

**LAKE COUNTY
COMMISSION ON CHILDREN & FAMILIES
BYLAWS**

ARTICLE I - NAME

The name of this organization shall be the Lake County Commission on Children and Families, hereafter referred to as the "Commission."

ARTICLE II - PURPOSE

Section 1: The basic role and function of the Lake County Commission on Children & Families is to serve in an advisory capacity to the Lake County Board of Commissioners regarding community development planning, strategic long range planning and program services for children & families. Further the Commission was formed to accomplish the following:

- A: To develop and recommend to the County Board of Commissioner's a Comprehensive Plan which meets the community needs and requirements to promote wellness of children and families in Lake County. The plan shall be subject to availability of funds and meet the criteria as set forth in the House Bill 2004, which establishes the State Commission on Children and Families and Senate Bill 555 adopted by State Legislature in 1999. This established a state policy which requires state agencies to work in partnership with local communities to plan, coordinate and provide services accordingly for Oregon children and families. It defines the role for state and local commissions on children and families in coordinating and facilitating community-based comprehensive planning.

- B: To advocate for Lake County youth, ages prenatal to 18, to coordinate and promote integration of services to children and families, to administer funding made available to the Commission and to evaluate and monitor funded programs in accordance with applicable state laws and administrative rules. The Commission shall participate in the observation of operations of social service systems County wide and make recommendations for improvement and, or modification to the Lake County Board of Commissioners.

ARTICLE III- MEMBERSHIP

Section 1: NUMBER AND SELECTION

- A: Membership shall consist of a chairperson, vice chairperson and eleven (11) members. All members are appointed by the Lake County Board of Commissioners in accordance with HB 2004, Section 12.

- B: A majority of the local commission, including the chair, shall be laypersons. As defined in HB 2004, a “layperson” means a person whose primary income is not derived from either offering direct service to children and youth, or being an administrator for a program for children and youth. The membership shall represent a balance among persons who have knowledge and interest in the issues related to the needs and programs of children and families in Lake County and reflect the county’s diverse populations and geographic locations of the county. Lay members shall be Lake County residents.
- C: The Lake County Board of Commissioners shall appoint: a Chairperson, eleven (11) voting members to the Commission on Children & Families. The organizational make up shall be comprised of both adults and youth, with at least one member having municipal government experience and/or knowledge (as outlined in Senate Bill 579).
- 1: Student Members will be appointed during their Freshman, Sophomore or Junior year in High School. Two students from each of the three Counties’ schools (Lakeview, Paisley, and North Lake School) will represent the youth vote. Time as a Commission Member should apply toward the student’s Community Service requirement.
 - a: One vote will be shared by the two students from each school. If one student from the same school is absent the student present will control the one vote.
 - b: Community Service hours will equal 8 hours for each monthly meeting attended by the student member. A roster with the student’s signature will be the requirement for the hours to be applicable.
 - 2: Five Superintendents will represent the one (1) Superintendent seat. One vote will be represented by the Superintendent who is present. Attendance is determined by the location of the Commission meeting. The five representatives will concur before they place a vote on the Commission on Children & Families decisions; as stipulated by the Lake County Board of Commissioners on January 17, 2007.
- D: The Student/Superintendent members who attend the meetings will be responsible for briefing their fellow Student/Superintendent. If he/she has been briefed for the issues under consideration at a Commission and, or committee meeting, he/she shall participate in the consensus decision-making process, but shall have the option of abstaining from a vote if he/she feels inadequately prepared to vote.
- E: The Lake County Board of Commissioner’s shall appoint a County Commissioner to serve as ex-officio member. The Lake County Board of Commissioner’s may appoint other persons to serve as ex-officio members.

Section 2: TERMS OF OFFICE

Members of the Commission shall be appointed to a term of four (4) years. A member is eligible for reappointment.

Section 3: RESPONSIBILITIES

Commission Members are to regularly attend meetings of the Commission and meetings of the committees to which they have been appointed, and to fulfill other Commission duties as appointed by the Chairperson.

Commission Members shall serve as agents of Lake County when performing Commission duties.

