

BY-LAWS OF THE DOMESTIC AND SEXUAL VIOLENCE FUND
ADVISORY COMMITTEE TO CHILDREN, ADULTS AND FAMILIES, DEPT.
OF HUMAN SERVICES

1. PURPOSE

The purpose of the Domestic and Sexual Violence Fund Advisory Committee is to:

- A.) Advise Department of Human Services' Children, Adults and Families (CAF),
- B.) Advocate for victims/survivors of domestic and/or sexual violence,
- C.) Advocate for programs and services for victims/survivors, and
- D.) Collaborate with other funding agencies and statewide groups

A.) "Advise" includes but is not limited to

- 1.) Promote best practices through technical assistance and support
- 2.) Review and propose changes in the Request for Proposal and contracting process in accordance with DHS contracting rules,
- 3) Review and propose changes in the allocation of funds,
- 4.) Participate in staff screening committees for the program coordinator position, and
- 5.) Advise CAF on the ongoing maintenance and changes in program administration and operation.

B.) "Advocate" includes but is not limited to

- 1.) Promote survivor-centered practice,
- 2.) Speak to members of the State Legislature on issues related to victims/survivors of domestic and/or sexual violence,
- 3) Speak to DHS, other State agencies and organizations on behalf of victims /survivors of domestic and/or sexual violence,
- 4. Speak to DHS, other State agencies and organizations on behalf of domestic violence and sexual assault programs,
- 5.) Review and comment on State and Federal legislation and policies, and
- 6.) Inform the Congressional delegation on issues concerning domestic and/or sexual violence.

2. MEMBERSHIP

A.)Criteria

- 1.) To be selected to the Advisory Committee, members need to have a direct connection to victim services in domestic violence, sexual violence and/or child abuse and be able to provide technical assistance.
- 2.) Any individual who funds and monitors the contracts of domestic and/or

sexual violence contracted programs can not serve on the Advisory Committee, with the exception of the executive director of the Oregon Coalition Against Domestic and Sexual Violence. However, this does not exclude individual representatives from funding sources who are not contract monitors from serving on the committee.

B.) Composition

The membership of this committee shall be selected in accordance with agreed upon criteria and shall include:

- a.) the OCADSV director or other staff person representing OCADSV,
- b.) 5 people appointed by OCADSV representing domestic and/or sexual violence programs,
- c.) 2 people representing non-member domestic and/or sexual violence programs elected by the committee,
- d.) 4 DHS staff: the Domestic Violence Policy Analyst for Self-Sufficiency, the Policy Analyst overseeing co-located advocates at DHS, and 2 representatives from DHS at-large,
- f.) 3 community-at-large members elected by the Advisory Committee,
- g.) a representative from the Sexual Assault Task Force selected by that Coalition,
- h.) Ex-officio members (past committee members who are invited by the Advisory Committee to serve as non-voting members).

C. Recruitment

When recruiting and filling vacancies, the Committee will prioritize members who represent sexual assault programs, communities of color, and geographic diversity. Recruitment efforts include using the Attorney General's Sexual Assault Task Force, the OCADSV Communities of Color Task Force and any appropriate list serves.

3. COMMITTEE OPERATIONS

A. A majority present of the filled positions shall constitute a quorum. Ex-officio members will not be included in the count.

B. Whenever possible, decisions will be made by consensus. However, in situations where a decision must be reached and time limitations preclude consensus, majority vote will be used.

C. Ex-officio members may make motions and seconds to motions, but are not

voting members.

D. When there is a conflict of interest, that conflict shall be declared and that person will abstain from voting.

E. The committee will review the membership status of any member that has three consecutive absences.

4. TRAINING REQUIREMENTS

A. Committee members will either have training on domestic violence, sexual assault and oppressions prior to coming onto the Committee or will receive that training within six months of joining the committee. That training may be provided by a local domestic and/or sexual violence program or arranged by the Advisory Committee.

B. Committee members will receive orientation on Committee membership.

C. On-going training on oppressions and/or other issues shall be provided annually.

5. OFFICERS and SUB-COMMITTEES

A. The Advisory Committee will not have standing officers. Members will be chosen to represent the committee on an as needed basis.

B. The Advisory Committee will form topical sub-committees on an as needed basis. The sub-committees will be open to any committee member.

C. The Advisory Committee may add non-members to sub-committees as appropriate. These sub-committee members may be eligible for reimbursement within available funds.

6. COMMITTEE TERMS

A. Except for the following exceptions, each term on the committee shall be for a two year period beginning in July. Members will be elected/appointed to fill un-expired terms. Members may serve up to three consecutive full terms. Committee term limitation applies to both voting and ex-officio members with the

B. The executive director of OCADSV or designee and the DHS Self-Sufficiency DV Policy Analyst are standing positions without term limits.

C. Members filling DHS positions may remain on the Committee beyond their term limits until a replacement member is appointed.

D. Previous members may re-apply for membership after one year.

E. When there is a transition in the program coordinator's position, term limits may be extended for one year to ensure consistency and mentoring of new staff.

7. REIMBURSEMENT

Members shall be reimbursed for travel expenses within available funding in accordance with DHS policy on reimbursements. Reimbursement shall be paid out of the CAF administration portions of the Federal Family Violence Prevention and Services Act funding and/or Marriage License Surcharge Fund.

8. STAFFING

The Advisory Committee will be staffed by the CAF Program Coordinator. CAF will provide clerical support.