

**BENTON COUNTY
COMMISSION ON CHILDREN AND FAMILIES**

BY-LAWS

Article I: Name

The name of this organization shall be the Benton County Commission on Children and Families (the “Commission”).

Article II: Function

The Commission is advisory to the Benton County Board of Commissioners. The Commission shall have the powers and duties mandated under HB 2004 as adopted by the State Legislature during the 1993 Legislative Session and SB 555 as adopted by the State Legislature during the 1999 Legislative Session (ORS 417.705 to 417.797).

Section 1. Purposes: Under the direction of the Board of County Commissioners, and in conjunction with the guidelines set by the State Commission on Children and Families, the main purposes of a local commission on children and families are to (ORS 417.775):

- a. Promote wellness for the children and families in Benton County as defined by ORS 417.775.
- b. Mobilize communities and
- c. Develop policy and oversee the implementation of a local coordinated comprehensive plan.

Section 2. Duties: The duties of the local commission are to (ORS 417.775):

- a. Inform and involve citizens;
- b. Identify and map the range of resources in the community;
- c. Plan, advocate and fund research-base 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;
- h. Monitor and evaluate the outcomes identified in the local plan and report on the progress in addressing priorities and achieving outcomes.

Article III: Membership

Section 1. Number and Selection: The Commission shall consist of not fewer than nine (9) members, appointed by the Benton County Board of Commissioners. The appointments shall reflect the county’s diverse populations and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age (ORS 417.765).

Section 1.1 Lay Membership: The majority of members, including the Chair(s) shall be lay persons, defined as persons whose primary income is not derived from offering direct service to

children and youth or being an administrator for a program for children and youth (ORS 417.765, 417.730 6b). Members shall include Chairs(s) of the Youth Commission.

Section 1.2 Non-Lay Membership: Non-lay members shall include persons who have knowledge of the issues relating to children and families in the affected communities, including education, municipal government and the court system (ORS 417.765(1))

Section 2. Terms of Office: Terms for each Commission member shall be four (4) years. The Board of Commissioners may reappoint a member. Terms of office shall be staggered so that approximately one-fourth of the member's terms shall end in any single year.

Section 3. Responsibilities: Commission members shall regularly attend meetings of the Commission and any meetings of the committees or task forces to which they are appointed, and shall fulfill other duties as appointed by the Chair(s).

Section 4. Termination of Membership: The Board of Commissioners shall follow Benton County Code Chapter 3 in appointing and removing Commission members.

(1) The Board of Commissioners may remove any Commission member for failure to attend three or more consecutive Commission meetings.

(2) The Board of Commissioners may also remove any commission member for cause following a public hearing, for reasons including but not limited to:

- a. Commission of a felony;
- b. Corruptness;
- c. Intentional violation of open meetings law;
- d. Failure to declare conflicts of interest;
- e. Incompetence;

Section 5. Vacancies: A vacancy on the Commission shall be filled by an appointment made by the Board of Commissioners.

Article IV: Officers

Chair(s): The Board of Commissioners shall appoint the Chair or Co-Chairs of the Commission. The Chair(s) shall decide who will lead the meetings and who will ensure that meetings are conducted in an orderly manner. The Chair(s) may not initiate a motion, but may second, and shall vote on each issue. However, in the event the Chair(s) vote creates a tie vote, the Chair(s) shall refrain from voting. Chair(s) shall be appointed every year during the first month of the calendar year. The Chair(s) may serve up to four one-year terms.

Vice Chair: A Vice Chair shall be elected from the Commission membership at the first meeting of each calendar year. The Vice Chair shall conduct meetings and hearings in the absence of the Chair(s). The Vice Chair may serve up to four one-year terms.

Immediate Past Chair(s): The Immediate Past Chair(s) shall conduct meetings in the absence of the Chair(s) and Vice Chair.

Article V: Responsibilities of CCF Members

Commission members collectively determine goals, policies, and directives that address local conditions and state guidelines. This shall be done through the key functions of the commission system:

- a. Planning
- b. Community building
- c. Monitoring and evaluating the local Coordinated Comprehensive Plan
- d. Advising the Board of County Commissioners regarding policies about children and families
- e. Fostering collaboration between agencies serving children and families

Article VI: Staff

Section 1. Policy: When receiving a special state appropriation for local staffing, the county shall employ at least 2.0 full-time equivalent local commission staff, as employees or contractors. The county may supplement the local staffing allocation when necessary to employ 2.0 full-time equivalent staff (OAR 423-010-0023). The Board of Commissioners shall provide the staffing level detailed in the plan (ORS 417.775(6)(b)).

