

Humboldt County Children & Families Commission

BYLAWS

Article I - Name

Humboldt County Children and Families Commission

Article II - Authority

The Commission was created by the Humboldt County Board of Supervisors ordinance 2185, in response to the California Children and Families First Act of 1998 (the Act).

Article III - Mission Statement

The mission of the Humboldt County Children and Families Commission is to support a comprehensive, collaborative, integrated system of information and services for children, aged prenatal to five years, and their families in order that children enter school in good health, ready and able to learn.

Article IV - Duties and Responsibilities

Under the general direction and with the approval of the Board of Supervisors the Humboldt County Children and Families Commission shall:

1. Adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county, consistent with the requirements of the Act and any state regulations or guidelines hereinafter enacted to implement the Act. The commission shall conduct at least one public hearing on its proposed strategic plan before the plan is adopted.
2. At least annually, carry out a review of the county strategic plan and revise the plan as may be necessary or appropriate. The commission shall conduct at least one public hearing of its annual review of the plan before any revisions to the plan are adopted.
3. Submit its adopted strategic plan and any subsequent revisions thereto, to the state commission.
4. Prepare and adopt an annual audit report pursuant to Section 130150 of the Health and Safety Code. The commission shall conduct at least one public hearing prior to adopting any annual audit and report.
5. Conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150 of the Health and Safety Code.

6. Administer the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and its adopted strategic plan.
7. Make copies of its annual audits and reports available to members of the general public on request and at no cost.
8. Carry out such other duties as are prescribed by statute, regulation, or by the state commission.

Article V - Membership

1. The commission shall consist of 9 members who are residents of Humboldt County appointed by the Board of Supervisors. Composition of the commission shall be as follows:
 - a) One member shall be a member of the Board of Supervisors. The Board of Supervisors may choose to appoint one alternate to serve in the absence of a Board of Supervisor member at Commission meetings and designated subcommittee meetings. **If the designated Supervisor cannot attend a meeting, he or she will notify First 5 Humboldt staff to invite the alternate. The alternate may not hold a Commission office.**
 - b) Two members shall be employees of Health and Human Services having management responsibilities with a focus on children and families. **Health and Human Services (HHS) may choose to appoint one alternate for each HHS Commissioner, also having management responsibilities with a focus on children and families. If a designated HHS Commissioner cannot attend a meeting, he or she will notify First 5 Humboldt staff to invite their alternate. An alternate may only be called to attend a meeting a maximum of four (4) times per year. The alternate may not hold a Commission office.**
 - c) Remaining members shall be from the public, representing the following categories: recipients of project services, educators specializing in early childhood development; representatives of local child care resource or referral agencies, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have a goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.
2. All members of the Commission shall be decision-making members and shall serve at the pleasure of the Board of Supervisors. Members representing the Board of Supervisors and Health and Human Services shall serve four year terms, and may serve consecutive terms. Three members representing the public shall serve four year terms, and three members representing the public shall serve three year terms. All members will be appointed by the Board of Supervisors. No appointee representing the public shall serve

as a member of the Commission for more than **eight ten** consecutive years. A waiting period of one year is required for a member of the public to be reappointed after serving **eight- ten** consecutive years.

3. Notice of vacancies shall be shared with the community and positions shall be appointed by the Board of Supervisors. Efforts should be made to insure that the racial and cultural composition of the Commission is reflective of persons and families within the community.
4. Mid-term appointees shall carry the same term as the original position to complete the previous member's term. **Mid-term appointees are eligible to serve two consecutive full-terms, as long as the total length the of service does not exceed ten consecutive years.**
5. Commission members, on the recommendation of the Commission, may be removed from membership by action of the Board of Supervisors for failure of a member to fulfill her/his duties or responsibilities. Such failure shall include missing **eight four (4)** or more regular Commission meetings in a calendar year. **Attendance by an alternate does not affect the maximum number of allowable absences.**
6. Commission members may make a written request for leave of absence if they will be unable to attend for **three consecutive meetings** or longer. The request shall set forth the justification for the leave.
 - a) The Commission may approve a leave of absence for no more than six months. While on leave, such member is an inactive member.
 - b) If a leave is granted and the leave needs to be extended, the Commission member shall request, in writing, an extension, setting forth the reasons for the request.
 - c) If a member anticipates the absence will extend beyond six months then the member must resign from the Commission.
 - d) No more than two members shall be on leave at any time.
7. Commission members may not be compensated "except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county Commission" as specified in Health and Safety Code section 130140(a)(1)(B).

