SACC Training and Development Subcommittee Bylaws APPROVED 4.9.2021

# ARTICLE I. PURPOSE, VISION, AND GOALS

## Section 1. Purpose

The purpose of the State Agency Coordinating Committee(SACC) Training and Development (T&D) Subcommittee is to share resources related to the training and development of public employees by addressing common training needs of the SACC member agencies and smaller State agencies in Texas.

## Section 2. Vision

To be a central focal point for sharing information and resources related to the training, education, and development of State employees.

## Section 3. Goals

The SACC Training and Development Subcommittee's goals are to improve the efficiency and effectiveness of public training for all State employees by:

1. Sharing resources
2. Improving practices
3. Creating alliances
4. Advocating for Training and Development's role in the public sector
5. Professionalizing Training and Development
6. Supporting public organizations with no dedicated Training and Development resources
7. Supporting accessibility of Training & Development resources

# ARTICLE II. MEMBERSHIP

## Section 1. Composition

Voting membership shall consist of one (1) representative from each SACC member agency, as named by the agency's Chief Executive Officer or their designee. Non-SACC agencies may designate a representative to be a T&D member, including mid-sized and smaller State agencies, and Texas education institutions. Agencies may send multiple people to meetings, but only the representative designated by the SACC member agency will have voting rights.

## Section 2. Attendance

Regular meeting attendance is expected, either in person or virtually. If a member cannot attend regularly, a secondary person should be designated by this agency to replace the primary person.

## Section 3. Duties

Members are expected to attend meetings and participate in the business of SACC T&D. They shall keep their agencies informed of relevant subcommittee work.

## Section 4. Terms

Terms for membership start on September 1.

# ARTICLE III. OFFICERS

## Section 1. Chair

A Subcommittee Chair will be elected by Subcommittee members for a two-year term to begin on September 1 of odd-numbered years. The Subcommittee Chair will be responsible for presiding over meetings, setting meeting times, and distributing an agenda and supporting materials for each meeting to Subcommittee members ahead of the meeting. The Chair will ensure timely distribution of Subcommittee minutes. The Chair will be responsible for managing bylaws, the membership roster, and other documents posted to the main SACC website. The Chair will attend SACC meetings and act as the main liaison by reporting on the Subcommittee’s activities, training related information of use to SACC members, as well as training and development risks or issues.

## Section 2. Vice Chair

A Subcommittee Vice Chair will be elected by Subcommittee members for a two-year term to begin on September 1 of even-numbered years. The Vice Chair will preside during the Chair's absence. The Vice Chair will be responsible for helping the Chair with meeting preparation, including coordinating with guests and speakers, and contacting agencies for active member participation or replacements. If the Chair position becomes vacant, the Vice Chair will automatically become the Subcommittee Chair. The Subcommittee members will then elect a new Vice Chair to complete the Vice Chair term or may elect to defer to fill the vacancy until the next election.

## Section 3. Secretary

A Subcommittee Secretary will be elected by Subcommittee members annually with a term beginning on September 1 each year. The Secretary will attend meetings, take minutes, and distribute minutes to all T&D members in a timely manner. The secretary is responsible for submitting the meeting minutes inclusive of any vote results and action items to the Chair before the next scheduled subcommittee meeting. The Secretary shall serve as Chair Pro-Tempore in case of Chair and Vice Chair vacancies until an election is held.

## Section 4. Program Chair

A Subcommittee Program Chair will be elected by Subcommittee members annually with a term beginning on September 1 each year. The Program Chair will attend meetings and conduct outreach to solicit presentations and participation from external participants in support of the Subcommittee’s Purpose, Vision, and Goals.

## Section 5. Sharing of Duties

The Subcommittee Secretary and Program Chair roles may be split among multiple individuals, providing the resulting arrangement allows those individuals to fulfill the responsibilities of the position(s).

# ARTICLE IV. MEETINGS

## Section 1. Frequency & Duration

Meetings will be held on the second Monday of each month unless the Subcommittee votes to meet on a different day or less frequently. Meetings may be virtual or in-person.

## Section 2. Publication

Meetings are open to all interested parties from public organizations, including Texas education institutions, smaller State agencies; provided there is no conflict of interest posed by their participation. Conflict of interest matters will be decided upon by Subcommittee Officers.

## Section 3. Special Meetings

The Chair may call special meetings as necessary. A reasonable effort to announce the subject(s), time, and place shall precede a special meeting.

## Section 4. Voting

When voting on Subcommittee matters, including elections, a simple majority of Subcommittee members, the designated representatives of the SACC member agencies, who are present during the current meeting shall determine the outcome. Split decisions will be revisited immediately. For the elections of officers, Subcommittee members shall be notified in advance of the meeting that (an) officer election(s) will be occurring.

# ARTICLE V. BYLAW AMENDMENTS

## Section 1. Creation & Notification

Proposed amendments to these bylaws shall be distributed in writing and discussed at least one meeting before they are presented for a vote. This section may be suspended with a unanimous vote of all voting members in attendance at a regularly called meeting of the Subcommittee. The notice of the meeting must state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the bylaws.

## Section 2. Approval

All amendments to the Bylaws will be submitted to the SACC for approval. Amendments become effective immediately upon an affirmative vote from the Subcommittee and approval of the SACC unless the Subcommittee votes on another effective date. Editorial changes in grammar or spelling necessary for clarification of the text only and that do not alter the intention of the text can be made after a review of the Subcommittee without requiring a vote.

## Section 3. Review

These bylaws may be reviewed at any time with the concurrence of the Subcommittee Chair or Vice Chair, with the understanding that the bylaws should be reviewed at least every other year by incoming Officers.

# ARTICLE VI. GENERAL PROVISIONS

## Section 1. Financial Reporting

By April 1 of each year, the Subcommittee will submit a report on the previous fiscal year’s activities, any financial recommendations for the SACC, and a proposed plan for SACC for the upcoming state fiscal year. If the Subcommittee has no financial activities, no report is required and the Subcommittee may report to the SACC that no financial activities have occurred or are expected to occur.

## Section 2. Documentation

The Subcommittee's official documents shall be these Bylaws, any Subcommittee reports, a current membership contact list, meeting agendas, minutes, and any correspondence related to Subcommittee business. At the end of a Subcommittee Chair's term of office, the Subcommittee's official documents from the previous term will be provided to the new Chair or a designated Officer.

# ARTICLE VII. Adoption of Bylaws

The SACC T&D bylaws were first adopted based on an affirmative vote by a majority of members present on [date]. They were revised and adopted on an affirmative vote by a majority of members present on [date], [date], and [date].