SACC Legal Affairs Subcommittee Bylaws

**ARTICLE I**

Purpose

Section 1. The primary mission of the Legal Affairs Subcommittee (LAS) of the State Agency Coordinating Committee (SACC) is to provide a forum for the discussion of legal issues and to review legal problems or issues which have an effect across agency lines and to share information regarding its activities with the SACC pursuant to its direction.

**ARTICLE II**

Membership

Section 1. The LAS is a voluntary association composed of representatives of the following agencies:

* Texas Department of Criminal Justice
* Texas Education Agency
* Texas Workforce Commission
* Texas Department of Insurance
* Texas Department of State Health Services
* Texas Department of Transportation
* Texas Department of Aging and Disability Services
* Texas Health & Human Services Commission
* Texas Parks & Wildlife Department
* Texas Department of Public Safety
* Texas Department of Assistive & Rehabilitative Services
* Texas Commission on Environmental Quality
* Texas Youth Commission
* Texas Facilities Commission
* Texas Department of Family & Protective Services
* Texas Department of Information Resources

Section 2. Each agency’s general counsel or designee appointed by the general counsel shall represent the agency on the LAS.

Section 3. The subcommittee may invite other officials or agencies to send observers to the LAS forum as deemed appropriate.

**ARTICLE III**

Officers

Section 1. The Officers of the LAS will be Chair and Vice-Chair. The Chair and Vice-Chair will be elected by the members for two year terms beginning on September 1 of each alternate year. The Chair will be responsible for furnishing a Recording Secretary and will ensure that all members are furnished a summary of the disposition of agenda items, as soon as practical, following each meeting. The Chair will also work with the designated representatives of the SACC to provide information and coordination as necessary.

Section 2. The Vice-Chair will preside during the Chair’s absence. If the Chair becomes vacant, the Vice-Chair will become chair automatically. The members will then elect a new Vice-Chair to complete that year’s term.

**ARTICLE IV**

Committees

Section 1. The Chair may establish a committee structure to work on the various issues considered by the LAS.

Section 2. Because matters with which these committees deal are issues that affect many agencies, non-member agencies are invited and encouraged to send representatives as participating observers and contributors to committee meetings. However, only the members appointed by the LAS may vote on recommendations to the SACC.

**ARTICLE V**

General Provisions

Section 1. The meeting agenda will be provided to LAS members in timely advance of each regular meeting by the Chair.

Section 2. Meetings will be held at least quarterly. The Chair may also call special meetings when necessary.

Section 3. These bylaws may be amended by a two-thirds vote of the members at any meeting at which prior written notice of the amendment has been given.