BY LAWS
MONTEREY COUNTY CHILDREN AND FAMILIES COMMISSION

1125 Baldwin Street Salinas, CA 93906 Phone: 831-444-8549 Fax: 831-444-8637 Website: www.First5Monterey.org

BYLAWS

ARTICLE I: NAME

The formal name of this organization shall be the Monterey County Children and Families Commission, which may also be known as "First 5 Monterey County." Whenever the term "Commission" is used in these Bylaws, the term shall refer to the Monterey County Children and Families Commission.

ARTICLE II: AUTHORITY

This Commission is formed pursuant to Section 5, Division 108 (commencing with section 130100) of the California Health and Safety Code, Section 6, Article 3 of the California Revenue and Taxation Code (commencing with section 30131), and Chapter 2.59 of the Monterey County Code.

ARTICLE III: PURPOSE

The Monterey County Children and Families Commission exists in order to create and manage a comprehensive system of information, programs, services, and administrative support for enhancing the early childhood development of children and their families. The objective of this system is to prepare children to enter school in good health, emotionally well developed, and ready and able to learn. The purpose of these bylaws is to establish procedures for the Commission's proceedings.

ARTICLE IV: MEMBERSHIP

A. Pursuant to Section 2.59.050 of the Monterey County Code, the Commission shall be comprised of seven members, appointed by the Monterey County Board of Supervisors, as follows:

   1. The Director of the Monterey County Health Department, or his/her designee.
   2. The Director of the Monterey County Social Services Department, or his/her designee.
   3. A member of the Monterey County Board of Supervisors.
   4. Four at large members shall be nominated by a review committee established by the Commission for final review and appointment by the Board of Supervisors. These nominees shall be selected from the categories of individuals pursuant to Health and Safety Code Section 130140(a)(1)(A)(iii).

B. The Commission member from the Board of Supervisors shall be appointed or re-appointed annually by the Chair of the Board of Supervisors.

1125 Baldwin Street Salinas, CA 93906 Phone: 831-444-8549 Fax: 831-444-8637 Website: www.First5Monterey.org

C. The term of at large members in Section A.4 above shall serve a three (3) years term at the pleasure of the Board of Supervisors. The date of these members' appointments shall be staggered so that their terms will not expire on the same date. Any at large member may be re-appointed for a second three (3) year term at the pleasure of the Board of the Board of Supervisors. At large members who serve at the pleasure of the Board of Supervisor may continue to serve, upon expiration of their term, until their successor is appointed. If a vacancy occurs prior to the expiration of an at large member's term and a successor member is appointed to serve the remainder of the unexpired term, the successor may serve up to two additional consecutive three-year terms.
Members may be removed from the Commission for reasons of repeated non-attendance, (i.e. three unexcused absences), or for violations of Commission or County policies or regulations. Removal of a member shall not occur without formal action by the Commission and shall be subject to approval by the Board of Supervisors.

A membership vacancy shall exist when an appointed member is unable to complete his/her term of office. When the Commission has determined that a vacancy exists, it shall identify the term of the new member and take appropriate action to fill the vacancy, including notification to the Board of Supervisors of the need to appoint a new member.

ARTICLE V: DUTIES AND FUNCTIONS

Pursuant to Chapter 2.59.080 of the Monterey County Code, and consistent with Section 5, Division 108 (commencing with section 130100) of the California Health and Safety Code, the duties of the Commission shall be to:

A. Prepare and adopt a complete county strategic plan for the support and improvement of early childhood development within the County. The Commission shall conduct a public hearing on the proposed Plan prior to its adoption.

B. Conduct an annual review of the county strategic plan and revise the Plan, as necessary.

   1. The annual review shall be completed prior to October 15 of each year and shall include an audit of the performance of the Plan's fiscal and program elements during the preceding fiscal year. The Commission shall issue a written report to the Board of Supervisors which shall include the manner in which funds were expended, the progress toward program goals and objectives, and the measurement of specific outcomes of the Plan's program and services.

   2. The annual review, including any revisions to the county strategic plan shall be presented in a public hearing prior to its adoption by the Commission.

C. Submit the original adopted strategic plan, revised Plans and annual reviews to the California Children and Families Commission ("State Commission").

