

**LAKE COUNTY CHILDREN AND FAMILIES COMMISSION (AKA FIRST 5 LAKE)
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 Lake County Ordinances.

**ARTICLE II
Officers and Committees**

Section 1:

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, 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 Chair and Vice Chair 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 Chair

Section 2:

The Chair shall preside at all meetings of the Commission. They may present to the Commission such matters as in their judgment requires attention and may enter into discussion on these matters. The Chair must vacate the chair to make a motion, but may second a motion without vacating. At the request of any Commissioner, the Chair 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 Chair shall be guided as nearly as may be by Robert’s Rules of Order.

The Chair shall exercise general supervision over the business, papers, and property of the Commission. The Chair 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 Chair

Section 3:

The Vice Chair shall preside in the absence of the Chair at any meetings. When the Chair is absent, disabled or has vacated the chair, all duties of the office or as a member of any committee shall temporarily devolve upon the Vice Chair.

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 Ad Hoc Committees

Section 5:

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

All ad hoc Committees shall consist of at least two (2) members, 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 ad hoc committee shall be the Chair thereof.

The Chair of an ad hoc committee shall call the same to order at any meeting time and place deemed proper whenever there is any business requiring the attention of the committee. Ad hoc committees should give ample notice of meetings but are not subject to Brown Act noticing requirements.

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.

Number and Categories 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. The members shall be as follows:

- One (1) member of the Lake County Board of Supervisors, appointed from time to time by the Board;
- Director of the Lake County-Department of Health Services, or designee;
- Director of the Lake County-Social Services Department, or designee;
- Lake County Superintendent of Schools or designee.
- The remaining five (5) members of the commission, described in the Ordinance, shall be known as “Members-at Large”, and shall be considered by application to the Commission and appointed by the Board of Supervisors.

Designees are allowed 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.

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-two-thirds (2/3) vote of the appointed Commissioners.

Terms of Commissioners

Section 3:

Term of office shall be two years for Members-at Large, with the option to serve more than one term by means of a new appointment. The Members-at-Large shall have staggered terms so that not 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. Priority will be given such that Members-at-Large 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:

- A member fails to attend three consecutive months, except when prevented by illness; or
- A formal letter of resignation is submitted to the Commission Secretary to be brought to the Chair 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, newspaper, and Internet announcements. 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 shall 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 Chair or by the Vice Chair in the Chair's absence. In the absence of both, the Secretary shall call the meeting to order and Commission members present may elect a Chair 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 two-thirds (2/3) 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 fifth amended by the First 5 Lake Commission at its regular meeting on the 24th day of April, 2024.