Section 2. Responsibilities: Staff supports and implements the goals, policies, and directives of the local commission and meets state guidelines-through:

- a. Supporting the key functions of the commission system
- b. Managing resources

Article VII: Committees and Task Forces

Section 1. Committees and Task Forces: The Commission shall have the power to create committees and task forces with such responsibilities as the Commission directs. In general, committees and task forces will gather information, conduct studies, develop reports, involve residents, and offer recommendations on systems that impact the lives of children and families to the Commission. Task forces are established for short-term assignments and are disbanded when tasks are complete.

Section 2. Operation of committees and task forces: The Commission Chair(s) shall appoint the Chairs and assign responsibilities of each committee and/or task force. The committee and/or task force chair shall schedule meetings, assign specific tasks within the charge of the committee and/or task force, contact Commission staff to notice meetings, and report monthly to the Commission on the work of the committee and/or task force. Members of the committees/task forces shall be persons who have expertise or interest in the work of the committee and/or task force. A Commission member shall be appointed by the Chair(s) to serve as liaison to each committee or task force.

Article VIII: Executive Committee

Section 1. Membership: The Board of Commissioners may appoint members of the Executive Committee from the recommendations submitted by the membership of the Commission. The

Executive Committee Members shall include but not be limited to, Chair(s), Vice Chair, Immediate Past Chair(s), County Commissioner, and representatives from Juvenile Justice, Alcohol and Drug Abuse Prevention, and Early Childhood who are members of the Commission. The Executive Committee shall review and develop agendas, review requests from agencies or individuals to come before the Commission, and develop and update Commission policies and procedures for approval by the Commission.

Section 2. Quorum: A simple majority of the members of the Executive Committee shall constitute a quorum for a meeting. All business conducted with a majority vote of the quorum shall stand as the official action of the Executive Committee.

Section 3. Voting: Each member of the Executive Committee shall have one vote. In the event the Chair(s) vote creates a tie, the Chair(s) shall refrain from voting.

Article IX: Advisors

The Commission, the committees, and task forces may call upon any persons for advice, to provide technical assistance, participate in collaboration and attendance at meetings to the extent deemed appropriate by the Chair(s).

Article X: Meetings

Section 1. Regular Meetings: Meetings shall be held monthly or more frequently when called by the Chair(s) of the Commission or by the Board of Commissioners.

Section 2. Special Meetings: Special meetings may be called by the Chair(s), by Commission members, or by the Board of Commissioners by giving the members and the media written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: Ten voting members of the Commission shall constitute a quorum for a meeting. All business conducted with the approval of at least nine members or a majority of the sitting members, whichever is greater, of the Commission shall stand as the official action of the Commission.

Section 4. Voting: Each lay and non-lay member of the Commission shall have one vote. In the event the Chair(s) vote creates a tie vote, the Chair(s) shall refrain from voting.

Section 5. Staffing: Staff shall record Commission proceedings.

Section 6. Notice: All members and the media shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Commission meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with fewer than three (3) days written notice of a regular meeting, or fewer than one (1) day actual notice of a special meeting, and she/he objects to the proceedings because of inadequate notice, all business conducted at the meeting in question shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 7. Meeting Location: All meetings of the Commission shall occur in a place open to the public, accessible to persons with disabilities, and that provides services for the hearing impaired or for persons with language barriers. Meetings shall not be held in a private home.

Section 8. Minutes: Minutes recording all motions and subsequent actions shall be taken. In the event there is a question regarding the vote, a recorded count of yes and no shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the office of the Commission.

Section 9. Member Concerns: Members of the Commission may contact the Director or the Chair(s) to express concerns, complaints or questions regarding decisions, actions, or activities of the Commission, committee, or task force. If the member is dissatisfied with the outcome of the meeting with the Director or the Chair(s) the member may request a meeting with the Executive Committee. If the member is still dissatisfied, the member may take the issue to the County Administrator or the Board of Commissioners. This should be accomplished in a timely manner.

Article XI: Public Records and Meeting Law

The Commission is a public body (ORS Chapter 192), and is subject to the statutory requirements relating to public records and meetings.

Article XII: Parliamentary Procedure

The current edition of Robert’s Rules of Order/Consensus shall govern the Commission where not inconsistent with these by-laws or any special rules of order the Commission shall adopt.

Article XIII: Conflict of Interest

A conflict of interest shall be declared by any member who has an actual or potential conflict of interest as defined by Oregon Law (Oregon Government Standards and Practices). If an actual conflict exists, the member shall withdraw from all discussions and voting. If a potential conflict exists, the member may fully participate following the disclosure.

Article XIV: By-Law Amendments

The Board of Commissioners may amend these by laws. Prior to an amendment, the Board of Commissioners may request a recommendation from the Commission which may recommend changes at any of its regular meetings by a two-thirds vote of the members, provided that the recommended amendment has been submitted in writing to the Commission members no later than three days before the regular meeting.

Adopted this ____ day of _____

Signed this ____ day of _____

BENTON COUNTY BOARD OF COMMISSIONERS

APPROVED AS TO FORM:

County Counsel