FIRST 5 LAKE COUNTY

"Every child in Lake County has the opportunity to thrive and reach their full potential."

BYLAWS

LAST UPDATED: FEBRUARY 25, 2026

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FIRST 5 LAKE
BYLAWS

ARTICLE I NAME AND PURPOSE

Section 1 Name

The name of this body is the **Lake County Children and Families Commission (aka First 5 Lake Commission)**, hereinafter referred to as the "Commission."

Section 2 Purpose

The purpose of the Commission is to promote, support, and improve the health, development, and school readiness of children from prenatal through age five (0–5) and their families in Lake County through strategic planning, funding, and oversight of programs and services.

Section 3 Authority

The Commission is established pursuant to Proposition 10, known as the California Children and Families Act (the "Act") which was adopted by the voters of the State of California at the November 1998 general election, and became effective January 1, 1999 [California Health and Safety Code Section 130100 et seq.]. The Act allocated eighty-percent of the funds be distributed to counties based on birth rates, and to be held in local Children and Families Trusts.

The Act was then codified by action of the Lake County Board of Supervisors (Ordinances #2452, #2489, #2540, #2570, #2591, #2776, #3042, and #3054). The initial Ordinance was passed December 22, 1998, and deemed operative on January 1, 1999.

The Commission is subject to the Ralph M. Brown Act (Government Code Section 54950 et seq.) and all other applicable open meeting laws, hereinafter referred to "Brown Act".

ARTICLE II MEMBERSHIP

Section 1 Composition

The Commission shall consist of nine (9) members appointed in accordance with Health and Safety Code Section 130140. The Commission members will serve without compensation, but may receive actual and necessary expenses incurred in carrying out their duties, in not otherwise reimbursed for such expenses by their employer.

Section 2 Qualifications

Membership shall reflect diverse community representation and shall include individuals with expertise in early childhood development, public health, education, social services, and family support, including:

1. A member of the Board of Supervisors, appointed from time to time by the Board of Supervisors;
2. The Director of the Lake County Health Services Department, or designee;

3. The Director of Lake County Social Services, or designee;
4. The Lake County Superintendent of Schools, or designee;
5. The Remaining five (5) members shall be known as "at-large" members, with priority given to geographical representation, and shall be considered by application and appointment by the Board of Supervisors from any of the following categories:
   a. Recipients of project services included in the County strategic plan;
   b. Educators specializing in early childhood development;
   c. Representatives of a local child care resource or referral agency or a local child care coordinating council;
   d. Representatives of a local organization for prevention or early intervention for families at risk;
   e. Representatives of community-based organizations that have as a goal promoting early childhood development;
   f. Representative of local school districts;
   g. Representatives of local medical, pediatric or obstetric agencies, associations or societies.

Section 3 Designees

Section 3.1 Mandated Members Designees

Designees for Mandated Members are permitted pursuant to local ordinance, provided the following conditions are met:

1. Continuity of representation is maintained by appointing one consistent designee; and
2. The designee shall be second in the chain of command within the represented agency or department.

These conditions are intended to ensure routine communication between the appointed member and the designee and to preserve decision-making authority so that the work of the Commission is not impeded.

A Mandated Member designee shall be vested with full voting rights when the appointed member is not present.

Section 3.2 Members-At-Large Designees

A Member-at-Large Commissioner may request approval to assign a temporary designee to act on their behalf when the Commissioner is unable to attend meetings due to an extended leave of absence for reasons protected by law, including but not limited to medical leave, pregnancy or parental leave, or other legally protected circumstances.

The designee shall represent the appointed Commissioner for a period not to exceed six (6) months, unless otherwise approved by the Commission and the Lake County Board of Supervisors.

Only one designee may be appointed for the duration of the Commissioner's approved absence. The proposed designee and the purpose of the designation shall be reviewed and approved by a two-thirds (2/3) vote of the appointed Commissioners.

Upon approval by the Commission, the Secretary of the Commission shall forward the designee request to the Lake County Board of Supervisors for final approval.

