



## Bylaws

### Article I - Name

The name of this body shall be Children's Council of Monterey County. Whenever the term "COUNCIL" is used in these Bylaws, it shall mean the Children's Council of Monterey County.

### Article II - Authority

The authority for the formation and operation of this COUNCIL is set forth in Sections 18986 et seq. of the Welfare and Institutions Code (also known as *Interagency Children's Services Act*.) The Monterey County Board of Supervisors duly established the COUNCIL at its regularly scheduled meeting of June 9, 1992.

### Article III – ~~Mission Statement~~ Purpose

The COUNCIL ~~Children's Council of Monterey County~~ was established to ensure that the law as set in Sections 18986 et seq. of the Welfare and Institutions Code (*Interagency Children's Services Act*) is effectively implemented in Monterey County. Toward that end the COUNCIL adopted the following mission statement:

#### Mission

The Children's Council provides leadership and policy direction to encourage the development of a comprehensive and collaborative delivery system of services to children and youth in Monterey County.

#### Vision

All children in Monterey County live in safe, nurturing homes and communities; they are healthy, valued, succeed in school and realize their full potential.

#### Guiding Principles

Collaborative – promoting cross agency policies and procedures that enhance seamless service delivery; *support of systems change*; encourage interdisciplinary problem-solving and support; and address the barriers to success;

Comprehensive, Coordinated, and Integrated – recommending a full array of services and supports where the entire range of needs is addressed in a efficient, responsive and effective manner;

Family Centered and Family Driven – honoring, respecting, and empowering families as their child’s first teacher and strongest advocate;

Culturally Responsive – ensuring diverse populations receive culturally responsive **and inclusive** services and supports **to meet their unique needs**;

Community-Based, Community-Driven – ensuring that services are available and accessible in a variety of settings and locations;

Participatory – ensuring that program recipients participate in making and shaping decisions; and

Outcomes-Oriented – measuring outcomes for children, youth and families and using data to facilitate decision-making, identify obstacles, and improve services;

**Racially Equitable – ensuring a proactive and ongoing commitment to anti-racist policies, practices, attitudes, and action so that someone’s race does not determine their access, opportunities, treatment or statistical outcomes in society.**

#### **Article IV – Goals**

Consistent with Interagency Children’s Services Act the goals of the COUNCIL are to:

- A. Encourage the development of service delivery plans, which emphasizes preventive and early intervention services that maximize the healthy development of children and minimize the long-term need for public resources.
- B. Allow for the flexibility of expenditures in public funds.
- C. Emphasize local decision-making and provide for greater flexibility to local government in designing delivery systems.
- D. Provide for continuum of family-centered, child-focused services through public/private partnerships within the community.
- E. Minimize duplicate administrative systems.
- F. Identify gaps in services to target populations.
- G. Encourage that case management is provided to children and families with multiple needs.
- H. Involve school districts in the planning and delivery of coordinated services for children.

## Article V – Duties/Functions

- A. The duties of the COUNCIL shall include, but not be limited to, the following:
1. Ensure collaboration and countywide planning for the provision of children’s services. In this regard, the COUNCIL may develop multi-year plans for ensuring coordinated children’s services over time.
  2. Identify and engage those agencies that have a significant joint responsibility in providing services to children and families.
  3. Identify gaps in services to specific populations.
  4. Develop policies and set priorities to ensure service effectiveness.
  5. Implement public and private collaborative programs whenever possible.
  6. Promote countywide interagency case-management to coordinate resources, especially for those children and their families who are using the services of more than one agency concurrently.
  7. Identify, coordinate with, and where feasible, integrate with existing children’s services groups and other coordinating bodies.
  8. Encourage development of data sharing agreements amongst those agencies providing services to children and families.
  9. Submit to the Board of Supervisors, no later than June 30<sup>th</sup> each year, a report covering previous FY, on the status of children in Monterey County and activities of the COUNCIL.
- B. In addition, the ~~COUNCIL Children’s Council of Monterey County~~ shall function to:
1. Improve communication, planning, cooperation, and coordination among children and youth-serving agencies to ensure efficient and effective service delivery.
  2. Take and maintain an inventory of the status of children in Monterey County and resources available.
  3. Advocate for the needs of children and establishment of new services.

