**State Agency Coordinating Committee (SACC) Bylaws**

**ARTICLE I Purpose**

**Section 1.** The primary purpose of the State Agency Coordinating Committee is to examine administrative and management practices, opportunities for improvement, potential risks areas, and other issues with relevance across agency lines. SACC members will strive to discuss and share information regarding best practices, technology solutions, and other ideas considered beneficial and cost-effective for state agencies and stakeholders.

**ARTICLE II Membership**

**Section 1.** The State Agency Coordinating Committee is a voluntary association composed of representatives of the following state agencies:

Texas Commission on Environmental Quality

Texas Department of Criminal Justice

Texas Department of Family and Protective Services

Texas Department of Information Resources

Texas Department of Insurance

Texas Department of Motor Vehicles

Texas Department of Public Safety

Texas Department of State Health Services

Texas Department of Transportation

Texas Education Agency

Texas Health and Human Services Commission

Texas Juvenile Justice Department

Texas Parks & Wildlife Department

Texas Workforce Commission

**Section 2.** Membership criteria include agencies with 800 or more full time equivalents (FTE). As the primary state agency with responsibility for technology solutions for all state agencies, Texas Department of Information Resources is exempted from the minimum FTE criteria. Membership does not include agencies whose leadership are elected officials and institutions of higher education.

**Section 3.** The Chairperson may establish a process for reviewing agency membership to include adding or removing agencies. This process may allow for exemptions to the membership criteria listed in Section 2.

**Section4.** The deputy directors of each member agency, or a person of similar rank appointed by the chief executive officer, shall represent the agency on the State Agency Coordinating Committee.

**ARTICLE III Officers**

**Section 1.** The Officers of the State Agency Coordinating Committee will be the Chairperson and Vice-Chairperson from the list of agencies included in Article II, Section 1. The Chairperson will serve two-year term beginning September 1st of the odd-numbered year. The Vice-Chairperson shall be the member whose Chairperson term is next in succession. A schedule of SACC Chairperson terms will be maintained on the SACC website.

**Section 2.** The Vice-Chairperson will preside during the Chairperson’s absence. If the Chair becomes vacant, the corresponding agency chief executive officer shall appoint a replacement or the Vice-Chairperson will become Chairperson automatically.

**Section 3.** The Chairperson 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 Chairperson is also responsible for the external communications of SACC and oversight of subcommittee communications.

**ARTICLE IV Subcommittees**

**Section 1.** The Chairperson may establish a subcommittee structure to do staff work on the various issues considered by the Committee. A list of SACC subcommittees will be maintained on the SACC website.

**Section 2.** Members of the subcommittees shall be representatives of Committee agencies. Subcommittee officers shall be elected from those agency representatives for concomitant terms with Committee officers. Subcommittee chairperson will coordinate their work activities with the designated SACC Liaison and provide timely reports to the SACC Chairperson for distribution to and review by the Committee.

**Section 3.** Because matters with which these subcommittees deal are issues that impact many agencies, non-member agencies are invited and encouraged to send representatives as participating observers and contributors to subcommittee meetings. Non-member agencies may participate as subcommittee officers with notification of the SACC.

**Section 4.** Only SACC subcommittee members appointed to represent the agencies listed in Article II, Section 1 will have official voting powers for any recommendations to the Committee. Participating non-member agencies may obtain official voting powers upon approval of the SACC.

**ARTICLE V General Provisions**

**Section 1.** The meeting agenda will be provided to Committee members in timely advance of each regular meeting by the Chairperson.

**Section 2.** Meetings will be held on a quarterly basis (November, February, May, and August). During the legislative regular session, meetings may be held in March and April.

**Section 3.** The Chairperson may also call special meetings when necessary. A reasonable effort to announce the subject(s), time, and other pertinent details shall precede a special meeting.

**Section 4.** Meetings may be held in person or virtually as determined by the Chairperson.

**Section 5.** The only official documents of the Committee shall be the various committee reports, speakers’ handout, the agenda disposition summaries, and pertinent correspondence sent by or received by the representatives in their Committee capacities.

**Section 6.** A copy of these bylaws will be available to Committee members, Chief Executive Officers of the SACC agencies, the Legislative Budget Board, the Governor’s Office, the Lieutenant Governor’s Office, and the Speaker’s Office.

**Section 7.** These bylaws have been approved by members of the State Agency Coordinating Committee to be effective as of September 1, 2022.