

**WASHINGTON COUNTY
COMMISSION ON CHILDREN AND FAMILIES**

BYLAWS

ARTICLE I - NAME

Sec. 1 The name of this organization shall be the Washington County Commission on Children and Families referred to as WCCCF.

ARTICLE II - PURPOSE

Sec. 1 The WCCCF shall promote wellness for children and families within Washington County; develop, comment on, and recommend policy changes impacting children and families, oversee the development and implementation of the local community comprehensive plan and generally carry out the guidelines set forth in 1993 OR Laws Chapter 675 (generally codified as ORS Chapter 417).

.Sec.2 To achieve its purpose the WCCCF is formed to accomplish the following:

- (1) Assess community needs and identify outcomes to be achieved; and
- (2) Develop, prepare and recommend to the Board of County Commissioners, a comprehensive community plan (hereinafter "plan"), for each biennium, describing community needs, desired outcomes, current supports and services and priorities for needed supports and services for children, youth, and their families.

Sec.3 The plan shall be designed to meet the needs and priorities of the people of Washington County, to achieve state and county outcomes, to meet state guidelines, and to maintain a level of service consistent with state and federal requirements.

- (1) The plan shall be prepared in accordance with ORS 417.775(3) - (10) and submitted to the Board of County Commissioners for approval.

ARTICLE III - MEMBERS

Sec. 1 Number and Selection. The membership shall consist of fifteen members appointed from the county at large. Prospective members shall be screened by the WCCCF Executive Committee and recommendations forwarded to the Board of County Commissioners. Members are appointed by the Washington County Board of Commissioners, Oregon, referred to hereafter as the Board.

- Sec. 2 Term of Office. Members are appointed for a term of four years. The appointed terms shall be staggered so that approximately one-third of the terms expire each year. Members may apply for reappointment for additional terms.
- Sec. 3 Layperson. A majority of the WCCCF members and the Chairperson shall be laypersons. Layperson means "a person whose primary income is not derived from either offering direct service to children and youth or being an administrator of a program for children and youth." ORS 417.730(6)(b).
- Sec. 4 Professionals. Professional members are defined as all those not meeting the criteria for lay persons.
- Sec. 5 Duties. Members are required to regularly attend meetings of the WCCCF and at least one standing committee, and to regularly participate in Commission sanctioned community advisory committees and organizations. (and meetings of task forces and committees to which they have been appointed.)
- Sec. 6 Termination.
- a. A member's position will be considered vacant when the member submits a written resignation to the WCCCF Chairperson or to the Board.
 - b. If a member has been absent from two consecutive WCCCF meetings without notice or explanation, or has demonstrated a pattern of irregular attendance, the Executive Committee will discuss concerns with the member to determine the appropriateness of continued membership. The Executive Committee may recommend that a member resign due to irregular attendance, and if after such a recommendation the member does not attend the next regularly scheduled meeting and no written resignation is received within 30 days of that meeting, the position shall be considered vacant.
- Sec. 7 Vacancies. The Board shall make appointments to fill vacancies that occur. Such appointments shall follow standard county procedure and be for the duration of the unexpired term. WCCCF Executive Committee will interview applicants to fill vacancies and make recommendations for appointment to the Board.
- Sec. 8 Voting. There shall be no voting by proxy. See Article VI - Meetings for quorum requirements.
- Sec. 9 Conflict of Interest Policy.
- a. Applicants who benefit financially from their affiliation with any agency or individual funded with WCCCF funds, or who are otherwise affiliated with any agency or individual funded with WCCCF funds are not eligible for appointment to the WCCCF.

- b. Commission members must declare their professional or personal affiliation with any of the agencies or individuals requesting funds under the programs set forth in 1993 OR Laws Chapter 675.
- c. Commission members who have declared their affiliation and who the Chairperson has determined to have a conflict of interest with a funding request will abstain from participation in proposal reviews, voting on funding requests and other issues related to that affiliation.
- d. An affiliation which has ended will be considered an affiliation for purposes of this policy for two years post termination.

ARTICLE IV - OFFICERS AND EXECUTIVE COMMITTEE

Sec. 1 Chairperson. The Chairperson of the WCCCF shall be a layperson and appointed by the Board. The WCCCF shall submit names of interested and eligible members to the Board for consideration. The term of office shall be for two years, with an incumbent eligible for reappointment for a maximum of two consecutive terms. The chairperson shall: call meetings, preside at all meetings, and shall be an ex-officio member of all task forces/committees established by the WCCCF. The term of office shall begin on July first of each even year.

