

**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 conducted in accordance with the laws and regulations of the Commonwealth of Virginia.

In accordance with [§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 [§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 potential 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 [§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 required by Section 2.2-3117 of the Code of Virginia (State and Local Government Conflict of Interest Act). If required, individuals representing public agencies shall file such statements in accordance with the State and Local Government Conflict of Interest 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.

A majority vote shall establish and approve official positions regarding SLAT policy and procedure. SLAT members should be aware of these positions and reflect on them when appropriate, particularly when 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 members who represent one of the different participants in 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 chair's role, exercising all powers and responsibilities.

### **ARTICLE VI – Election of Officers**

A nominating committee for the selection of officers for the next two-year term shall be appointed by the chair no later than the penultimate meeting in any given election 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 the fiscal year in which the terms of the chair and vice-chair end. The election of officers shall take place at the final meeting held during the term year. Before the election, additional nominations from the floor will be permitted for all offices, provided the nominee consents.

An officer's term shall begin on July 1 of the first year of the term. If appointments are delayed, the SLAT may modify this schedule and may appoint an interim chair.

The term of office shall be for two years. Officers shall serve until their term expires or a successor is elected, whichever last occurs. No officer may serve more than two 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.

If a vacancy occurs in one of the elected offices, the vacancy shall be filled by a special election for the unexpired term, conducted 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 [Virginia Freedom of Information Act](#)).

An annual meeting schedule for the upcoming year shall be established at the final meeting of each fiscal year.

Regular SLAT and executive committee *meetings* shall be held as described or published on the [Commonwealth Calendar](#), at a time and location convenient to the members.

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

Special meetings shall be convened at the chair's discretion as needed and upon the written request of at least two members of the SLAT.

Members or designated alternates will follow the parameters outlined in the State Executive Council for Children's Services Policy 2.1.3 to govern individual participation in SLAT meetings via electronic means.

A quorum is formed when a majority of the SLAT membership (in person or through approved virtual participation) is present. When fewer than a quorum is present, meetings may be held to share information, determine SLAT business, and so on, but voting may not take place.

All decisions regarding the establishment and implementation of SLAT policy and procedure, including all motions presented and acted upon, will be made by a majority vote of the membership, as 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 and non-state agency member shall have one vote, cast by the primary member or a designated alternate. All questions of parliamentary procedure and voting on all motions and amendments shall be governed by the guidelines outlined 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 the same authority as the appointed member, including the right to vote on all matters 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.

Executive committee meetings 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 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**

The chair may form committees as required after consulting with the membership appropriately. 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 by these Bylaws may be given by electronic mail, mail, or delivery to the person entitled thereto at their 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 to whom such notice is required to be provided.

**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 these Bylaws prior to the meeting at which such amendment is discussed and acted upon. The SLAT shall revise these Bylaws, 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 that the intention of the SLAT is that the articles, paragraphs, sentences, clauses, and phrases of these Bylaws are severable. If any phrase, clause, sentence, paragraph, or article of these Bylaws shall be determined by an administrative agency or court of competent jurisdiction to violate 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 February 6, 2025, and approved by the State Executive Council on March 13, 2025.