Article VI - Officers and Duties

1. **Officers.** Officers selected by the Commission shall be two Co-chairs and a Chair-Elect, and each shall serve a one year term beginning at the time of selection.

2. Selections. At a January meeting, or as needed, officers will be proposed by consensus from a quorum of Commission members. At a subsequent meeting, nominees will be selected by Commissioners. Members may serve in consecutive terms of office upon re-selection.
3. Removal of Officer. A Commission officer may be removed from office by consensus of a quorum of Commission members.
4. Duties of Co-chairs: The chairs shall:
 - a) facilitate or designate another Commissioner to facilitate all regular and special meetings and set the agendas thereof;
 - b) facilitate formation of various committees or task forces;
 - c) represent the Commission or designate a representative at public functions;
5. Duties of the Chair-Elect. The chair-elect shall fulfill the duties of a co-chair due to the absence of a co-chair.

Article VII - Committees and Duties

1. Commission committees shall be maintained on an as needed basis. Committees may be of standing (more than one year duration) or temporary (less than one year duration). Committees shall be composed of Commission members and community members. Commission members are expected to serve consistently on one or more committees during their term of service. Committees will change as the needs of the Strategic Plan change.

Article VIII - Meetings

The Commission will convene in regular sessions to fulfill Commission duties and responsibilities.

1. Meetings of the Commission shall be held in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq., including subcommittees with a quorum of commissioners.
2. Special meetings of the Commission may be called by a co-chair or by consensus of a quorum of the Commission.
3. Written notice of all Commission meetings and agendas pursuant thereto shall be sent to all Commission Members prior to the scheduled meeting date.

- 4. In accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq., meeting attendance by a Commissioner(s) at a remote location via phone or internet will be noticed in the meeting announcement as well as posted at the remote location and general meeting location.**

Article IX - Decision making Procedures

1. A quorum shall be required for Commission actions. A majority of the active members of the Commission shall constitute a quorum. Members on leave are inactive members.
2. Decisions will be made by consensus by a quorum of the Commissioners. A Board of Supervisors alternate will be included in the decision-making process.
3. Records shall be kept of all Commission actions as part of Commission meeting minutes.
4. Commission members will declare to the Commission when they perceive a potential conflict of interest or the appearance of a conflict of interest may be present, including but not limited to situations involving financial interests of a member or his/her spouse's involvement with an agency/individual being considered for HCCFC funds. If a Commission member determines that a conflict of interest is present, the Commissioner shall abstain from the discussion and decision making process affecting these agencies or individuals. Such declarations shall be noted in the minutes.

Article X - Commission Positions and Legislation

State and local legislative and regulatory processes shall be monitored, in order to proactively communicate the local HCCFC experiences and positions and to anticipate changes in laws, regulations, and services impacting early childhood development programs. The Commission will participate in the development of the Policy Platform of the California Children and Families Association to achieve common purposes and provide a unified voice for the 58 counties in legislative, regulatory, and policy advocacy to the benefit of young children and their families.

Article XI - Bylaws

1. Adoptions of Bylaws. Initiating bylaws shall become effective upon approval of the Commission.
2. Amendments to Bylaws. Commission bylaws may be amended by consensus of a quorum of the Commission at any meeting provided the amendments have been distributed to the entire membership at least 30 calendar days preceding the meeting at which the amendment will be considered.

Article XII - Meeting Procedures

Commission operations shall be based on mutual respect and consensus.

Available for public review 12/06/2018.

Approved by the Children and Families Commission of Humboldt County on 01/17/2019.