

*Before the Board of Supervisors in and for the
County of Monterey, State of California*

Resolution No:

Adopting By-laws for the Monterey County Domestic Violence)
Coordinating Council, amending and restating the membership)
and Rules applicable to the Council.)

WHEREAS, the Board of Supervisors of Monterey County established the Domestic Violence Coordinating Council (“Council”) in 1996 with the adoption of Resolution No. 96-357 (the “Resolution”); and,

WHEREAS, the Resolution set forth the members of the Council as it existed in 1996, and other rules applicable to the Council; and,

WHEREAS, the Resolution has been amended from time-to-time making changes but those discreet changes have been documented in individual resolutions rather than restating the entirety of the action; and,

WHEREAS, further amendments to the Resolution are now necessary and appropriate to a) remove as members organizations that no longer exist, b) update names of other members, c) add new members, and d) add a category of “Associate Members;” and,

WHEREAS, it is therefore appropriate to adopt a set of By-laws for the Council to restate the applicable rules, incorporating past and current changes in a single document, so that amendments made from time-to-time are incorporated into that document; NOW, THEREFORE,

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

1. There is hereby continued in the County the Domestic Violence Coordinating Council.
2. The document attached hereto as Exhibit A is adopted as the By-laws for the Council.

PASSED AND ADOPTED this ____ day of _____ 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____

EXHIBIT A

By-laws of the Monterey County Domestic Violence Coordinating Council

Section I. Membership

A. The Council shall consist of twenty-one regular members and four associate members as follows:

Regular Members

Representative of the Superior Court of California, County of Monterey

District Attorney

Chief Probation Officer

Sheriff

Representative from the Monterey County Chief Law Enforcement Officers Association

Representative from Community Homeless Solutions

Representative from YWCA Monterey County

Representative from the Monterey County Commission on the Status of Women

Representative from the Monterey County Department of Social Services

Representative from the County Medical Society

Five At-Large Representatives appointed by the Board of Supervisors

Representative of the Monterey County Department of Health

Representative of the Monterey County Office of Education

Representative of the Faith Community Ministerial Association

Representative of the Monterey County Rape Crisis Center

Representative of the Latino Network

Representative of the Elder Abuse Consortium

Representative from Community Human Services

Representative from Lideres Campesinas

Associate Members

Representative of the Naval Family Advocacy Program

Representative of the Army Family Advocacy Program

Two representatives from the Business Community

- B. The representative from the Superior Court shall be appointed by the Presiding Judge thereof.
- C. Each member of the Board of Supervisors shall appoint an at-large representative to serve on the Council and an alternate to serve in the absence of the at-large representative.
- D. The representatives from the business community and civic minded organizations may be elected as associate members by DVCC members.
- E. Each Regular Member except the at-large representatives may designate an alternate to serve as a voting representative in the event the Regular Member is unable to attend a meeting of the Council.

- F. Associate Members may participate in the Council's meetings and discussions, but will be non-voting members. Associate Members may appoint an alternate to participate in meetings if the Associate Member is unable to attend the meeting.

Section II. Term of Office

- A. Members, except at-large representatives, shall have no fixed term but shall serve at the pleasure of the organization they represent.
- B. The term of office for at-large representatives shall be the same as the term of the appointing supervisor.
- C. An at-large representative may be reappointed for succeeding terms at the discretion of the appointing supervisor.
- D. An at-large representative appointed to fill a vacancy that occurred other than by expiration of a term of office shall be appointed to fill the remaining portion of the unexpired term.
- E. If a supervisor does not complete a term, the supervisor appointed or elected to complete the unexpired term may appoint the at-large members to complete the remaining portion of the unexpired term.