1125 Baldwin Street Salinas, CA 93906 Phone: 831-444-8549 Fax: 831-444-8637 Website: www.First5Monterey.org

D. Establish advisory Committees as needed to the Commission in order to provide technical and professional expertise regarding the development and implementation of Commission activities, (pursuant to Section 130145 of the California Health and Safety Code). The Monterey County Children's Council shall serve as an Advisory Committee.

E. Prepare and adopt an annual budget for the administration and implementation of the Commission's Strategic Plan.

F. Monitor and supervise the implementation of the Strategic Plan and system of early childhood information, programs and services.

G. Hire, supervise, and evaluate a Commission Executive Director to oversee and provide leadership in administering the Strategic Plan and the information and services system.

H. Establish Bylaws, policies and procedures consistent with County policies and regulations in order to promote and facilitate the performance of the Commission's functions.

I. Meet as often as necessary to conduct the Commission's business. The Commission shall conduct a formal business meeting no less than four (4) times during each fiscal year. All formal meetings shall be considered public meetings subject to the provisions of the Ralph M. Brown act. Requirements to hold public hearings pursuant to Chapter 2.59.080 of the Monterey County Code, Section 5, Division 108 (commencing with Section 130100) of the California Health and Safety Code shall be met by holding public meetings subject to the provisions of the Ralph M. Brown Act.

ARTICLE VI: DECISION-MAKING

A. Consistent with its Statement of Values, the Commission shall endeavor to reach consensus in its deliberations. Formal actions, however, shall be taken by a vote of the appointed members present at the time of the vote, subject to the presence of a quorum of the membership.

B. A quorum shall consist of a majority of the appointed members.

C. Passage of formal actions by the Commission shall require an affirmative vote by a majority of the member's casting votes. Voting by proxy is not authorized.

D. Formal business of the Commission shall be conducted according to Robert's Rules of Order.

ARTICLE VII: OFFICERS

A. The Commission shall elect a Chairperson, Vice-Chairperson, and Secretary at its organizational meeting prior to the start of the new fiscal year. The term of these offices shall be one year.

1125 Baldwin Street Salinas, CA 93906 Phone: 831-444-8549 Fax: 831-444-8637 Website: www.First5Monterey.org

B. Chairperson

1. Serves as the presiding officer of the Commission and signs official documents on behalf of the Commission.
2. Is a voting member of the Commission.
3. Is responsible for preparation of meeting agendas.
4. Appoints members to special or standing committees of the Commission and designates the chairperson of any such committee.
5. Is responsible for notifying a Commission member whose status is in jeopardy (see: Article IV, Section C).
6. May represent the Commission at public meetings, hearing, or forums.
7. Represents the Commission in business dealings and directly supervises the Executive Director.

C. Vice-Chairperson

1. Exercises the duties of the Chair in his/her absence, or at the request of the Chair.

D. Secretary

1. Signs and ensures that State required paperwork is filed, (i.e. Statement of Facts Roster of Public Agencies, Government Code Section 53051).
2. Shall keep or cause to be kept, a book of minutes of all meeting s of the Commissioners and its committees.
3. Shall keep or cause to be kept, a copy of the Commission Ordinance and the Commission Bylaws, as amended to date.
4. Shall give or cause, notice of all meetings of the Commission and any Committees thereof required by these Bylaws or by law to be given.

ARTICLE VIII: COMMITTEES OF THE COMMISSION

The Commission may establish standing committees or special committees for any purpose which furthers the business of the Commission. Committees shall be established or retired by formal action of the Commission.

ARTICLE IX: CONFLICT OF INTEREST

Commission members (voting and ex officio) shall abide by all applicable laws, standards and regulations governing conflicts of interest, including those adopted by the Board of Supervisors and the State Commission.

ARTICLE X: ADOPTION OF AND REVISIONS TO THE BYLAWS

BY LAWS
MONTEREY COUNTY CHILDREN AND FAMILIES COMMISSION

1125 Baldwin Street Salinas, CA 93906 Phone: 831-444-8549 Fax: 831-444-8637 Website: www.First5Monterey.org

The Bylaws may be revised or amended by formal action of the Commission in accordance with provisions of the Brown Act and Roberts Rules of Order.

APPROVED AND ADOPTED THIS DATE:

_____ _____
Chairperson Date
Monterey County Children and Families Commission

_____ _____
Chair Date
Monterey County Board of Supervisors

Approved as to Form:

Monterey County Counsel

By: _____ _____
Date

Title: _____