

Domestic Violence Coordinating Council

By-Laws

Article I

PURPOSE

It shall be the purpose of the Domestic Violence Coordinating Council (Council) to proactively further the purposes and goals set forth in 69 Del. Laws ch. 159. The Council shall adhere to the provisions of the statute as it relates to powers, duties, council composition, meetings, procedure, committees, reporting requirements and other related matters.

Article II

POWERS AND DUTIES

The Council shall exercise the powers and perform the duties and responsibilities set forth in the statute establishing the Council.

Article III

Appointments of At-Large Members

- (a) Pursuant to [13 Del. C. § 2102 \(13\)](#), seven (7) members are elected by the Council are as follows: 1 member representing victims or survivors of domestic violence, 1 member representing victims or survivors of sexual assault, 1 member representing the health care community, and 4 members of the public.
 - a. The term of the at-large members elected by the Council shall be 3 years. At-large members may be eligible for reelection
 - b. In case of a vacancy before the expiration of an at-large member's term, a successor shall be elected by the Council within 60 days of the vacancy.
 - c. At-large members may be removed by the Council if they do not attend 2 or more consecutive Council meetings.
- (b) Voting on appointments by the Council shall take place during a regular meeting. of the full Council.
 - a. Personal information (address, phone number, etc.) of individuals nominated for an At-Large Member seat remains private and protected, and not deemed public.
 - b. Any discussion of the candidates' credentials may take place in executive session and shall be closed to the public pursuant to [29 Del. C. § 10004](#).

This also applies to appointed members of the Fatal Incident Review Team, under [13 Del. C. § 2105 \(j\), \(k\), \(l\), and \(m\)](#).

Article IV
MEETINGS

- (a) All Council and Committee meetings will be held and documented in accordance with the Delaware Freedom of Information Act (FOIA), [29 Del.C.c.100](#),
- (b) All meetings shall be at the call of the Chairperson or at the request of three members of the Council with no less than ten (10) days notice required for any meeting, except under extraordinary circumstances. Seven Council members shall constitute a quorum.
- (c) All motions, except as may hereafter be specifically noted, shall be carried by a simple majority of those members present and entitled to vote. The presiding officer shall vote only in the case of a tie.
- (d) In the absence of a quorum at a regular duly noticed meeting of the Council, the agenda of that meeting shall be delegated to the Executive Committee for disposition.
- (e) Council members unable to attend a meeting may send a representative to the meeting in his or her stead.
- (f) The privilege of voting by proxy is limited to one regular Council meeting during the calendar year.

Article V
COMMITTEES

- (a) Committees shall be appointed as the Council deems advisable.
- (b) The Committees and example committee charges are as follows:
 - 1. Criminal Justice: This committee shall consistently review the criminal justice system's response to domestic violence and sexual assault.
 - 2. Medical: This committee shall provide information and education to health care providers in Delaware regarding the screening and treatment of patients for domestic violence. This Committee may also provide guidance on best practices or policy recommendations.
 - 3. Legislative Drafting and Review: This committee shall review existing statutes, proposed, and introduced legislation addressing domestic violence and sexual assault issues, and consider legislative initiatives to be sponsored by the Council.
 - 4. Public Awareness and Education: This committee shall seek to coordinate activities that promote awareness and education about domestic violence and sexual assault, as well as resources available to victims.

5. Immigration: This committee shall research and discuss the barriers confronting immigrant victims and survivors, and work to effectuate change by reviewing laws, service issues, and needs of immigrant victims and survivors.
6. Elderly and Domestic Violence: This committee shall review data and information about the prevalence of domestic violence against aging Delawareans and the unique needs of vulnerable adults experiencing domestic violence
7. Children and Domestic Violence: This committee shall examine services and system gaps for children and youth experiencing domestic and teen dating violence. This includes reactive care, as well as preventative care.
8. Treatment: This committee shall develop and review abusive partner intervention policies and procedures (Domestic Violence Intervention Standards) which mandate specific credentials, education, and training for treatment service providers, as well as outlining the components required for program content. This may include community-based intervention services and correctional-based intervention programs and services.
9. Training: This committee shall seek to identify and coordinate domestic violence and sexual assault training needs throughout the State and to create opportunities to provide evidence-based instruction to professionals and community organizations.

(c) An Executive Committee shall be formed, whose members shall be the Chairperson, the Vice Chairperson, and three Council members who shall be elected by the Council as a whole. Meetings of the Executive Committee shall be at the call of the Chair or any other member of the committee. Three members of the Executive Committee shall constitute a quorum.

1. The primary function of the Executive Committee shall be to hire, supervise and terminate the Executive Director of the Council;
2. The Executive Committee shall provide consultation to the Executive Director, when requested, regarding the functions of the agency;
3. Meetings of the Executive Committee shall take place in executive session and shall be closed to the public pursuant to [29 Del. C. § 10004](#);
4. The Executive Committee shall have the authority to take action on behalf of the Council as needed.
5. The Executive Committee shall report any interim decisions to the full Council at the next regularly scheduled Council meeting.

Article VI

DOMESTIC VIOLENCE STRATEGIC PLAN

(a) The Council shall establish a Domestic Violence Strategic Plan which shall set forth the goals of the Council for coordinating the response to domestic violence and sexual assault in order to meet the overriding purpose of reducing the incidence of domestic violence in the State of Delaware.

(b) Upon adoption of goals by the Council, committee members and the agency or constituency which they represent shall analyze the issues pertinent to that agency's or constituency's response to domestic violence and to victims of domestic violence in light of the established goals and the statutory purposes of the Council and shall formulate a focused plan that provides a detailed response for attaining the established goals of the Council, as they relate to that agency or constituency.

(c) Periodically, the Council staff shall review and assess the established goals included in the Domestic Violence Strategic Plan to determine whether those goals have been attained and whether the goals should be continued, revised or eliminated.

(d) A summary report shall be prepared annually concerning the progress which has been made in achieving the goals established by the Council.

Article VII

PARLIAMENTARY AUTHORITY

Except where in conflict with these by-laws or applicable state or federal law, Robert's Rules of Order shall be the parliamentary authority for the Council.

Article VIII

AMENDMENTS

These by-laws may be amended in whole or in part, upon the recommendation of the Executive Committee or upon written request of a least five (5) Council members, with ten (10) days of written notice of the proposed change, at any regular or special meeting of the Council by a vote of a majority of the membership

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