A Member-at-Large designee shall have the full rights and responsibilities of a Commissioner, including the right to vote, during the approved period of designation.

Section 4 Term of Office

The Commission members delineated as "at-large", in categories a through g above, shall be appointed by the Board of Supervisors, upon recommendation of the Commission, for two-year terms, with the option to serve more than one-term by means of reappointment; but shall serve at the pleasure of the Board of Supervisors, and may be removed at any time, without cause, by said Board.

The Members-at-Large shall have staggered terms so that no more than three-fifths (3/5) of the Members-at-Large's terms end at the same time, unless a vacancy needs to be filled. In the case of a Member-at-Large who must step off of the Commission prior to the end of their term, the regular Commission member recruitment process will be followed, and the new Member-at-Large will serve out the remainder of the term left for the vacancy.

Section 5 Vacancies

A vacancy on the Commission shall be deemed to exist when any of the following occurs:

1. Attendance: A member fails to attend three (3) consecutive regular meetings of the Commission, except when such absence is due to illness, authorized leave, or other reasons protected by law.
2. Resignation: A written letter of resignation is submitted to the Executive Director, who shall transmit the resignation to the Chair and the Clerk of the Board of Supervisors.
3. Removal: A member is removed by the appointing authority in accordance with applicable law and policy.

Upon declaration of a vacancy, the Executive Director shall notify the Clerk of the Board of Supervisors so that the vacancy may be filled in accordance with established appointment procedures.

Section 6 Removal

Members may be removed for cause, including but not limited to non-attendance, misconduct, or violation of these bylaws, in accordance with applicable law and procedures of the appointing authority.

Section 7 Recruitment

In accordance with the Maddy Act (Government Code Section 54970 et seq.), the Commission shall establish and maintain a process for the recruitment of new members when vacancies occur.

Recruitment efforts shall seek applicants from all geographic areas of Lake County and shall be conducted through publicly accessible means, which may include, but are not limited to, Commission meetings, public notices, newspaper publications, and internet postings.

Applications shall be reviewed and screened by an Ad Hoc Committee appointed by the Chair of the Commission.

The Ad Hoc Committee shall present its recommendations to the full Commission for consideration. The Commission shall vote on the recommended applicant(s).

Upon approval by the Commission, the Secretary of the Commission shall forward the selected applicant's application to the Lake County Board of Supervisors for final consideration and appointment.

Recruitment practices shall promote transparency, inclusiveness, and community representation consistent with statutory requirements and the purpose of the Commission.

ARTICLE III POWERS AND DUTIES

The Commission serves as a public body with sole decision-making authority over the strategic plan and allocated trust funds, in accordance with applicable federal, state, and local laws.

The Commission shall:

- Provide policy guidance and recommendations to the First 5 Lake staff;
- Develop and approve a Strategic Plan in accordance with the Act;
- Approve the annual budget, oversee expenditures, and conduct an annual independent audit in accordance with the Act;
- Monitor funded programs and outcomes;
- Promote public engagement, collaboration, and transparency;
- Ensure compliance with applicable laws and regulations;
- Adopt rules of procedure consistent with these bylaws and federal, state, and local laws.

ARTICLE IV OFFICERS

Section 1 Officers

The officers of the Commission shall be a Chair, Vice Chair, and Secretary.

Section 2 Election of Officers

At the first regular meeting of the Commission in each calendar year, the Commission shall elect a Chair and a Vice Chair from the voting members. In case of failure to elect at the time specified, the election shall take place at the next regularly scheduled meeting.

The Chair and Vice Chair shall hold their respective offices until their successors are elected and qualified.

Section 3 Officers Duties

Section 3.1 Chair:

The Chair shall preside at all meetings of the Commission and shall maintain order and decorum during proceedings. The Chair may bring matters before the Commission for consideration and may participate in discussion.

The Chair must vacate the chair in order to make a motion but may second a motion without vacating the chair. At the request of any Commissioner, the Chair shall direct that a roll call vote be taken and entered into the record.

