

STANISLAUS COUNTY CHILDREN'S COUNCIL

BY-LAWS

ARTICLE I ORGANIZATION

Section 1 - Name

The name of this body shall be the STANISLAUS COUNTY CHILDREN'S COUNCIL. Whenever the term "Council" is used in these by-laws, it shall mean the Stanislaus County Children's Council.

Section 2 - Authority

The authority for the formation and operation of this Council is set forth in Section 18986.11 of the California Welfare and Institutions Code. The Council was duly appointed by the Stanislaus County Board of Supervisors at its regularly scheduled meeting on February 4, 1992.

Section 3 - Purpose

The purpose of the Council shall include, but not be limited to, the following:

- A. Promote public and private collaboration for the provision of children's services.
- B. Encourage the integration for countywide interagency case management to provide optimum service delivery for children and their families.
- C. Facilitate the development of policies and priorities to ensure service effectiveness to children and families in Stanislaus County.
- D. Develop goals, objectives and outcome measures to provide accountability and to evaluate the degree of qualitative and quantitative success of the Council and its projects.
- E. Establish policy and procedures for conducting the Council's business.
- F. Identify gaps in services to specific populations.
- G. Meet at least nine (9) times yearly and be convened by the Chair or Chair-Elect.

ARTICLE II MEMBERSHIP

Section 1 - Council Composition

A. As provided by California Welfare and Institutions Code Section 18986.11, the Board of Supervisors shall appoint the following members to the Stanislaus County Children's Council.

The following shall be permanent appointments on the Stanislaus County Children's Council:

1. Persons responsible for management of the following county functions:
 - (a) Alcohol and drug programs.
 - (b) Children's services.
 - (c) Housing and redevelopment.
 - (d) Mental health services.
 - (e) Probation.
 - (f) Public health services.
 - (g) Welfare or public social services.
2. The presiding judge of the county's juvenile court.
3. A prosecuting attorney of the county or city and county.
4. One member of the county board of supervisors.
5. The superintendent of the county office of education.

The following may serve a three-year appointment and may be reappointed after their term expires:

1. At least one superintendent of a unified school district within the county.
2. A representative of a private nonprofit corporation which has a goal of entering into a public private partnership with the county to meet the needs of children that are not adequately met by existing public or private funds.
3. A representative of law enforcement.
4. A representative of the local child abuse council.
5. A representative of a local planning agency participating in the California Early Intervention Program pursuant to Subchapter VIII (commencing with Section 1471) of Chapter 33 of Title 20 of the United States Code.
6. A representative of the local child care resource and referral agency or other local child care coordinating group.
7. A representative, or representatives, of one or more community-based organizations with ties to the ethnic communities served in the area.

B. The following positions will be optional. These positions shall be appointed for a term of three (3) years with one-third of the membership appointed each year:

1. A representative from a youth committee.
2. A representative from higher education.
3. A representative from the Domestic Violence Task Force.
4. A parent representative.
5. A representative from the United Way.
6. A representative from District 1.
7. A representative from District 2.
8. A representative from District 3.
9. A representative from District 4.
10. A representative from District 5.
11. A representative from a child health care agency.
12. A representative from the Chief Executive Office.
13. A representative from the Children and Families Commission.
14. A representative from a non-profit agency serving children with disabilities.

Section 2 - Ex-Officio Members

- (a) This inactive, honorary membership category shall be open to Stanislaus County's state and federal elected representatives, including Representative to the U.S. Congress, our State Senator, and our State Assembly persons. These members will be kept informed of Council activities and will be extended an open invitation to all Council meetings. These members will receive appropriate meeting notices and minutes.
- (b) The Coordinator of the Council is an ex-officio member with no voting privileges. The Coordinator shall be responsible for providing notices of all meetings and committees and that minutes of such meetings are kept. The Coordinator shall be responsible for fiscal books, records, and files and shall be responsible for managing the operations of the Council. The Coordinator is accountable to the Executive Committee and shall perform other duties as may be assigned by the Executive Committee.

Section 3 - Meeting Attendance

Appointed Council members are expected to regularly attend all scheduled meetings. In the event that a member is unable to attend a given meeting, the member should provide notice two days prior to the meeting to Council staff. In his/her absence, the member should send a designee that has the authority to make decisions and vote on Council issues.

Section 4 - Leave of Absence Protocol

A member may request a leave of absence for up to three months. The request shall be submitted in writing to the Chair for approval. The time in absentia shall be counted towards the term of the position as defined in the by-laws.

Section 5 - Resignations

Members may resign their position on the Council by submitting a letter of resignation to the Chair. Once a member resigns, the seat then becomes vacant and the process for filling vacancies will apply. Applicants will be required to submit an application for membership as provided by the Council.

Section 6 - Vacancies

Vacancies for the Council shall be filled by the Board of Supervisors, upon recommendation of the Chair on behalf of the Council, in accordance with the mandate of California Welfare and Institutions Code 18986.11. Applicants will be required to complete an application.

Section 7 - Removal of Members

A member of the Council may be recommended for removal from Council membership by two-thirds vote of the Executive Committee. The Chair shall then forward this recommendation to the Board of Supervisors.

