Bylaws of the Task Force on Services  
for Survivors of Sexual Assault

# ARTICLE I. APPLICABILITY

## Section 1. General.

The provisions of these Bylaws are applicable to all proceedings of the Task Force on Services for Survivors of Sexual Assault (Task Force) to the extent that the same are not otherwise governed by the requirements set forth in the Code of Virginia or by Executive Order. Whenever the provisions and authorizations of these Bylaws are in conflict with the provisions and authorizations mandated by the Code of Virginia or by Executive Order, the latter shall control.

## Section 2. Authority and Limitations.

The Task Force is constituted under Va. Code §§ 2.2-2100 and 32.1-162.15:11 as an “Advisory Board.” As an advisory board pursuant to Va. Code § 2.2-2100, the Task Force is specifically charged with the duties and responsibilities set forth in the basic law governing the actions of the Task Force, as generally established in Title 32.1, as well as in such other Titles of the Code of Virginia. As set forth in and consistent with the basic law, the Task Force may participate in the development of public policy by providing comment and advice to the State Board of Health (Board), but may not promulgate public policies or regulations, set rates, distribute federal funds, or adjudicate regulatory or statutory violations.

## Section 3. Members

The Task Force shall consist of membership as outlined in VA Code § 32.1-162.15:11.

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## Section 4. Vacancies

The Chair shall notify the relevant appointing authority of the pending or actual departure or resignation of a former incumbent.

* A gubernatorial vacancy of a citizen member other than by expiration of the term shall be filled by the Governor for the unexpired term.
* A legislative vacancy from the House of Delegates other than by expiration of the term shall be filled by the Speaker of the House of Delegates for the unexpired term.
* A legislative vacancy from the Senate other than by expiration of the term shall be filled by the Senate Committee on Rules for the unexpired term.
* A vacancy of the Commissioner of Health other than by expiration of the term shall be filled by the acting replacement or his designee for the unexpired term, until such time as the Governor appoints a new Commissioner of Health.
* A vacancy of the Commissioner of Social Services other than by expiration of the term shall be filled by the acting replacement or his designee for the unexpired term, until such time as the Governor appoints a new Commissioner of Social Services.
* A vacancy of the Director of the Department of State Police other than by expiration of the term shall be filled by the acting replacement or his designee for the unexpired term, until such time as the Governor appoints a new Director of the Department of State Police.
* A vacancy of the Attorney General other than by expiration of the term shall be filled by the acting replacement or his designee for the unexpired term, until such time as a new Attorney General is elected.
* Term limits are at the discretion of the appointing authority and members will continue to serve until notified by the authority of the end of their appointment.

## Section 5. Representation.

When the Task Force is requested to appear before the Board, the General Assembly, or any legislative or study committees, the Task Force shall be represented by the State Health Commissioner or his designee or by duly designated Task Force member(s) who are nominated by the Chair and when practicable, confirmed by the Task Force.

# Task Force members can only express official viewpoints on topics expressly related to the purpose of the Task Force as outlined in code. Individual members of the Task Force may provide comments to the media, social media, local, state, or federal officials, or members of the public. Any comments made shall be identified as the member’s personal views and not the position of the Task Force unless the member has been authorized by the Task Force to express its official position.

# ARTICLE II. MEETINGS

## Section 1. Regular Meetings.

Regular meetings of the Task Force shall be held on a routine basis at such time and place as the Task Force may determine, provided, however, that at least one meeting shall be held in the City of Richmond or the County of Henrico.

No business requiring a vote or final decision of the Task Force may be conducted in the absence of a quorum, as defined under Article II, Section 5 of these Bylaws.

## Task Force members shall adhere to Virginia Code § 2.2-3708.3 pertaining to meetings held through electronic communication means in situations other than declared states of emergency.

Task Force members must email [ivp@vdh.virginia.gov](mailto:ivp@vdh.virginia.gov) prior to set meetings to report their inability to attend virtual and in person meetings. Attendance rosters will be collected and maintained to report participation.

