Health and Human Resources or a designated Deputy Secretary, the Director of the Office of Children's Services shall serve as convener of the Council.

## **ARTICLE VIII: ORGANIZATION**

### **Section 1**

The duties and responsibilities of the Council, as defined in [§ 2.2-2648. D](#) of the *Code of Virginia* and as stated in the CSA Items of the Appropriation Act, relate to the approval of policy and administrative oversight for the Children's Services Act (CSA). Additionally, the Council is solely responsible for the appointment of work groups, assignment of tasks, and general timeframes in which the requested product will be bought before the Council for consideration.

## **ARTICLE IX: AMENDMENTS**

Any proposed amendment to these bylaws, other than those related to General Assembly action, shall be submitted to the membership of the Council not less than fourteen calendar days prior to the meeting at which action is to be considered. Any amendment shall become a part of these bylaws by a majority vote of those present at a regularly scheduled Council meeting.

ADOPTED-OCTOBER 30, 1998

REVISED 5/00 Based On House Bill 1510 (2000 Session)

REVISED 7/03 Based on House Bill 1955 and related (2003 Session)

REVISED 07/09 Based on Senate Bill 1179 (2009 Session)

REVISED 07/10 Based on Senate Bill 286 (2010 Session)

REVISED 2/13 Based on Senate Bill 396 and related (2012 Session)

REVISED 7/15 Based on Senate Bill 850 (2015 Session)

REVISED 9/16 Based on House Bill 369 (2016 Session)

REVISED 12/23