

# **YUBA COUNTY CHILDREN'S WELLNESS AND CHILD ABUSE PREVENTION COUNCIL**

## **ORGANIZATIONAL BYLAWS**

### **Article 1 - Name**

The Council shall be designated as the Yuba County Children's Wellness and Child Abuse Prevention Council (formerly known as Yuba County Children's Council) and referred to hereafter as the "Children's Council."

### **Article 2 - Recognition**

For the Children's Council to plan, coordinate and impact the policies, practices and programs affecting children and their families sponsored by governmental and private agencies serving Yuba County, it is important that each of these agencies recognize the existence of the Children's Council and support its goals. Each agency will have the opportunity to recognize and support the work of the Children's Council at its direction.

### **Article 3 - Statement of Purpose**

The purpose of the Children's Council is to provide a forum for:

- review and report on the status of children and families in Yuba County;
- planning on issues related to children and families in Yuba County;
- the coordination of policies and programs that impact the children and families of Yuba County;
- the development of recommendations for the consideration of any or all of the governmental agencies whose scope of governing impacts the children of Yuba County; and
- the cooperative work to find and obtain funding resources for programs that will benefit children and their families who reside in Yuba County.

### **Article 4 - Membership**

- A. Membership on the Children's Council shall consist of chair or designated representative from each of the Working Groups (see Article 9) and Children's Council officers who will be elected by the Children's Council (but not necessarily from Children's Council members).
- B. Members shall be selected by the working group they represent.
- C. Other Members of the Working Groups may attend Children's Council meetings.
- D. The term for each chair will be for one (1) year. The chair may serve multiple terms if so selected by his/her working group with the exception of the Governance Group, which will be one (1) year. Working Groups are as follows: Social Services, Education, Behavioral Health/Substance Abuse, Community Based Organizations, Education & Early Child Care, Employment/Training, Criminal Justice/Law Enforcement, Community Governance, Health, Faith Based Community, and Community Representation.

- E. All terms of office shall begin on January 1 after their selection /election and conclude on December 31 of that year.

### **Article 5 – Officers (Officers, Appointment, Terms of Office, Duties)**

The Children’s Council will have the following officers:

- A. Officers will be elected by Children’s Council members but do not have to be Children’s Council members. Elected officers may be members of one of the Children’s Council Working Groups.
- B. A Chairperson will serve a term of office of one (1) year. The duties of the Chairperson will include:
- Scheduling all Children’s Council meetings;
  - Chairing all Children’s Council meetings; and
  - Establishing the agenda and giving it to the Secretary at least fourteen (14) days prior to the meeting.
- A Secretary will be appointed by the Children’s Council Chairperson and will perform the following duties during the Chairperson’s term of one (1) year:
- Publish and distribute the agenda to all members at least seventy-two 72 hours prior to the meeting;
  - Publish and distribute announcements of Children’s Council meeting dates, times and locations ~~local newspapers~~
  - Publish and distribute information to local media (radio, newspaper, etc.) pertaining to Children’s Council business, news items, activities and event information, public services announcements (PSA’s), as requested and approved by the Children’s Council;
  - Distribute the agenda to all members including Working Group members, governmental and private organizations associated with the Children’s Council in Yuba County; and
  - Take and publish minutes from each Children’s Council meeting and distribute them to the same individuals and governmental bodies as will be sent the agenda.
- C. A Vice Chair will be elected by the Council and will serve in this position for a term of one (1) year. The duties of the Vice Chair will include:
- Chairing meetings when the Chairperson is not in attendance;
  - Chair any committees that relate to the amending of the bylaws; and
  - Chair any other committees as assigned by the Chairperson; and
  - An expectation that the Chairperson Elect will succeed the Chairperson.
- D. The Children’s Council may establish other officers as may be appropriate and as approved by the Children’s Council.
- E. All terms of office shall begin January 1 of each year and conclude on December 31 of that year.

