

LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

BYLAWS

ARTICLE I - NAME

SECTION 1. The name of this organization shall be: Lane County Commission on Children and Families hereafter referred to as Commission.

ARTICLE II - MISSION STATEMENT

SECTION 1. The mission of the Commission on Children and Families is to promote and enhance a responsive, accessible system of supports that promotes wellness for all of Lane County's children, youth, and families.

ARTICLE III - GOALS

SECTION 1. Guiding Principles and Goals of the Commission.

- Family Centered Practices: Families are the center of the system of supports for children and youth, and services are designed to meet the needs of all family members.
- Comprehensive and Responsive Services: Services and supports affirm and build on the strengths of children, youth, and families; are developmentally appropriate; and focus on prevention and wellness.
- Respect for Diversity: Policies and practices promote the consistent acknowledgement and appreciation of the culture and value systems of all children, youth, and families including the differences in cognitive and literacy levels, gender, culture, religion, race, ethnicity, economics, language and communication skills, and physical ability.

- Effective Partnerships: Community, private and public sector partners join together to ensure access to comprehensive services for children, youth, and families.
- Results-Based Accountability: Accountability is ensured through the use of proven practices, and the ongoing monitoring and evaluation of results.
- Commission Goals: The following goals are critical to the wellness of Lane County’s children, youth, and families. These goals help ensure a clearly focused vision and clearly directed community efforts:
 - Strong Nurturing Families
 - Healthy, Thriving Children
 - Healthy, Thriving Youth
 - Caring Communities

SECTION 2. Develop policy and oversee the implementation of a comprehensive plan for service delivery in accordance with ORS 417.775, which specifies that a local commission shall:

- (a) Inform and involve citizens;
- (b) Identify and map the range of resources in the community;
- (c) Plan, advocate and fund research-based initiatives for children who are 0 to 18 years of age and their families;
- (d) Develop local policies, priorities and measurable outcomes;
- (e) Prioritize activities identified in the local plan and mobilize the community to take action;
- (f) Prioritize the use of non-dedicated resources;
- (g) Monitor implementation of the local plan; and
- (h) Monitor progress of and evaluate the outcomes identified in the local plan that are reviewed under ORS 417.797, and report on the progress in addressing priorities and achieving outcomes.

SECTION 3. The CCF shall have regular meetings with the Board of County Commissioners as necessary to fulfill the responsibilities outlined above.

ARTICLE IV - MEMBERSHIP

SECTION 1. NUMBER AND SELECTION: The Commission shall be made up of eighteen members. There shall be a countywide recruitment process, with members appointed by the Board of Commissioners.

SECTION 2. LAY CITIZENS/PERSONS: A majority of the Commission plus the chairperson shall be laypersons. 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. Appointment to the commission shall reflect the county's ethnic and socioeconomic diversity and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age. Members shall include persons who have knowledge of the issues relating to children and families in the affected communities, including education and the court system.

SECTION 3. TERMS OF OFFICE: Members are appointed for a term of four (4) years. Youth representatives are appointed for a term of two (2) years with the option to serve four (4) years. The appointed terms shall be staggered so that approximately one quarter of the terms expire each year. Re-appointment shall be limited to one additional, consecutive full four-year term. Terms expire on June 30.

SECTION 4. MEMBERSHIP: The membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth position represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and eleven (11) at large members.

SECTION 5. DUTIES: All members shall be expected to attend and participate in all business of the Commission, and shall serve on at least one (1) committee. All members shall attend the board orientation training.

Members who miss three (3) unexcused Commission meetings in a calendar year will be asked to resign from the Commission. Member may be excused for non-attendance with a prior request to the staff for cause.

ARTICLE V - OFFICERS

SECTION 1. COMPOSITION: The Commission shall have a chairperson and such other officers, as the Commission deems appropriate.

SECTION 2. CHAIRPERSON: The Chairperson of the Commission is a lay citizen appointed by the appointing authority. The term of office shall be a two-year term with a two-term limit. The Chairperson shall: call meetings, set the agenda, preside at all meetings, make appointments to committees

and make assignments as necessary to carry out the purposes of the organization. The Chairperson has authority to act on behalf of the Commission, when and where so authorized by a majority vote of the membership. The Chairperson shall be an ex-officio member of all committees.

SECTION 3. *VICE CHAIRPERSON* : The Commission shall elect one of its members to the position of Vice-Chairperson. The Vice-Chairperson will be responsible for presiding at any regular or special meeting of the Commission in the absence of the Chairperson and assisting the Chairperson in discharging the duties of that office. The term of office shall be a two-year term with a two-year limit.

SECTION 4. In the absence of the chairperson and vice-chair, a chairperson of one of the functioning committees shall assume the duties of the chair with the consent by acclamation of the membership. In the absence of the chairperson, vice chair, and chairperson of a functioning committee, the duties of the chair shall be assumed by a voting member of the Commission with the consent by acclamation of the membership.

ARTICLE VI - COMMITTEES AND TASK FORCES

SECTION 1. *NUMBER AND DESIGNATION*: The Commission shall have the responsibility to create committees and task forces with such responsibilities as the Commission directs.

SECTION 2. *EXECUTIVE COMMITTEE*: From time to time it may be necessary for Commission action to be taken in a time frame that precludes waiting until the next scheduled meeting of the Commission occurs. In order to facilitate situations under such circumstances, an Executive Committee shall be established which shall have the authority to act on behalf of the Commission.

The Executive Committee shall be made up of at least the Chair, Vice-Chair and at least one other voting commission member.

SECTION 3. *COMMITTEE AND TASK FORCE MEMBERSHIP*: The Commission Chairperson shall appoint committee and task force members and chairpersons. The Committee and Task Force Chairpersons shall be responsible for scheduling committee meetings, assigning specific tasks related to the mandate for the committee or task force and reporting to the Commission concerning the work of the committee or task force. Committee members can be former commission members or other members of the general public.

ARTICLE VII - MEETINGS

SECTION 1. *REGULAR MEETINGS*: The Commission shall establish a schedule of regular meetings. Time, date, location and purpose of such

meetings shall be announced with sufficient notice so as to allow members and the public to prepare for attendance and participation. The Commission shall hold 1-2 meetings throughout the county, with specific locations to be determined each year. The purpose is to allow for community and local citizen involvement and input to the Commission on Children and Families.

The Commission is a public body for purpose of ORS Chapter 192, and thereby subject to the statutory procedures related to public meetings.

SECTION 2. SPECIAL MEETING: The Chairperson may call special meetings by giving written or verbal notice to all members and the press at least 24 hours before the meeting.

SECTION 3. QUORUM: A quorum shall consist of a majority of the membership.

SECTION 4. VOTING: There shall be no voting by proxy.

SECTION 5. MINUTES: Minutes shall be taken at all meetings by the designated Commission staff. All conflicts of interest shall be noted. Minutes shall be filed with the Board of Commissioners.

SECTION 6. PUBLIC INPUT: It is the policy of the Commission to maintain a maximum of public contact and receive a maximum of public input. In accord with this policy, all meeting notices shall be distributed to the media. Distribution of meeting notices shall be in a manner that maximizes the potential of the public to be aware of the proceedings of the Commission and to participate in its deliberation.

ARTICLE VIII - CONFLICT OF INTEREST

The Commission adopts the definition and resolution of Conflict of Interest as described in ORS 244.020 and ORS 244.120.

ARTICLE IX - AMENDMENT

SECTION 1. The Board of Commissioners may only amend these bylaws. The Commission may recommend amendments to the Board of Commissioners by two-thirds vote, providing that the proposed amendment has been submitted in writing at the previous regular meeting.