

LAKE COUNTY CHILDREN AND FAMILIES COMMISSION BY-LAWS

ARTICLE I

General Provisions

These By-Laws shall apply to the Commissioners of the First 5 Lake Commission (“Commission”) when exercising the powers and authorities delegated to it by State law and County Ordinance.

ARTICLE II

Officers and Committees

Section 1:

At the first regular meeting of the Commission in each calendar year, the Commission shall elect a Chairperson and a Vice-Chairperson from the voting members, and such other officers as it may deem necessary; but in case of failure to elect at the time specified, the election shall take place at the next meeting.

The Chairperson and Vice-Chairperson shall hold their respective offices until the following January and until their successors are elected and qualified. They shall perform such duties as the Commission may prescribe. No person shall serve as Chair or Vice-Chair for more than two (2) consecutive terms. Following a year without holding office, a prior officer may be elected to a new term.

The Executive Director shall serve as the Secretary to the Commission.

Duties of the Chairperson

Section 2:

The Chairperson shall preside at all meetings of the Commission. He/she may present to the Commission such matters as in his/her judgment requires attention and may enter into discussion on these matters. The Chairperson must vacate his/her chair to make a motion but may second a motion without vacating. At the request of any Commissioner, he/she shall direct that the yeas and nays be taken and entered on the record on any question before the Commission. When the Commission has no established rule of parliamentary procedure, the Chairperson shall be guided as nearly as may be by Robert’s Rules of Order.

The Chairperson shall exercise a general supervision over the business, papers, and property of the Commission. The Chairperson and the Executive Director shall jointly execute all formal documents on behalf of the Commission unless the Commission authorizes one or the other to execute a specific document on behalf of the Commission. Per the County Ordinance, the Director of Health Services shall attest in

the event that signature applies to documents directly related to the Executive Director or other staff.

Duties of the Vice-Chairperson

Section 3:

The Vice-Chairperson shall act, in the absence of the Chairperson, at any meetings; and when the Chairperson is absent, disabled or has vacated his/her chair, all duties of his/her office or as a member of any committee shall temporarily devolve upon the Vice-Chairperson.

Duties of the Secretary

Section 4:

The Secretary (Executive Director) shall ensure that performance of the duties required by law and all duties devolving upon such office are met, and shall ensure that a true and complete record of the proceedings of the Commission are kept, and shall have charge of all the books, documents and papers which properly belong to that office.

Duties of Committees

Section 5:

The Chairperson shall appoint committees unless the Commission shall otherwise direct.

All Committees shall consist of at least two (2), but fewer members than would constitute a quorum of the Commission and will present reports and recommendations on their work to the full Commission in regular meetings.

The first member named on the committee shall be the Chairperson thereof.

The Chairperson of a committee shall call the same at such time and place, as he/she may deem proper whenever there is any business requiring the attention of the committee.

ARTICLE III

Membership

Section 1:

The Commission shall consist of nine (9) members who will serve without compensation but may receive actual and necessary expenses incurred in carrying out their duties in accordance with County of Lake policies, if not otherwise reimbursed for such expenses by their employer.

Commission members will complete a qualifying ethics training every two years, per the requirements of California law (AB 1234, Chapter 700, Stats. Of 2005).

Number of Commissioners

Section 2:

Commissioner membership is subject to appointment by the Lake County Board of Supervisors and in conformance with California Health and Safety Code Sections 13100 et seq. One (1) member shall be a member of the Board of Supervisors, appointed from time to time by the Board, one (1) member shall be the current Director of the County's Department of Health Services, or *designee; one (1) member shall be the Director of the county's Social Services Department, or designee; one (1) member shall be the Superintendent of the County's Department of Education, or designee. The remaining five (5) members of the commission, described in the Ordinance, shall be known as "at large" members, and shall be considered by application to the Commission and appointed by the Board of Supervisors.

*Designees are allowed to represent the Dept. Directors or Superintendent under two conditions: (1) that continuity is preserved within the Commission by appointing only one consistent designee and (2) that this individual be second in order of command to ensure routine communication between the Director/Superintendent and designee, as well as decision making authority, such that the Commission is not impeded in carrying forward its due process. The designee is vested with voting rights except when the Director/Superintendent is present, and the Director/Superintendent shall not miss three consecutive meetings in order to maintain consistency with Article III Section 5, number 1 of the bylaws.

Members-at-Large shall be allowed to assign a temporary designee to act on their behalf in performing the responsibilities of the Commission. Designees shall represent the appointed Commissioner for a period not to exceed six (6) months. Designees shall have the full rights of a Commissioner including the right to vote. A Member-at-Large Commissioner shall only present one designee for the entire time of the Commissioner's absence and said designee and purpose must be approved by a four-fifths (4/5) vote of the appointed Commissioners.

Appointment of Commissioners

Section 3:

Term of office shall be two years for at-large members, with the option to serve more than one term by means of a new appointment. Priority will be given such that at-large

members represent all five Supervisorial Districts in Lake County, and to reflect the diversity of constituents within the community.

The Advisory Committee

Section 4:

The Commission may appoint an advisory committee to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of this act. The advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.

Vacancies on Commission

Section 5:

A vacancy shall exist and shall be reported to the Clerk of the Board of Supervisors when:

1. A member fails to perform his/her duties for three consecutive months, except when prevented by illness.
2. A formal letter of resignation is submitted to the Commission Chairperson and the Board of Supervisors.

Appointment of New Members

Section 6:

New members will be recruited from all geographical areas of the county by means of Commission meetings, word of mouth, and newspaper announcement. Applicants will be reviewed and screened by a committee appointed by the Chair of the Commission. The Commission will make a recommendation to the Board of Supervisors for final appointment.

ARTICLE IV

Meetings

Section 1:

The Annual meeting of the Commission for election of officers shall be held as the first regular meeting of each calendar year.

Section 2:

The Commission, upon formal action taken, shall set and hold monthly meetings at a regularly scheduled day, time and place.

Section 3:

All meetings of the Commission are subject to the open meeting laws contained in the Ralph M. Brown Act.

Section 4:

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

Section 5:

A majority of the appointed voting members of the Commission constitute a quorum. No act of the Commission shall be valid unless a majority of all members concur therein. In the event that the aforementioned meetings are unable to convene a quorum, the Commission shall allow thirty (30) minutes for absent members to arrive before proceeding with an information-only meeting or adjournment.

ARTICLE V

Conduct of Business

Section 1:

Meetings shall be called to order by the Chairperson or in his/her absence, by the Vice-Chairperson. In the absence of both, the Secretary shall call the meeting to order when those Commission members present may elect a Chairperson pro tem.

Section 2:

The Secretary shall keep a record of those Commission members present and those absent. 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. The reading of the minutes may be dispensed with and the same approved if there are no objections.

Section 3:

The further order of business, unless otherwise ordered by the Commission shall be as shown on the posted agenda of each meeting.

ARTICLE VI

Adoption, Approval and Amendments

These By-Laws may be added to or amended at any regular meeting on motion, duly seconded and carried by a four-fifths (4/5) vote of all appointed Commission members.

These By-Laws were adopted by the Commissioners of the Lake County Children and Families Commission at its regular meeting on the 22nd of July, 1999, first amended at its regular meeting on the 26th of February, 2001; second amended at its regular meeting on the 24th of

September, 2001; third amended at its regular meeting on the 25th day of February 2002; fourth amended at its regular meeting on the 23rd day of March, 2011; and last amended at its regular meeting on the 9th day of May, 2018.