Sec. 2 Vice-chairperson. The WCCCF shall elect one of its members to the position of Vice-chairperson who will be responsible for presiding at any regular or special meeting of the WCCCF in the absence of the Chairperson and for assisting the Chairperson in discharging the duties of that office. The term of office shall be two years and an incumbent shall be eligible for two terms. The term of office shall begin on July first of each even year.

Sec. 3 Executive Committee. The WCCCF shall establish an Executive Committee that shall be composed of the officers, and the chairs of standing WCCCF committees. The Executive Committee is responsible for the preparation of agendas for regular and special meetings, and is authorized to conduct business on behalf of the WCCCF between regularly scheduled meetings of the WCCCF and to authorize funding up to and including \$5,000. All actions and recommendations of the Executive Committee must be approved by the WCCCF at the next regular meeting.

ARTICLE V - COMMITTEES (AND TASK FORCES)

Sec. 1 Number and Designation. The WCCCF shall designate the number, composition and responsibilities of standing committees and task forces as it believes necessary to develop and carry out the Plan for Washington County as described in Article II, and for other authorized activities.

- Sec. 2 Standing Committee. Each standing committee shall consist of a minimum of three members of the WCCCF. Each member of the WCCCF shall serve on at least one standing committee. (each year.)
- Sec. 3 Standing Committee Chairperson. One WCCCF member (of each committee) will be selected by the WCCCF Chairperson in consultation with the Executive Committee to serve as chairperson of each standing committee. A committee vice-chairperson may be designated by the committee chairperson to serve as chairperson in the event of the absence or disability of the committee chairperson. The committee chairperson shall be responsible for scheduling meetings, assigning specific tasks necessary to the fulfillment of the committee's responsibilities, chairing meetings of the committee and making reports of committee findings and decisions to the WCCCF. The committee chairperson shall serve as chairperson to the committee for two years, and may be appointed to serve as chairperson for an additional two year term by the WCCCF Executive Committee. The committee chairperson shall serve on the Executive Committee.
- Sec. 4 Standing Committee Advisers. Standing committee members may invite other laypersons and persons working in the children and youth services field to attend and participate in committee meetings. (as advisers, without vote.)

ARTICLE VI - MEETINGS

- Sec. 1 Regular Meetings. The WCCCF shall meet at least once in the month prior to final action by the Board on any item related to the Comprehensive Community Plan for Washington County. Regular meetings will be held as necessary and shall be announced to members by written and/or electronic notice at least five working days prior to the meeting.
- Sec. 2 Special Meetings. The chairperson or three members of the WCCCF may call a special meeting by giving members three days written, oral, electronic mail or telephone notice.
- Sec. 3 Quorum. A majority of duly appointed members shall constitute a quorum. A majority of the quorum must vote affirmatively in order for action to be taken.

ARTICLE VII - STAFF ASSISTANCE

- Sec. 1 Staff Assistance. The WCCCF shall be provided with staff to assist in plan development and other authorized activities. Member(s) of the staff shall be employed through standard county personnel procedure with the advice of the chairperson and the WCCCF.
- Sec. 2 Additional Assistance. The WCCCF may request additional assistance from the county or other agencies for specific purposes to augment the staff.

ARTICLE VIII - WCCCF RULES OF PROCEDURE

- Sec. 1 Motions may be made by any member of the WCCCF.
- Sec. 2 When a matter is called for a vote, the Chairperson shall, before a vote is taken, state the matter before the WCCCF in general terms. Voting shall be expressed by voice vote and the Chairperson shall announce the decision of the WCCCF after such vote.
- Sec. 3 Further rules governing the conduct of WCCCF meetings may be adopted.

ARTICLE IX - CONDITIONS OF THE BYLAWS

- Sec. 1 Duration/Adoption. These bylaws are intended to serve the WCCCF as long as the body continues to participate in affiliation with the Oregon Commission on Children and Families. These bylaws shall be adopted by the WCCCF.
- Sec. 2 Modifications. Modifications must be approved by the WCCCF. Modifications must be approved by two-thirds of the membership, provided that written notice of the proposed amendment has been given five working days in advance of the meeting.

ARTICLE X - PUBLIC MEETING LAW

- Sec. 1 Designation. The Commission is a public body for purposes of ORS Chapter 192 and thereby subject to the statutory procedures related to public meetings.
- Sec. 2 It is a policy of the WCCCF to attain maximum public contact and receive a maximum of public input.

Adopted 3/94
Revised 2/96
Revised 7/97
Revised 12/02
Revised 2/04