In the absence of an established rule of parliamentary procedure, meetings shall be conducted in accordance with Robert's Rules of Order, as practicable.

The Chair shall exercise general supervision over the business and affairs of the Commission. The Chair and the Executive Director shall jointly execute all formal documents on behalf of the Commission unless the Commission authorizes otherwise.

In accordance with County ordinance, the Director of Health Services shall attest to documents directly related to the Executive Director or Commission staff when required.

Section 3.2 Vice Chair:

The Vice Chair shall preside at meetings in the absence of the Chair. In the event the Chair is absent, disabled, or has vacated the chair, all duties and responsibilities of the Chair shall temporarily devolve upon the Vice Chair.

Section 3.3 Secretary:

The Executive Director shall serve as Secretary to the Commission as a non-voting member.

The Secretary shall ensure that all duties required by law are performed and that a true and complete record of the proceedings of the Commission is maintained. The Secretary shall have custody of all official records, books, documents, and papers of the Commission and shall ensure their proper preservation in accordance with public records requirements.

Section 4 Officer Term Limits

An officer term shall be approximately one (1) year in length and shall continue until a successor is elected and qualified. No Commissioner shall serve more than two (2) consecutive terms in the same officer position.

A Commissioner who has served two (2) consecutive terms as Chair may subsequently serve up to two (2) consecutive terms as Vice Chair, and a Commissioner who has served two (2) consecutive terms as Vice Chair may subsequently serve up to two (2) consecutive terms as Chair.

A Commissioner who has served two (2) consecutive terms in each officer position (Chair and Vice Chair) shall be ineligible to serve in any officer position for a minimum period of one (1) term before being eligible for election to an officer position again.

Section 5 Vacancies in Office

A vacancy in any officer position shall be filled by election at the next regular meeting.

ARTICLE V MEETINGS

Section 1 Regular Meetings

The Commission shall set, upon formal action taken, and hold regular meetings at a time and place established by resolution.

Section 2 Special Meetings

Special meetings may be called in accordance with the Brown Act.

Section 3 Notice of Meetings

Notice of meetings shall be provided in compliance with the Brown Act.

Section 4 Quorum

A majority of the appointed members of the Commission shall constitute a quorum for the transaction of business.

If a quorum is not present at the scheduled start time of a meeting, the Commission shall have a waiting period of up to fifteen (15) minutes for additional members to arrive. If a quorum is still not achieved after waiting period, the meeting may proceed as an information-only meeting or be adjourned, and no formal action shall be taken.

Any information-only meeting conducted without a quorum shall not include deliberation or action by the Commission and shall be limited to the receipt of information and public comment, consistent with the Brown Act.

If it is determined in advance that a quorum will not be present for a scheduled meeting, the Commission may either:

1. Proceed with the meeting as an information-only meeting without the waiting period, provided that no formal action is taken; or
2. Cancel the meeting with at least twenty-four (24) hours' notice, in accordance with applicable notice requirements.

Section 5 Call to Order & Voting

Meetings of the Commission shall be called to order by the Chair or, in the Chair's absence, by the Vice Chair. In the absence of both the Chair and Vice Chair, the Secretary shall call the meeting to order.

Each member shall have one vote. Actions shall be approved by majority vote of members present and voting, unless otherwise stated in these bylaws or required by law.

Section 6 Minutes

Minutes of each meeting shall be prepared, approved, and maintained as public records in accordance with state laws. The minutes of previous meetings shall be submitted for approval and any errors noted and corrections made, after which the regular order of business may be taken up. It shall be the practice

of the Commission to waive the reading of the minutes unless a Commissioner requests that the minutes be read.

ARTICLE VI ATTENDANCE AND PARTICIPATION

Section 1 Attendance Requirement

Commission members are expected to attend all regular and special meetings of the Commission and to actively participate in its work.

Section 2 Excused Absences

An absence shall be considered excused when a member is unable to attend a meeting due to:

- Personal illness or medical reasons;
- Family emergency or caregiving responsibilities;
- Authorized leave of absence; or
- Other reasons protected by law.