ARTICLE III OFFICERS

Section 1 - Number and Title

The officers of the Council shall be a Chair, a Chair-Elect, and a Vice Chair - liaison to various committees. The Coordinator shall serve as an ex-officio member, without voting privileges.

Section 2 - Nomination of Council Officers

- (a) Annually, the election of officers is held during November meetings. At least sixty (60) days prior to the November meeting when an election is required, the Chair appoints an ad hoc nominating committee and names a committee chair. The slate will be presented at the October Council meeting and any additional nominations for any office may be made from the floor at that time as well as prior to the actual election in November. The nominations shall be placed on a ballot in alphabetical order under each office and shall be voted for at the November meeting. Prior to placing a name on the slate, the nominating committee shall obtain consent from each nominee. . If the Chair -elect is unable to fill the position of Chair, the nominating committee will provide another name to the Council for vote. The candidates for Chair, Chair-Elect and Vice-Chair receiving a majority of the votes shall be declared elected to their respective offices. The Chair and Chair-elect elected in such balloting shall have served as a member of the Executive Committee in the prior year. The Chair shall assume office on the first day of January immediately following the election.
- (b) The officers and immediate past Chair shall constitute the Executive Committee.

Section 3 - Terms of Officers

- (a) *Terms of Officers other than Chair.* Each officer shall be elected as provided in the bylaws. Except for Chair, each officer shall take office on the first day of January immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) *Term of Chair.* The Chair shall have served as Chair-Elect or as a member of the Executive Committee for the year immediately preceding the year as Chair. The Chair shall take office on the first day of January and shall serve for a period of one (1) year or until a successor has been duly elected and qualified.
- (c) *Qualifications.* Each officer shall be a member in good standing of the Council.

Section 4 - Vacancies

A vacancy in the Executive Committee or any office shall be filled by action of the remaining members on the committee.

Section 5 - Officers Duties

The duties of the officers shall be as follows:

- A. *Chair:* The Chair presides at meetings of the Council and the Executive Committee. The Chair shall be responsible for ensuring that the direction given by the members of the Council, as well as Article I, Section 3 of the by-laws, is followed. In the temporary absence of the Chair, the Chair-Elect followed by the Vice-Chair, shall preside at meetings of the Council.
- B. *Chair-Elect:* The Chair-Elect shall preside over the Council and the Executive Committee meetings in the absence of the Chair. The Chair-Elect in conjunction with the Coordinator will plan and develop agenda items. In addition, the Chair-Elect will address membership attendance issues as they arise.
- C. *Vice-Chair* will serve as liaison to various committees of the Council.

Section 6 - Removal

An elected officer may be removed by a two-thirds vote of the total membership of the Council.

ARTICLE IV COMMITTEES

Section 1 - Number and Name

The Council may establish standing or ad hoc committees whose members shall be appointed by the Chair subject to approval of the Executive Committee. Such committees shall have at least two (2) members of the Council among their members. The following are standing committees of the Council.

Stanislaus County Children's Council Executive Committee.

Section 2 - Composition of the Executive Committee

- (a) Chair of the Council.
- (b) Chair-Elect of the Council.
- (c) Vice-Chair - Liaison to various committees of the Council.
- (d) Past Chair of the Council.

Section 3 - Duties of the Executive Committee

The duties of the Executive Committee shall include, but not be limited to, the following:

- A. Approve the appointment of replacement officers to fill existing terms.
- B. Investigate and recommend to the Chair the removal of a Council member.
- C. Assign special task forces or ad hoc committees.
- D. Guide programming and agenda for the Council meetings.
- E. Establish a Council budget on an annual basis, in collaboration with the Council's funding agencies.
- F. Act on behalf of the Council as necessary.
- G. Participate in the evaluation, supervision, recruitment and termination of the Coordinator and make recommendations to the Board of Supervisors.
- H. Ensure that an annual report is submitted to the Board of Supervisors.

ARTICLE V PARLIAMENTARY RULES

Section 1 - Conduct of Meetings

The meetings of the Council shall be conducted in accordance with procedures determined by the Executive Committee.

Section 2 - Quorum

A quorum shall be a simple majority of the membership, or their designated representative, at the time of the meeting.

Section 3 - Majority Vote

Fifty-one percent (51%) of the existing Council members, or their designated representatives, present and voting, provided there is a quorum, shall constitute a majority vote.

ARTICLE VI ADOPTION AND AMENDMENT

Section 1 - Adoption

These by-laws shall become effective immediately upon approval by a majority of the membership of the Council and submission to the Board of Supervisors.

Section 2 - Amendment

The by-laws may be amended by a two-thirds (2/3) vote of the Council membership provided that a minimum of fifteen (15) days prior to the meeting, all Council members are notified of the language of such change(s), and of the time, date and place of the intended voting on such change(s).

Adopted By The Council January 20, 1993

Approved By The Board of Supervisors February 2, 1993

Revised By The Council September 15, 1993

Revised By The Board of Supervisors October 12, 1993

Revised By The Council September 20, 1995

Revised By The Board of Supervisors November 21, 1995

Revised By The Council September 19, 2001

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Revised By The Council July 20, 2005

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