Section 4: ATTENDANCE

Any Commission Member who keeps irregular attendance or who misses two (2) consecutive regularly scheduled meetings will be contacted by the Chairperson to clarify their intentions to remain a Commission Member. One absence after contact may result in dismissal of the member by the Commission. It is the responsibility of each Commission Member to contact the CC&F office or Chairperson if he/she is unable to attend a scheduled meeting.

Section 5: VACANCIES

Resignations should be made in writing and directed to the Lake County Board of Commissioners. The Commission may make recommendations for appointment, but the Lake County Board of Commissioners shall make appointments to fill vacancies that occur. Such appointments shall follow standard county procedure and be for the duration of the unexpired term.

ARTICLE IV - STANDARDS OF CONDUCT

Section 1: CONFLICT OF INTEREST POLICY

Under Oregon Government Standards and Practices Laws, potential and actual conflict of interest relate to taking official action that may result in financial benefit or avoiding a negative financial effect on the Commission member, the member's relative, or a business with which the member or the member's relative is associated. (ORS 244)

Commission members must publicly declare a potential or actual conflict of interest prior to discussion, recommendation, vote or other official action on an issue. The member also must explain the nature of the conflict. The declaration and the nature of the conflict must be noted in the minutes.

With a potential conflict of interest, a member may participate in the action, once the

announcement has been made. In the case of an actual conflict of interest, the member must:

- a) **declare the actual conflict and announce its nature; and**
- b) **refrain from taking any official action on the issue.**

At each session or meeting at which the issue is addressed, the member must make the same public declaration. However, the member is required to make that announcement only once at each meeting, even if the issue involves a series of votes.

Exemption for Quorum Purposes: The law allows an exemption if a member's vote is necessary for the voting body to meet a required minimum number of votes necessary to take official action. The member with an ACTUAL conflict may vote in order to save the quorum, BUT MAY NOT PARTICIPATE IN THE DISCUSSION OR DEBATE.

Any Commission member who represents a provider of service that participates in the Commission's funding process may not serve on the Commission's RFP Committee.

Section 2: PERSONAL CONDUCT

Commission members shall conduct themselves in a manner calculated to avoid damaging the reputation and good name of the Commission and Lake County.

ARTICLE V - OFFICERS

Section 1: DEFINITION

The Commission shall have a Chairperson and a Vice-Chairperson. The Chair must be a lay person. Other officers may be selected as deemed necessary, by a majority vote of the Commission.

The Chairperson shall be appointed by the Lake County Board of Commissioners on a biennial basis. If the position is vacated, a Chairperson shall be appointed for the balance of the current term.

The Chairperson and Vice-Chairperson shall serve for a two (2) year term. Officers are only eligible for re-election after they have served their term and one (1) calendar year has passed.

In the event the Vice-Chair position is vacated, a Vice-Chairperson shall be voted upon by the full commission to complete the balance of the current term.

Section 2: CHAIRPERSON

The Chairperson shall call, set the agenda and preside at all meetings of the Commission, shall make appointments to committees and assignments of other tasks as are necessary to carry out the business of the Commission, and shall be an ex-officio member of all

committees.

Section 3: VICE-CHAIRPERSON

The Vice-Chairperson shall preside at Commission meetings in the absence of the Chairperson, and shall assist the Chairperson in the execution of tasks necessary to carry out the business of the Commission.

Section 4: TERM OF OFFICE

The term of office shall be two years beginning January ending December.

Section 5: ELECTION OF OFFICERS

Elections for Chairperson and Vice-Chairperson will be held every two (2) years in December. Appointments will become effective on January 1. The name of the Chairperson will be referred to the Board of County Commissioners for approval.

ARTICLE VI - COMMITTEES

Section 1: NUMBER AND DESIGNATION

The Commission shall have the power to create committees in number and with responsibilities believed by the Commission to be necessary to the development and implementation of the mission and goals of the Commission as described in the Comprehensive Plan.

The Chairperson shall appoint all committees and charge each with its responsibilities. A committee may be comprised of two or more persons. Committee members may include members of the Commission and other interested persons who reside in Lake County.

Section 2: COMMITTEE CHAIR

The committee chair shall be appointed by the Commission Chairperson. The committee chairperson shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the committee, chairing meetings of the committee and reporting to the Commission concerning the work of the committee.

