



SAN JOAQUIN COUNTY CHILDREN'S SERVICES COORDINATING COMMISSION

BYLAWS

I. MISSION STATEMENT

The Children's Services Coordinating Commission was founded to facilitate the development of happy, healthy children by maximizing resources through advocacy, effective education, coordination and planning of services for all children.

The Commission is:

- ♦ A forum where children's issues and concerns can be brought before the public.
- ♦ A catalyst for change, working to ensure the provision of quality services and suggesting new programs for children.
- ♦ A place where agencies serving the needs of children can network, plan, and be guided as related to changing societal needs of children and families.
- ♦ An environment which encourages learning and teaching skills and concepts related to the development of all children to their fullest potential.

II. DUTIES

The duties of this Commission and its members are to:

- ♦ Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
- ♦ Promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
- ♦ Encourage and facilitate the training of professionals in the detection, treatment, and prevention of child abuse and neglect.
- ♦ Recommend improvements in services to families and victims.

- ◆ Encourage and facilitate community support for child abuse and neglect programs.
- ◆ Introduce and monitor legislation pertaining to children.
- ◆ Conduct needs assessments and identify gaps in services.
- ◆ Spearhead community education on the needs of children.
- ◆ Make recommendations on the allocation of Promoting Safe and Stable Families, Child Abuse Prevention, Intervention, and Treatment, and Community-Based Child Abuse Prevention funds.

III. **MEMBERS AND OFFICERS**

A. This Commission shall consist of a maximum of 25 members:

- ▶ Board of Supervisor appointments:
 - One community representative from each of the five supervisory districts
- ▶ Commission appointments one from each of the following areas for a maximum of 12 representatives:
 - Community-based social service agency dealing with children
 - Human Services Agency, Child Welfare Services
 - Juvenile Probation Department
 - Mental Health
 - Medical Services
 - Education
 - Law Enforcement
 - Licensing Agency
 - District Attorney Office
 - Coroner
 - Civic Organization
 - Religious Community
- ▶ Commission appointments from one or more of the following areas for a maximum of 8 representatives:
 - Community Volunteer
 - Consumer

- B. Each member shall serve a three-year term as set by the Board of Supervisors for the Board of Supervisor appointments and by the Commission for the remainder of the positions.
- C. Officers of this Commission will consist of a Chairperson, First Vice-Chairperson, and Second Vice-Chairperson. Officers will serve one-year terms and no officer may be elected to the same office for more than two consecutive terms.
- D. Each year nominations for officers will be made at the May meeting, and the election and installation of officers will be conducted at the June meeting.
- E. Board of Supervisor district appointments will be advertised and approved by the Board of Supervisors. All other Commission vacancies will be advertised and recommendations from the Commission Development Committee will be made to the Commission for appointment. The Commission will select new commissioners by a vote. New Commissioners shall take office immediately upon appointment.
- F. Where these bylaws require or allow action to be taken by vote or request of a specific number of Commissioners, only those Commissioners who have been appointed at the time of the action shall be included.

IV. MEETINGS

- A. Meetings shall be held monthly at a time and place set by the Commission. Each member shall receive written notice of the time and place and of the agenda at least three days in advance of each regular meeting. Written minutes from the previous meeting will be furnished to each member at the same time as the agenda for each regular meeting.
- B. Special meetings may be called at any time by the Chairperson or upon oral and/or written request to the Chairperson by a majority of the Commission members. Notice of a special meeting shall be given to each Commission member at least twenty-four (24) hours prior to the meeting. The notice shall specify the business to be transacted and no other business shall be considered.
- C. A quorum shall be present for transacting any business of the Commission, except those reports and community comments not requiring a vote may be received with less than a quorum present. A quorum consists of fifty-one percent of the commissioners appointed at the time of the meeting. Decisions on item(s) put to a vote shall be by majority vote of the Commissioners present and voting, unless otherwise provided in these bylaws. Once a quorum is established at a meeting, withdrawal of one or more Commissioners forming the quorum shall not

prohibit the remaining Commissioners from taking action on any item scheduled for action at that meeting.