4. Provide forum for agencies and the community to share ideas and to clarify perceptions and expectations.
5. Review or consult on applications for grants and/or projects and proposals when requested, or as appropriate.
6. **The COUNCIL shall support the creation of Initiatives of the COUNCIL. The COUNCIL shall approve proposed Initiatives by majority vote..**

## **Article VI – Membership**

### Section 1 – Composition

Unless otherwise expressly provided by statute, the Monterey County Board of Supervisors shall appoint membership. Additional members may be added by the Monterey County Board of Supervisors in Category C when deemed necessary, but the total membership will not exceed 30 members.

- A. **Category A:** Statutorily designated membership shall consist of the following officials, or their respective alternates approved by the COUNCIL (19 members.)
  1. Deputy Director, Family and Children’s Services Branch, Monterey County Department of Social Services
  2. Executive Director, Housing Authority of the County of Monterey
  3. Bureau Chief, **Behavioral Health Bureau**, County of Monterey Health Department
  4. Chief Probation Officer
  5. Director, County of Monterey Health Department
  6. Director, County of Monterey Department of Social Services
  7. ~~The~~ Presiding Judge, County Superior Court, Juvenile Division
  8. ~~The~~ County Superintendent of Schools
  9. One Member of the County Board of Supervisors
  10. District Attorney
  11. Sheriff
  12. One Member of the Child Abuse Prevention Council (CAPC)
  13. Public Defender
  14. County Counsel
  15. Executive Director, ~~of~~ First 5 Monterey County
  16. President, ~~of~~ United Way Monterey County
  17. Chair, ~~of the~~ Child Care Planning Council
  18. President, ~~of~~ California State University Monterey Bay
  19. President of **one** local community college

~~B.~~ **Category B:** Membership shall also include **two** school superintendents, including at least one of a unified school district, appointed by the Superintendent's Council ~~(two, (2) members.)~~

C. **Category C:** Membership shall also include the following seven appointees of the Board of Supervisors (nine (9) members):

1. A representative of a private non-profit 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 and private funds.
2. A representative of a local agency addressing the needs of special needs children and youth.
3. A representative of the City or County Parks and Recreation Department
4. A representative of City or County libraries

~~Two at-large members~~

5. A representative from a non-profit organization that provides services to children and youth in the area of substance use disorder treatment.

6. **Up to four (4)** at-large members

D. **Terms:** Members appointed by the Board of Supervisor and the Superintendent's Council shall serve a three (3) year term beginning July 1<sup>st</sup> of each year **unless a member is replaced as described below**. A member in Category B or C **may** serve a **three (3)** year term with a maximum of two (2) continuous terms. **There must be a lapse of one (1) year before member may be re-appointed to COUNCIL.**

~~Vacancies: New Appointments:~~ **A vacancy occurs when a Category B or C member's term expires, a member resigns or dies, or when a position is deemed vacant due to failure to attend meetings.** If a member under Category C resigns, the resignation shall be treated as a vacancy and shall be filled in compliance with the Maddy Act, **Government Code Section 54970, et seq.** **Any appointments to fill a vacancy shall be for the remainder of the unexpired term if applicable.**

E. **Alternates:** Members may nominate an alternate to represent them on the COUNCIL ~~Children's Council when they are unable to attend~~. The alternate must be from the same organization or sector that the member is appointed to represent. The member may nominate an alternate by notifying the COUNCIL ~~Secretary Coordinator~~ of his/her intent

prior to posting the agenda. The ~~Secretary Coordinator~~ will place the nomination of the alternate before the COUNCIL ~~Children's Council~~ to accept or reject ~~selected alternate~~ at the next regular scheduled meeting. With an affirmative vote of the majority of the COUNCIL ~~Children's Council members~~, the alternate may vote and serve on the members' behalf ~~at the next scheduled Children's meeting and at any future~~ at meetings. It is the intent of the COUNCIL that the alternate members are ~~consistent in their participation~~, stable and stay informed on issues coming before the COUNCIL.

## Article VII – Officers

### Section 1 - Executive Committee

The Board of Supervisors authorized the COUNCIL to disgnate an Executive Committee. The Executive Committee will consist of the Director of the Health Department, the County Superintendent of Schools, the Chief ~~Director of~~ Probation ~~Officer~~, the Director of the Department of Social Services, and the President of United Way ~~of~~ Monterey County.