Section 3: RELATIONSHIP TO COMMISSION

Committees shall act in an advisory capacity to the full Commission

ARTICLE VII - ADVISORS

The Commission and its committees may call on youth, lay citizens and youth and family service professionals to provide technical assistance, participate in deliberations and attend meetings

without voting rights. All to the extent deemed appropriate by the chairperson. No funds shall be expended for these advisors unless approved by the Commission.

ARTICLE VIII - MEETINGS

Section 1: REGULAR MEETINGS

The commission on Children and Families shall meet regularly ten (10) times in a twelve (12) month period. CC&F shall establish a pattern of regular meetings that shall be announced in such a manner and with such prior public notice as to allow reasonable preparation for attendance and participation by members and the public. All meetings are subject to the Public meetings Law.

Section 2: SPECIAL MEETINGS

The Chairperson, Vice-Chairperson, or twenty-five (25%) of the members of the Commission may call a special meeting by giving all members 24 hours written or verbal notice and by giving any required public meeting notice.

Section 3: QUORUM

A quorum shall consist of a majority of duly appointed members. If less than a majority are present, a business meeting may be conducted, but no voting can take place. (Student/Superintendent Members shall count for a meeting quorum if criteria has been met. {Ref BOCC 01/17/07})

Section 4: VOTING

All motions shall be approved by simple majority of members present.

Section 5: MINUTES

Written minutes shall be taken at all meetings by a designated Commission staff person. All conflicts of interest shall be noted. Meeting minutes shall be maintained consistent with ORS 192.650. Minutes will be distributed to all Commission members and the appointing authority and shall be approved or corrected at each subsequent meeting.

Section 6: EXECUTIVE TEAM MEETINGS

The Executive Team shall meet twice yearly during the two months in which no regular meeting is scheduled. The Executive Team will include CC&F Chair, Vice-Chair and Staff. All Commission Members and the Public are encouraged to attend. The Executive Team will meet in order to manage regular Commission business, no action requiring a vote will take place.

ARTICLE IX - STAFF ASSISTANCE

Section 1: STAFF ASSISTANCE

In accordance with HB 2004, the Lake County Commission on Children and Families shall be provided with two full-time equivalent (FTE) staff to assist in plan development and management functions of the Commission. These staff consist of a Director an Assistant Director and Support staff. These Staff are employees of Lake County. Staff funding is provided through the Oregon Commission on Children and Families. Commission staff cannot provide direct services to children and families.

ARTICLE X - PARLIAMENTARY AUTHORITY

Section 1: ROBERT’S RULES OF ORDER

Robert’s Rules of Order (Newly Revised) shall be the parliamentary authority in all cases not covered by these bylaws. Meetings of the Commission shall operate in accordance with these rules.

ARTICLE XI- CONDITIONS OF THE BYLAWS

Section 1: DURATION/ADOPTION

These bylaws are intended to serve the Lake County Commission on Children and Families as long as the Lake County Board of Commissioners continues to participate in the Oregon Commission on Children and Families, House Bill 2004. These bylaws and any revisions thereof shall be adopted by the Commission on Children and Families and the Lake County Board of Commissioners.

Section 2: MODIFICATIONS

Modifications must be approved by the Lake County Commission on Children and Families. Modifications must be approved by two-thirds of the members present and voting at any regular or special meeting with a quorum in attendance, provided that written notice of the proposed modification has been given five working days in advance of the meeting. Any modifications to these bylaws must also be approved by the Lake County Board of Commissioners before they become effective.

ARTICLE XII - PUBLIC MEETING LAW

Section 1: DESIGNATION

The Lake County Commission on Children and Families is a public body for purposes of ORS 417.760 - 417.785 and is thereby subject to the statutory procedures related to public meetings.

Section 2: POLICY

It is the policy of the Commission to attain maximum public contact and receive a maximum of public input. Accordingly, all meeting notices shall be posted and distributed to the media as part of the standard county procedure for all meetings subject to the open meeting law.

ARTICLE XIII - CONFIDENTIALITY

Commission members agree not to divulge any information of a confidential nature involving clients or staff of service providers revealed and, or discussed as a result of their official duties without prior approval of the client or staff member.

ARTICLE XIV - MISCELLANEOUS

Section 1: FISCAL YEAR

The fiscal year for the Commission shall be from July 1 through June 30 of each year.