Section III. Organization

- A. Officers: The Council shall elect from its membership a chairperson, vice-chairperson, secretary, treasurer, historian and other officers as deemed necessary for the conduct of its business. The term of office for officers shall be one year with elections held in January of each year to take effect in January.
- B. Quorum and voting: Fifty percent (50%) plus one of the seated Regular Council members, in attendance, shall constitute a quorum. Affirmative action may be taken only by 50% plus one of the seated Regular Council members present, but in no case shall a legally constituted meeting be held without a quorum.
- C. Minutes: The Council shall keep minutes of its meetings. A copy of Council minutes shall be filed with the Clerk of the Board of Supervisors, upon approval of the Council.
- D. Meetings: All meeting of the Council shall be in compliance with the California Open Meeting law (the "Brown Act"). The Council shall establish a regular meeting schedule, give public notice of the time and place of its meetings and all meetings shall be open to the public.
- E. The Council may appoint working groups for the purpose of carrying out the functions of the Council.
- F. Unexcused Absences Policy:

1. Attendance: A Council member may request that any absence from a meeting be excused by the Council. The request may be made ahead of the absence provided it is received in writing in time for the matter to appear on the agenda, or after the absence if made in writing in time to be placed on the agenda for the next regular meeting of the Council. When a Council member or alternate is absent, unexcused, from three regular meetings within a twelve-month period, said absences shall constitute an automatic resignation of the member. Six absences, whether excused or unexcused, in a twelve-month period shall constitute an automatic resignation, except that the Council may waive the resignation for good cause by a majority vote of Council members.
2. Removal or Resignation: Whenever an automatic resignation occurs, it will be the responsibility of the appointed member organization to fill the vacancy.

Section IV. Duties of Officers

- A. The Chairperson's responsibility shall be to preside at all meeting; if necessary, call for special or emergency meetings or, at the direction of a majority of a quorum voting at a regular meeting, call for special or emergency meetings; sign correspondence; make or delegate responsibility for periodic reports to be given to the Board of Supervisors when requested; disseminate all correspondence to or from the Council to all Council members; ensure that all outgoing correspondence on behalf of the Council shall be approved by a majority of the quorum; and ensure that procedures for conducting meeting will be in accordance with the Brown Act and Robert's Rules of Order.
- B. The Vice-Chair shall serve in the absence of the Chairperson.
- C. The Secretary shall keep attendance; record minutes; process correspondence; reserve meeting rooms; ensure proper public posting of the meeting agenda; file minutes after approval with the Clerk of the Board; and any other duties that the Council assigns.
- D. The Treasurer shall receive all income of the Council and shall deposit it in the name of the Council in any bank account approved by the Executive Committee; shall keep a current record of all receipts and disbursements; shall present an accurate statement of account quarterly at the general meeting, or at any time requested by the Executive Committee. The Treasurer shall serve as the point of contact and liaison to the Action Council. The Treasurer requests reports from Action Council and reviews these reports for deposits and withdrawals; and makes reports to the Council on all income and expenditures. All expenditures under \$200 may be approved by the Executive Committee, while those over \$200 must be approved by the Council. Two signatures of the five, authorized Executive Committee members shall be required on checks.

- E. The Historian shall provide information based on their participation on the Council of ten years or more to assist in planning and decision making.
- F. Any other officers as determined by the Council will have their duties defined by the Council.

Section V. Compensation

- A. Members of the Council shall serve without compensation and shall not be eligible for travel and incidental expenses.

Section VI. Charge of the Council

The general purpose of the Council shall be as follows:

- A. To improve coordination between agencies, departments and the courts for the benefit of victims of domestic violence and abuse.
- B. To promote the effective prevention, intervention and treatment techniques which will be developed based upon research and data collection.
- C. To improve the response to domestic violence and abuse so as to reduce the incidents thereof.
- D. The Council may, if necessary, establish procedures, conduct reviews, develop policies, and take all other actions necessary to further the Board of Supervisors' objectives of responsiveness to domestic violence and related issues, subject to the approval of the Board of Supervisors.

Section VII. Staff Support to Council

- A. Staff support shall be provided by agencies represented on the Domestic Violence Coordinating Council as mutually agreed.

Section VIII. Amendment of By-Laws

- A. These By-laws may be amended by vote of the Board of Supervisors upon the recommendation of the Council.

Adopted 1996 Res. 96-357
Amended 1998 Res. 98-134
Amended 2001 Res. 01-286
Amended 2021 Res. 21-____