## SACC | SAQPII Subcommittee | Bylaws

### ARTICLE I - Purpose

#### Section 1.

The primary mission of the State Agency Coordinating Committee (SACC) is to examine administrative and management practices, to review problems or issues, which have impact across agency lines, and to encourage and foster management practices, which are beneficial and cost effective for all state agencies.  In furtherance of this mission, the State Agency of Quality, Process Improvement and Innovation has been established to improve the delivery of state services.

#### Mission

The mission of the Texas State Agency of Quality, Process Improvement and Innovation (SAQPII) is to promote the effective and efficient use of state agency improvement minded resources to provide a culture of continuous improvement.

#### Goals

1. Exchange ideas and information,
2. Solve problems of common objectives,
3. Facilitate professional development,
4. Communicate needs and issues that prevent change, and
5. Provide unified input to interested parties.

### ARTICLE II - Membership

#### Section 1.

SAQPII is a voluntary association composed of representatives of each state agency and institution of higher education with a process improvement function.  In this document, "agency" refers to both state agencies and institutions of higher education.

#### Section 2.

Each agency’s Quality, Process Improvement and Innovation designee will be appointed by their Director and shall represent the agency on the SAQPII. Each member agency shall be the designated representative for that agency.

#### Section 3.

SAQPII may establish work groups as necessary to accomplish its goals.

#### Section 4.

Non-SACC agencies may designate a Quality, Process Improvement and Innovation representative to be a SAQPII representative.

### ARTICLE III - Officers

#### Section 1.

The primary officers of SAQPII will be the elected Chair, Vice-Chair, and Recorder.   Eligibility to serve as a Chair and Vice-Chair is limited to Quality, Process Improvement and Innovation Professionals.  The term of office will be two years, beginning on September 1 of each alternate year.  Vacancies in any office will be filled through an election to be held as soon as practical to fill the unexpired term.

#### Section 2.

Officers may be elected for no more than two consecutive terms without the concurrence of the full SAQPII.  It is the intent of SAQPII that officers be selected from different agencies over time.

#### Section 3.

The SAQPII Chair’s responsibilities include:

* Establishing an agenda for and scheduling SAQPII meetings,
* Ensuring that the SACC Chair and the SACC liaison are properly informed of SAQPII activities,
* Attending SACC meetings, when necessary, to present information on SAQPII activities, and
* Attending any meetings of SACC subcommittee chairs as scheduled by the SACC Chair.

#### Section 4.

The SAQPII Vice-Chair will preside when the SAQPII Chair is unavailable and generally assist SAQPII in carrying out assigned responsibilities.

#### Section 5.

The SAQPII Recorder shall maintain appropriate records of SAQPII activities, including Notes of meetings.

#### Section 6.

The SACC member from the SAQPII Chair’s agency will be designated as the SACC liaison to SAQPII.  It is the responsibility of the SAQPII Chair to keep the SACC liaison properly informed of the activities of the forum.  In the event the SAQPII Chair’s agency is not a member of SACC, the SACC Chair shall serve as the liaison to SAQPII.

### ARTICLE IV - SAQPII Activities

#### Section 1.

A primary task of SAQPII will be staff work as required by the mission and goals.   Initiatives originating at the SAQPII subcommittee or workgroup level that will require more than minimal expenditure of staff time will be cleared with the SAQPII Chair prior to actual commencement of the project.

#### Section 2.

Each agency present will have one vote in SAQPII matters requiring a vote as posted on the agenda. **All meetings must have at least a 51% of SACC agency members present to constitute a quorum. Only members of the SACC are eligible to vote.**

### ARTICLE V - General Provisions

#### Section 1.

Meeting schedules and agendas will be provided to members at least two weeks prior to regular meetings.

#### Section 2.

Meeting schedules and agendas will be provided to members as soon as practical, if any emergency or specially-called meeting is required.

#### Section 3.

SAQPII meetings will be held quarterly, at a minimum.  Special meetings can be held at the call of the Chair, the SACC Chair, or at the request of five or more members when necessary.

#### Section 4.

SAQPII recommendations will be submitted to SACC for consideration and review, prior to any other formal action.

#### Section 5.

SAQPII bylaws and amendments will be submitted to SACC for approval.