- D. All meetings shall be open and conform to the Ralph M. Brown Act (California Government Code Sections 54589 et. seq.)
- E. There shall be no proxy voting at any meeting of the Commission.
- F. Robert's Rules of Order shall be this Commission's parliamentary authority for any matter not covered by these bylaws.
- G. No Commissioner who is a director, manager, employee, or has a direct financial interest in the operation of any agency requesting funds for which the Commission has responsibility, or who has a household member who has a similar relationship with such an agency, shall participate in any discussion or decision regarding any funds for which such agency has submitted a request.
- H. Any notice required to be given to or from any Commissioner(s) may be given by e-mail or similar electronic distribution provided that the Commissioner(s) involved has a valid e-mail address that has been given to Commission staff. All notices by e-mail shall be considered timely if they are sent within normal business hours and within the time limits set by these bylaws.

V. DUTIES OF OFFICERS AND STAFF

- A. The Chairperson shall preside at all meetings. In his or her absence, the First Vice-Chairperson shall preside. In the absence of the other two officers, the Second Vice-Chairperson shall preside.
- B. Staff designated by the San Joaquin County Office of Education will, under the direction of the Chairperson, record the minutes and prepare the agenda for each meeting. The minutes shall note the attendance of Commission members and the votes on all motions.

VI. COMMITTEES

- A. An Executive Committee shall be composed of the officers of the Commission and the immediate past Chairperson. This Committee will meet prior to each regular meeting of the Commission to set the agenda. This committee may also perform other duties as directed by the Commission.

- B. Monitoring Committee is appointed each year to review performance of contractors receiving CAPIT, CBCAP, or Kids Plate funding and make recommendations to Commissioners.
- C. Commission Development Committee is appointed each year for the recruitment and recommendation of new commissioners for the commission.
- D. Symposium Committee is appointed each year to plan and coordinate the annual Child Abuse Symposium, make recommendations to the Commission.
- E. The Chairperson may appoint ad hoc committees as needed to carry out the work of the Commission.
- F. The Commission will serve as the Promoting Safe and Stable Families (PSSF) Advisory Committee.

VII. ATTENDANCE

- A. Commission members will be expected to attend or to give advance notice of their inability to attend, no later than 5:00 p.m. on the previous business day with the exception of an emergency, to all regular and special meetings. In the event that a member is absent from two consecutive regular meetings without giving advance notice, the Chairperson shall direct the Commission staff to notify the absent member in writing of the need to appear at the next regular meeting. After written notice has been sent, absence from the next regular meeting without advance notice shall mean that the member's position is vacant and the Chairperson shall send written notification of the vacancy to the member and to the County Supervisor or to the agency, if any, that originally nominated the member requesting the appointment or nomination of a replacement.
- B. If a member of the Commission is absent from four (4) or more regular meetings in any consecutive period of twelve (12) months, the Commission may declare the member's position to be vacant. The Chairperson shall send written notification of the vacancy to the member and to the County Supervisor or to the agency, if any, that originally nominated the member requesting the appointment or nomination of a replacement.

VIII. REVENUE FROM CHILDREN-IN-NEED TRUST FUND

- A. All expenditures from this fund must be approved by vote of the Commissioners present prior to the expenditure.

B. Revenue from the Children-In-Need Trust Fund will be used to:

- 1) Help children who are victims of child abuse receive needed counseling.
- 2) Help families break the cycle of abuse through intervention, treatment, and education.
- 3) Create, reproduce, and distribute the "Community Resource Directory."
- 4) Fundraising activities.

IX. ADOPTION AND AMENDMENT OF BYLAWS

- A. These bylaws shall be effective upon adoption by the Commission. These bylaws may be amended by a two-thirds (2/3) majority of the Commission, provided that ten days written notice has been given of the proposed amendment.
- B. Copies of the current bylaws, a roster of Commission members, a schedule of regular meeting dates, as well as any policies and procedures adopted by the Commission for conducting its business shall be furnished to each Commissioner upon appointment.