

# COMMONWEALTH OF VIRGINIA

## By-Laws of the Professional Standards Committee

Approved: March 2023

### ARTICLE I Name

The name of this committee shall be the Professional Standards Committee (the Committee).

### ARTICLE II Functions

The Professional Standards Committee (the Committee) shall have the responsibility for establishing voluntary accreditation standards and measures by which local sexual and domestic violence programs can be systematically evaluated with a peer-reviewed process. The Committee may adopt bylaws for its operation, fees, and other items as necessary. Fees for accreditation shall be used to support any administrative costs of the Department of Criminal Justice Services (the Department). Upon request of the Committee, the Department and the Virginia Sexual and Domestic Violence Action Alliance (the VSDVAA) may provide accreditation assistance and training and resource material that will assist the local programs in obtaining or retaining accreditation. The Department shall provide staff support to the Committee.

The function of the Committee shall be to carry out the responsibilities assigned to it under Chapter 1 of Title 9.1 of the *Code of Virginia* (§ [9.1-116.3](#)).

### ARTICLE III Members

#### Section 1.

Membership of the Committee is established by § 9.1-116.3 of the *Code of Virginia*.

- a. The Committee shall consist of the following: one nonvoting member representing the Department of Criminal Justice Services; one nonvoting member appointed by and representative of the Department of Social Services; one nonvoting member appointed by and representative of the Virginia sexual and domestic violence coalition; and 12 nonlegislative citizen members appointed by the Governor, who shall be leadership staff of local sexual and domestic violence programs. The nonlegislative citizen members appointed by the Governor shall serve for terms of four years, provided that no voting member shall serve beyond the time when they hold the office or employment by reason of which they were initially eligible for appointment. Members appointed by the Governor shall not be

eligible to serve for more than two consecutive terms. The appointment of members shall take into consideration racial and ethnic diversity and shall be representative of regional and geographic locations of the Commonwealth. The Committee shall elect a Chairman and Vice-Chairman from among its members.

- b. The majority of the voting members of the Committee shall constitute a quorum.
- c. Members of the Committee shall not receive compensation but shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in § [2.2-2825](#) of the *Code of Virginia*.
- d. The Committee shall have the following duties and responsibilities:
  - 1. Establish voluntary accreditation standards and measures by which local sexual and domestic violence programs can be systematically evaluated with a peer-reviewed process;
  - 2. Review and vote on accreditation status recommendations for applicant programs;
  - 3. Establish a subcommittee as needed to address appeals from applicant programs; and
  - 4. Periodically evaluate and revise accreditation standards and measures.
- e. The Department shall have the following duties and responsibilities:
  - 1. Establish accreditation procedures by which local sexual and domestic violence programs can be systematically evaluated with a peer-reviewed process;
  - 2. Assist local programs in obtaining or retaining accreditation;
  - 3. Review and evaluate applications for accreditation; and
  - 4. Determine accreditation status recommendations for applicant programs and present such recommendations to the Committee.

## **Section 2.**

- a. In any instance where a member is absent from three consecutive regularly scheduled meetings of the Committee, the Chair shall then call the absences to the attention of the member in writing on behalf of the Committee and take action as agreed upon by the Committee.
- b. In any instance where a seat is vacated, a replacement shall be made by the Governor. The newly appointed member will serve for a term of four years starting from the date of appointment, provided that they shall not serve beyond the time when they hold the office or employment by reason of which they were initially eligible for appointment.

**ARTICLE IV  
Officers**

**Section 1.**

- a. A Chair and Vice-Chair, who shall be voting members and who shall be leadership staff of local sexual and domestic violence programs, shall be elected annually.
  
- b. An officer can serve two terms at one year per term as either Chair or Vice-Chair.

**Section 2.**

In the absence of the Chair, the Vice-Chair shall preside at meetings and perform such additional duties as are required by the Committee and necessitated by the absence of the Chair. In the event of the absence of both of these officers, the Chair shall appoint a Chair Pro Tempore and, if they do not, the quorum of members present at any meeting shall elect a Chair Pro Tempore to preside for that meeting.

**Section 3.**

Staff of the Department shall be responsible for the recording and maintenance of minutes of the meetings of the Committee and any of its subcommittees.

**ARTICLE V  
Meetings**

**Section 1.**

The Committee shall hold no fewer than four regular meetings a year. The Chair, either upon their own motion or upon written request of any five members of the Committee, in consultation with Department staff, shall fix the meeting dates, times and locations.

**Section 2.**

A majority of voting members of the Committee shall constitute a quorum to conduct business. Decisions shall be made by the majority of those present and voting. The Chair shall determine that a quorum is present prior to the conduct of business at any meeting. In the absence of a quorum, the Chair will call the meeting to order, announce the absence of a quorum, and entertain a motion to adjourn, fix the time which to adjourn, recess, or take measures to obtain a quorum. Alternatively, the meeting may continue as long as no votes are taken.

**Section 3.**

At its regular meetings, the Committee shall first consider and act on any matters directly related to its mandated, statutory responsibilities which may be before it. Other issues, speakers, items of interest, whether brought forward by Committee members or staff, shall be considered only after the matters pertaining to the Committee's statutory mandates have been disposed of.

**Section 4.**

Whenever possible and practical, the Committee meetings and such subcommittee

meetings as may be necessary shall be scheduled for the same day, or on adjacent days, to save travel and lodging costs. Members of the Committee shall not receive compensation, but shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in § [2.2-2825](#) of the *Code of Virginia*. Funding for the costs of the expenses shall be provided from federal funds received for such purposes by the Department.

All meetings, and all participation in such meetings, shall adhere to the Remote Participation and All-Virtual Public Meeting Policy.

## **ARTICLE VI Subcommittees**

### **Section 1.**

Subcommittees may be established by the Chair when deemed necessary.

### **Section 2.**

Each subcommittee shall elect its Chair from among its members. Only subcommittee members can vote on business or matters pertaining to the subcommittee.

### **Section 3.**

Whenever possible and feasible, subcommittees shall make their reports to the Committee both orally, in the form of a presentation to the Committee by the subcommittee Chair, and in writing.

## **ARTICLE VII Parliamentary Authority**

The Rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Committee and its subcommittees in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special order the Committee may adopt. The Chair and Vice-chair are voting members which is an exception to Robert's Rules of Order.

## **ARTICLE VIII Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Committee by a two-thirds vote of the membership provided that the amendment has been submitted in writing at the previous regular meeting and that the amendment is not in conflict with any applicable state and federal laws and regulations.