Members should notify the Executive Director in advance of the meeting when possible.

Section 3 Unexcused Absences

Absences not meeting the criteria above shall be considered unexcused.

Section 4 Review of Attendance

When a member has accumulated two (2) consecutive unexcused absences, the Chair or Executive Director shall contact the member to discuss continued participation and provide an opportunity for the member to reaffirm their commitment to serve.

Section 5 Declaration of Vacancy

In accordance with the Vacancies provision of these bylaws, a vacancy may be declared when a member fails to attend three (3) consecutive regular meetings without excused absence. And shall be reported to the Clerk of the Board of Supervisors.

Section 6 Participation Standards

Members shall conduct themselves in a professional and respectful manner and shall participate in discussions and decision-making consistent with the purpose and duties of the Commission.

Section 7 Record of Attendance

Attendance shall be recorded in the official minutes of each meeting and maintained as part of the Commission's public records.

ARTICLE VII COMMITTEES

Section 1 Advisory Committees

The Commission may establish standing advisory committees as necessary to provide technical and professional expertise and to support the purposes and work of the Commission.

Advisory committees shall meet as needed and shall make recommendations and reports to the full Commission as deemed necessary or appropriate. All advisory committees shall serve in an advisory capacity only and shall not take final action on behalf of the Commission unless expressly authorized by law.

Section 1.1 Executive Committee

The Commission shall establish an Executive Committee to serve in an advisory capacity to the Commission. The purpose of the Executive Committee is to support continuity of operations between full Commission meetings and to provide recommendations for Commission consideration.

The Executive Committee is intended to:

- Provide guidance and feedback to staff between full Commission meetings;
- Review and discuss time-sensitive or administrative matters;
- Assist in identifying priorities and emerging issues;
- Support agenda development for upcoming full Commission meetings;
- Ensure alignment with the Commission's strategic goals and workplan.

Section 2 Ad Hoc Committees

The Chair may appoint ad hoc committees to accomplish specific, time-limited tasks unless otherwise directed by the Commission. Upon completion of the assigned task(s), the ad hoc committee shall be dissolved by the Chair.

The ad hoc committee shall call meetings at such time and place as deemed appropriate when there is business requiring the attention of the committee. Ad hoc committees shall provide reasonable notice of meetings and shall comply with the Brown Act when required.

Ad hoc committees shall present reports and recommendations to the full Commission at regular meetings.

Section 3 Authority of Committees

Committees shall be advisory only and shall make recommendations to the full Commission.

Section 4 Membership

Committee members shall be appointed by the Chair with approval of the Commission. The committees shall consist of at least two (2) members and fewer than a quorum of the Commission. The Secretary of the Commission shall serve on all Ad Hoc and Advisory Committees.

ARTICLE VIII CONFLICT OF INTEREST & ETHICS

Section 1 Conflict of Interest

Members shall comply with all applicable conflict of interest laws, including but not limited to the Political Reform Act (Government Code Section 87100 et seq.).

Section 2 Recusal

Any member with a financial or personal interest in a matter before the Commission shall disclose such interest and abstain from discussion and voting as required by law.

Section 3 Code of Conduct

Members shall conduct themselves in a professional, ethical, and respectful manner.

ARTICLE IX ADOPTION AND AMENDMENTS

Section 1 Adoption

These By-Laws were originally adopted by the Commissioners of the Lake County Children and Families Commission at its regular meeting on the 22nd of July, 1999.

Section 2 Amendments

The bylaws shall be reviewed yearly to ensure no changes are required. These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the Commission.

Section 2.1 Approved Amendments

The Commission approved amendments at the following regular meetings:

- Amended February 26, 2001
- Amended September 24, 2001
- Amended February 25, 2002
- Amended March 23, 2011
- Amended April 24, 2024

ARTICLE X EFFECTIVE DATE

These bylaws shall become effective upon approval by the Commission on **February 25th, 2026**.