### **Article 6 – Meetings, Agendas, Minutes and Attendance**

- A. Meetings: The Children’s Council will have regularly scheduled monthly meetings. Other meetings may be scheduled as determined by the Children’s Council. The Children’s Council will establish a regular meeting time and location at their first meeting. **The Children’s Council may schedule meetings at school sites during the year to maximize collaboration with youth and to gain information on programs being operated through the schools.**

Other councils, policy groups, commissions i.e. The Juvenile Justice Coordinating Council, Juvenile Justice / Delinquency Prevention Commission, Child Abuse Prevention Council, Teen Pregnancy Prevention Council, Children's System of Care Policy Council, Maternal Child Health Advisory Board, may be held in conjunction with the YCCC meetings. The Chair of these meetings shall establish an agenda and submit it at least ten (10) days prior to the Children's Council meeting to the YCCC Secretary for distribution with the YCCC agenda.

- B. Agendas: An agenda will be prepared and distributed at least seventy-two (72) hours prior to any meeting. The agenda will be distributed to Children's Council members, members of the functional groups, and to governmental agencies.
- C. Minutes: Minutes from each meeting will be prepared and distributed prior to any meeting along with the meeting agenda. These minutes will be unapproved minutes to be approved at the next meeting of the Children's Council.
- D. Attendance: Children's Council members are expected to be present at all regularly scheduled meetings. If a member's attendance falls below 50% during his / her term of office, that member may be asked by the Chairperson to have another member from his / her Working Group be appointed to the Children's Council.
- E. Correspondence: The Chairperson has the responsibility and authority to sign correspondence on behalf of the Children's Council in order to provide a letter of support for grant applications, advocacy and / or significant community efforts of local partner entities.

### **Article 7 - Decision Making, Voting and Recommendations**

The Children's Council is primarily a planning, coordination and advisory body. The Children's Council may take action on organizational issues (selection of officers, approving minutes, etc.) by a majority vote of the working group chairs or designated representative and officers present, assuming a quorum of one-half of the working group chairs or designated representative and officers are present. Further, the Children's Council may formulate and vote on non-binding recommendations that can be forwarded to legislative bodies, Working Groups, or other groups or businesses.

### **Article 8 - Dispute Resolution**

Differences of opinion are part of the discussion, decision-making process. As such, an attempt will be made to resolve such differences by:

- Respecting the opinions of others;
- Trying to reach consensus on all decisions made by the Children's Council, though a majority vote may determine final action; and
- Using outside facilitators if such a disagreement warrants.

### **Article 9 - Working Groups (Committees)**

- A. Membership/Roles: The Working Group(s) shall be comprised of a representative sample of the community to address priority issues established (*annually in December*) by the Children's Council. Each Working Group:

- Shall establish roles and responsibilities (purpose) as defined by the Children’s Council;
- Facilitator will be appointed by the Children’s Council;
- Will make recommendations to the Children’s Council on strategies for improving services and service delivery to the children of Yuba County; and
- Will provide a forum for strategic and coordinated planning for selected priority area.

B. Purpose: The purpose of each Working Group is to:

- Identify ways the community can address the issue(s);
- Formulate how to accomplish goals; and
- Make recommendations on issue(s) implementation to the Children’s Council.

C. Meetings

- Regular Working Group meetings will be held at the facilitator’s discretion.
- Action recommendations from Working Groups will be reported to the Children’s Council at the regular monthly meetings.

D. Notes: A record of meeting activity and progress will be kept at each Working Group meeting, reported to the Children’s Council monthly and made available upon request.

### **Article 10 – Reports**

The Children’s Council may publish reports and recommendations related to the information collected, recommendations, and an annual report as appropriate. The decision to publish such reports rests with the Children’s Council.

### **Article 11 – Funding / Budgets**

The Children’s Council does not have any funding source and as such will not adopt nor approve an operating budget. However, members of the Children’s Council or other agencies and organizations may donate services to the Children’s Council (i.e. recording secretary, publication /distribution costs of the agenda and minutes or reports). However, in no case will any funds be given to or received by the Children’s Council. All member expenses will be the responsibility of the member incurring them.

### **Article 12 – Bylaws**

The Children’s Council bylaws can be amended by a majority of the members present at a regularly scheduled meeting. The Children’s Council will be responsible for reviewing the bylaws and making recommendations on proposed amendments or changes every two years. Voting on changes in the bylaws will be limited to Children’s Council officers and members.

**Approved: 02/07/07, 04/03/13, 6/12/18**

Amended: 04/09/03, 01/14/04, 03/10/04, 02/07/07, 04/03/13, 11/5/14, 5/2/18