

VA State Board of Social Services
Central Region Office
1604 Santa Rosa Road
Richmond, VA

Bylaw Subcommittee Notes
August 18, 2011

Attending
SBSS officers
Al Wilson
Karin Clark
Margaret Schultze
Pat Rengnerth-recorder

Reviewed subcommittee charge and established timeline for subcommittee work
Reviewed considerations from staff and Office of Attorney General
Reviewed by-laws from other regulatory bodies

Article II
Orientation

All new members appointed to the State Board shall receive an orientation that includes information about the roles and responsibilities of the Board; the committee structure and bylaws of State Board; roles and responsibilities of the Department of Social Services, herein referred to as the Department; Title 53.2 of the Code of Virginia, which governs the operations of the Board and the Department; the Virginia Freedom of Information Act and the State and Local Government Conflict of Interest Act.

Officers

In April of each year, the State Board Chair shall appoint an ad hoc Nominating Committee of three members to present the slate of nominees to the Board for election at the annual meeting.

Following the Quorum section:

Add notice of date, time, and place of all regular Board meetings and all committee meetings shall be announced in advance by posing the notice electronically on the Commonwealth Calendar, as required by Section 2.2-3707 of the Code of Virginia, and by written notice to Board members at least three days in advance of the date of the meeting.

Article III
Order of Business

No amendments shall be made to the agenda after it has been set without the consent of the chair and Vice Chair. To the extent possible, all items shall be mailed the next business day following setting of the agenda.

Article VII
Public Participation

It's the intent of the State Board to hold a public comment period during every regular meeting.

Article VIII

Bylaw Review

The Board shall review its bylaws every four years in the fall of the first year of the new Governor's term and amend them as necessary. Bylaws shall be signed and dated to indicate the last amendment date.

These bylaws are effective October 2009 (date change)

Members discussed creation of a FAQ section on the Board website. Public Comment timeframe, meeting date and times could also be included in this section.

Al Wilson clarified that a second is necessary for making a motion but doesn't have to be listed in the minutes.

Public Comment is officially 1:30 PM on the first day of the Board meeting; based on Board discretion the timeframe is set for 5 minutes.

Minutes are approved at the meeting and not sent out as a draft for review.