Section 2. INTEGRATION WITH OREGON LAWS

In the event any provision of these bylaws conflicts with applicable Oregon Laws, then the applicable provision of Oregon Law shall govern. The remainder of these bylaws, however, shall remain in effect.

**LAKE COUNTY
COMMISSION ON CHILDREN AND FAMILIES**

CHAIR JOB DESCRIPTION

- * Serve as the executive officer of the Commission -
- * Preside at all meetings of the Commission (may be by consensus or parliamentary procedure)
- * Enforce observation of the by-laws
- * Decide all questions of order
- * Offer for consideration all motions
- * Apportion duties of the members of the Commission
- * Call special meetings
- * Appoint all necessary subcommittees
- * Make task assignments as necessary to carry out Commission purposes
- * Coordinate subcommittee activities
- * Perform other such duties as the office may require
- * Direct link to the Board of County Commissioners
- * Represent Commission at state level when necessary
- * Work closely with local staff to assure local issues and commission business are being attended to

VICE CHAIR JOB DESCRIPTION

- * In the absence of the Chair, perform all duties of the Chair and such other duties as from time to time are assigned by the Chair or the Commission

COMMITTEE CHAIR JOB DESCRIPTION

- * In the absence of the Chair and Vice Chair, a Chair of one of the permanent committees shall assume the duties of the Chair for the meeting in question
- * Be responsible for scheduling meetings of the committee
- * Assign specific tasks and appoint all subcommittees necessary to fulfill the committee's responsibilities
- * Chair meetings of the committee
- * Make reports of committee findings and decisions to the Commission
- * Invite others to attend and participate in committee meetings as advisors

FUNCTIONAL COMMITTEE MEMBERS

- * Actively participate in committee meetings and activities
- * Notify staff if cannot attend functional committees
- * Miss no more than 2 functional committee meetings per year
- * Attend monthly committee meetings as needed

JOB DESCRIPTION: COMMISSION MEMBER

Responsibilities

The commission as a whole has the responsibility for governing the entire commission. The commission is responsible for determining agency policy in the following areas: Human Resources, Planning, Finance, Development, Community Relations and Operations. Commission members share responsibilities in these key areas:

Human Resources

1. Commission membership, which includes recruiting and orienting new commission members, training, evaluating and recognizing existing commission members and providing commission members with opportunities to grow and develop as leaders.
2. Selecting and supporting the Administrator, including reviewing performance regularly and providing on-going assistance as requested by the Administrator.
3. Volunteer involvement, which includes setting policy regarding how the commission treats, recognizes and celebrates its volunteers.

Planning

1. Set and review the commission's mission and goals on an annual basis.
2. Plan for the commission's future, on a long-term and short-term basis.
3. Decide and plan which projects and programs the commission will provide.
4. Evaluate the commission's programs and operations on a regular basis.

Finance

1. Ensure financial accountability of the commission.
2. Oversee an ongoing process of budget development, approval and review.
3. Manage and maintain properties and investments the commission possesses.

Development

Strive towards adequate resources to achieve the commission's mission and implement the commission's programs and projects.

JOB DESCRIPTION: COMMISSION MEMBER (continued)

Community Relations

1. Ensure that the commissions programs and services appropriately address community/constituents.
2. Promote the commission to the general public, including serving as an emissary of the commission to the community.
3. Promote cooperative action with other organizations.

Operations

1. Ensure that the commission's administrative systems are adequate and appropriate.
2. Ensure that the commission's operations are adequate and appropriate.
3. Ensure that the organizational and legal structures are adequate and appropriate.
4. Ensure that the commission and its members meet all applicable legal requirements.

Requirements for Commission Service

1. A demonstrated interest in the commission's goals and mission.
2. Specific experience and/or knowledge in at least one area: Human Resources, Planning, Finance, Development, Community Relations, or Operations.
3. Representative of a key aspect or segment of the population of the community.
4. A willingness to expand knowledge or commission responsibilities through orientation and on-going training.
5. A willingness to represent the commission to the community.
6. Six to ten hours per month, distributed approximately as follows:
 - 3-4 hours Commission meetings-prep and attendance
 - 2-3 hours Committee meetings-prep and attendance
 - 1-3 hours Special requests