## Section 2. Committee Meetings.

All Task Force meetings, the establishment and constitution of which are hereinafter set forth, and such other Committees as the Task Force or Chair may designate, pursuant to Article IV, Section 1 of these Bylaws, may convene at such times as may be established by each committee; provided, however, that all such meetings are open to the public and comply with the notice requirements set forth in the Virginia Freedom of Information Act (Va. Code § 2.2-3700 *et seq.*)

## Section 3. Special Meetings.

The Chair or any four members of the Task Force may call a special meeting for a specific purpose or purposes. No business shall be transacted at a special meeting except that expressly set out in the notice of the special meeting.

## Section 4. Notice of Meeting.

Public notice of meetings shall be provided in accordance with the requirements of the Freedom of Information Act (Va. Code § 2.2-3700 *et seq.*).

## Section 5. Quorum.

The quorum of the Task Force, is the presence of 8 appointed members, for the transaction of any lawful business. Members participating virtually, based on the requirements for virtual attendance, are allowed to contribute to quorum and participate in voting.

Section 6. Conduct of Meetings.

The Chair shall preside over all meetings of the Task Force. In the absence or disability of the Chair, the Chair shall select a designee to preside over the meeting. The Department shall provide staff support, record all minutes of the meetings, and record in electronic format all resolutions adopted and all transactions occurring at the meeting.

The then-current edition of Robert’s Rules of Order shall govern the conduct of all meetings of the Task Force when not in conflict with statutory requirements set forth in the Code of Virginia or Executive Orders. Pursuant to Va. Code § 2.2-3710, the Task Force shall not vote by written or secret ballot. All voting shall be accomplished by voice vote, show of hands, or roll-call vote.

## Section 7. Closed Session.

Prior to meeting in a closed session, the Task Force must vote affirmatively to do so and must announce the purpose of the session. This purpose shall consist of one or more of the purposes for which a closed session is permitted in accordance with the Virginia Freedom of Information Act (Va. Code § 2.2-3700 *et seq.*). Minutes may be taken during a closed session but are not required. Such minutes shall not be subject to mandatory public disclosure.

## Section 8. Official Records.

All official records of the Task Force shall be kept on file at the Department and shall be open to inspection as required by law. All files shall be kept in accordance with the applicable records retention and disposition schedule maintained by the Library of Virginia in accordance with the Virginia Public Records Act (Va. Code § 42.1-76 *et seq.*).

# ARTICLE III. OFFICERS

## Section 1. Number and Title.

The officers of this Task Force shall be as follows:

1. Chair
2. Staff support

Section 2. Duties.

The duties of the officers shall be those usually incident to the respective office and such other special duties as may, from time to time, be specified by the Task Force. Officers shall be elected until resigned and shall assume their duties at the close of the meeting at which they are elected.

## Section 3. Vacancies.

Vacancies in the position of Chair shall be filled for the remainder of the term by appointment of the Commissioner following the departure or resignation of the former incumbent.

ARTICLE IV. COMMITTEES

## Section 1. Full Task Force/Other Committees.

The Task Force or Chair, at its or their discretion, may appoint such other committees of its members as it may deem advisable and may designate the responsibilities of any such committees.

## Section 2. Vacancies.

Vacancies arising on the full Task Force and committees established by the Task Force or Chair may be filled for the unexpired term by the Task Force at its next full meeting. Task Force members should notify the Governor’s Office if they are vacating their position.

# ARTICLE V. AMENDMENTS TO THE BYLAWS

The Task Force shall review and amend the Bylaws every two years. The Bylaws of the Task Force may be amended at any regular meeting of the Task Force at which at least a quorum is present by an affirmative vote of two-thirds of the Task Force membership present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

These Bylaws are effective on 4/19/2024, and until subsequently amended.

Maria Altonen

Virginia Department of Health

Chair, Task Force on Services for Sexual Assault Survivors