

Employment Service Organization Steering Committee (ESOSC) Bylaws

(12/02/2019)

Article I. Name, Authorization and Purpose

Article II. Meeting Procedures

Article III. Membership

Article IV. Bylaws Amendments

Article I. Name, Authorization, and Purpose

The Employment Service Organization Steering Committee (the Committee) is established as an advisory board, within the meaning of § 2.2-2100 of the Code of Virginia, in the executive branch of state government.

The purpose of the Committee shall be to report to and advise the Commissioner of the Virginia Department for Aging and Rehabilitative Services on policy, funding, and the allocation of funds to employment services organizations for Long-Term Employment Support Services and Extended Employment Services pursuant to § 51.5-169.1 of the Code of Virginia.

Article II. Meeting Procedures

Section 1. Public Meetings, Agendas, and Minutes.

- A. All meetings of the Committee are open to the public and notice of the date, time, and place of such meetings shall be posted publicly.
- B. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the Committee shall be made available for public inspection at the same time such documents are furnished to the Committee.
- C. Minutes shall be recorded at all open meetings. Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. All minutes shall be reviewed and approved at the subsequent meeting.
- D. All members shall abide by the public meeting requirements established by FOIA.

Employment Service Organization Steering Committee (ESOSC) Bylaws

(12/02/2019)

Section 2. General Meeting Standards

- A. The Committee shall meet no more than four times per year.
- B. Electronic participation during meetings by Committee members shall be governed by the Committee's Electronic Meeting Policy.
- C. The most recent edition of Robert's Rules of Order Newly Revised shall govern meetings of the Committee in all cases to which the Rules are applicable and when they are not inconsistent with these Bylaws.
- D. Non-members and members of the public shall be afforded an opportunity to provide input during two public comment periods per meeting (one at the beginning and one at the end of the meeting). Committee staff will make a sign-up sheet available for public comment. Depending on the amount of public comment as well as meeting agenda and timing, public comments may be time limited. Written public comments will also be accepted by the Committee. The receipt of written comments shall be noted verbally by the Chair during the meeting and in the minutes.

Section 3. Quorum and Voting

- A. Five members of the Committee present in one location shall constitute a quorum.
- B. A quorum shall be required for any official action or vote of the Committee.
- C. In the absence of a quorum, the present members may continue to meet to hear informational items and minutes shall be recorded, but the Committee shall not take any official action.
- D. All appointed Committee members have voting privileges.

Section 4. Attendance

- A. Committee members are expected to attend all regularly scheduled meetings.
- B. Committee members shall confirm attendance or absence as requested by staff in advance of the meeting.
- C. If two consecutive meetings are missed without notice, and attempts by Committee staff to contact the Committee member have been unsuccessful, the Committee staff, in consultation with the Chair, may request a review to the original appointing individual or body which has the sole authority to terminate the relationship and appoint an individual to fill the vacancy for the unexpired term.

Employment Service Organization Steering Committee (ESOSC) Bylaws

(12/02/2019)

Section 5. Staff Support, Compensation, and Expenses

- A. The Department for Aging and Rehabilitative Services shall provide staff support as required to conduct the business of the Committee.
- B. Committee members shall receive no compensation for their services, but

Committee members shall be reimbursed for expenses to attend Committee meetings in compliance with Virginia State travel regulations.

Article III. Membership

Section 1. Composition

- A. The Committee shall consist of 11 nonlegislative citizen members who shall be appointed as follows:
 - 1. Four members to be appointed by the Senate Committee on Rules, two of whom shall be representatives of the Virginia Association of Community Rehabilitation Programs, one of whom shall be a representative of the Virginia Goodwill Network, and one of whom shall be a representative of the Virginia Association of People Supporting Employment First;
 - 2. Five members to be appointed by the Speaker of the House of Delegates, two of whom shall be representatives of the Virginia Association of Community Rehabilitation Programs, one of whom shall be a representative of the Virginia Goodwill Network, one of whom shall be a representative of the Virginia Association of People Supporting Employment First, and one of whom shall be an individual who has a family member receiving services in an employment services organization that is eligible to receive funding pursuant to § 51.5-169.1 of the Code of Virginia; and
 - 3. Two at-large members to be appointed by the Governor.
- B. No employee, agent, or representative of the Commonwealth may serve as a member of the Committee.
- C. Committee staff will provide newly appointed members a copy of these Bylaws and other information pertinent to their duties, including information on the Virginia FOIA and the Virginia Conflict of Interests Act.

Employment Service Organization Steering Committee (ESOSC) Bylaws

(12/02/2019)

Section 2. Appointments and Terms

- A. Committee members shall serve a term of three years.
- B. Committee members shall serve no more than two consecutive three-year terms.
- C. Vacancies shall be filled in the same manner as the original appointments.
- D. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms.
- E. The remainder of any term to which a Committee member is appointed to fill a vacancy shall not constitute a term in determining the Committee member's eligibility for reappointment.
- F. Committee members may serve beyond two consecutive terms until a new member has been appointed to replace the original Committee member.

Section 3. Section 5. Conflict of Interest & Financial Disclosure Statements

A. All appointed members shall participate in training on the Virginia Conflict of Interests Act within two months after he or she is appointed and at least once during each consecutive period of two calendar years commencing on the first odd-numbered year thereafter as required by §2.1-3130 of the Code of Virginia.

B. In accordance with the requirements set forth in § 2.2-3118.2 of the Code of Virginia, all appointed members shall electronically file a financial disclosure form of their personal interests and such other information as is required on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council pursuant to § 2.2-3118 of the Code of Virginia and thereafter shall file such form annually on or before February 1.

Section 4. Resignations and Terminations

- A. Committee members who resign from the Committee prior to the end of their term shall submit a letter of resignation to the Committee Chair, the Speaker of the House of Delegates for House appointees, the Chair of Senate Rules for Senate appointees, and the Secretary of the Commonwealth for gubernatorial appointees.
- B. Committee staff shall be copied on all letters of resignation.

Employment Service Organization Steering Committee (ESOSC) Bylaws

(12/02/2019)

Section 5. Officers

- A. Each year, the Committee shall elect a Chair and a Vice-Chair from among its Committee members at the second meeting of the state fiscal year. (The state fiscal year begins on July 1 each year.)
- B. Terms shall commence upon adjournment of the meeting in which the elections were held.
- C. Officers shall serve no more than two consecutive terms in each office.
- D. The duties of the Chair are:
 - a. To preside at all scheduled meetings;
 - b. Sign or authorize all letters, reports, and official communications of the Committee; and
 - c. Coordinate with Committee staff to develop meeting agendas.
- E. The duties of the Vice-Chair are:
 - a. Perform the duties of the Chair in the absence of the Chair; and
 - b. Assist the Chair as requested.
 - c. If the Chair does not complete his/her term, the Vice-Chair shall complete the remainder of the term.
 - d. If the Vice-Chair cannot complete his/her term, the Committee will elect a new Vice-Chair to fill the remainder of the current term at the next regularly scheduled meeting.

Article IV. Bylaws Amendments

- A. These bylaws may be amended by two-thirds (2/3) vote of the members present at any properly noticed meeting providing that the proposed amendments are submitted to the Committee in writing at the meeting immediately preceding the meeting at which the vote is to be taken, and that notice of consideration of the proposed bylaws amendments has been included in the notice of such meeting.
- B. These bylaws, and any subsequent amendments, shall become effective on the date they are adopted.