### ~~Section 2 – Officers~~

~~The COUNCIL may elect any other officer deemed necessary by the majority vote of its members. Officers will serve two year terms.~~

### Section 2 – Secretary

~~United Way Monterey County's President or designee shall serve as the Secretary of the COUNCIL. The COUNCIL chair will designate a member of that entity's staff to function as secretary to the COUNCIL. The Secretary shall transmit all notices required by law; maintain minutes for COUNCIL meetings and other records that may from time to time be required by the COUNCIL's activities; maintain communication with the Office of the Clerk of the Board of Supervisors regarding membership; and perform other reasonable duties as may be assigned by the Chairperson.~~

### Section 3 ~~4~~ – ~~Chair~~ Chairperson

~~The ~~Chair~~ Chairperson elected by the COUNCIL shall convene the meetings of the Executive Committee and COUNCIL, appoint committees and membership, and present the annual report to the Board of Supervisors. A Chairperson shall be selected from amongst the Executive Committee membership on a rotating schedule (in the order of: Director of the Department of Social Services, Chief Probation Officer, County Superintendent of Schools, Director of the Health Department), and shall serve two (2) year term commencing July 1<sup>st</sup>.~~

### Section 4 – Vice Chairperson

~~The preceding Chair shall serve as Vice Chairperson for two (2) year term commencing July 1<sup>st</sup>. The Vice Chairperson shall, in the absence of the Chairperson, assume the duties of the Chairperson.~~

## **Article VIII – COUNCIL and Executive Committee Meetings**

### **Section 1 – Public Meetings**

All meetings of the COUNCIL and its committees and subcommittees shall be conducted in accordance with the Ralph M. Brown Act (California Government Code 59450, et seq) and/or other applicable statutes.

### **Section 2 – Frequency and Time**

The regular meeting of this COUNCIL shall be held ~~monthly~~ ~~on the second (2<sup>nd</sup>) Monday of each month at noon in the Monterey County Office of Education, 901 Blanco Circle, Salinas CA unless otherwise scheduled and posted.~~

### **Section 3 – Minutes**

Minutes ~~shall be posted and printed~~ of the regular meeting of the COUNCIL and Executive Committee shall be posted on the COUNCIL website. These minutes will be sent to the COUNCIL members, and anyone requesting copies. Minutes of the previous meetings will be available at the next regular meeting of the COUNCIL and Executive Committee.

### **Section 4 – Agenda**

Items to be considered for the regular meeting of the COUNCIL and Executive Committee shall be sent to either the designated Secretary or to ~~the COUNCIL or~~ the ~~Chair~~ Chairperson of the COUNCIL. The agenda for the regular meeting of the COUNCIL and Executive Committee shall be posted and sent to members in compliance with the Ralph M. Brown Act.

## **Article IX – Committees**

The COUNCIL may establish standing ~~committees, ad hoc committees, or task forces as it deems necessary or appropriate to carry out its duties and purpose. The Chairperson shall appoint COUNCIL members to serve on those committees, subject to approval by the COUNCIL. or limited committees whose members shall be appointed by the Chair subject to approval by the COUNCIL.~~ Such committees shall have at least two (2) members of the COUNCIL. ~~All standing committees or shall comply with Ralph M. Brown Act.~~

## **Article X – Parliamentary Rules**

### **Section 1 – Conduct of Meeting**

The meeting of the COUNCIL shall be conducted in accordance with Robert Rules of Order (Revised Edition) and Government code 54950, et seq.

### **Section 2 – Quorum**

A quorum shall be a simple majority of the existing membership.

Section 3 – Majority Vote

A majority of the membership present is necessary to approve action items.

**Article XI – Adoption And Amendment**

Section 1 – Adoption

These ByLaws shall become effective upon approval of both a majority of the membership of the COUNCIL and approval of the Board of Supervisors.

Section 2 – Amendment

These By-Laws are subject to amendment in accordance with Robert’s Rule of Order (Revised Edition) The By-Laws may be amended upon recommendation of the COUNCIL with approval by the Board of Supervisors. **The COUNCIL will review the ByLaws periodically.**

**Article XII – Conflict of Interest**

Committee members shall comply with the provisions of applicable law, including but not limited to Government Code 1090, the Political Reform Act of 1974, as amended, as the Act relates to Conflicts of Interest (Government Code Section S 87100, et seq.) and shall file statements of economic interest (FPPC Form 700) pursuant to the Conflict of Interest Code to be approved by the Board of Supervisors for the Committee. Additionally, no committee member shall undertake any employment, activity, or economic enterprise for compensation that is inconsistent, incompatible, in conflict with or inimical to his/her duties as a Committee member.

Adoption by the COUNCIL July 20, 1998

Approved by the Board of Supervisors on October 6, 1998

Revisions approved by the Board of Supervisors on June 27, 2007

Amended and approved by the Board of Supervisors on April 8, 2014

**Amended and approved by the Board of Supervisors on**