

*El Dorado County*  
**CHILD ABUSE PREVENTION COUNCIL  
BY-LAWS**

**ARTICLE I**

**PURPOSE**

Pursuant to Chapter 12.5 Section 18980 of the Welfare and Institutions Code, the purpose of the Child Abuse Prevention Council (Council) is to coordinate the community's efforts to prevent and respond to child abuse.

**ARTICLE II**

**FUNCTIONS**

The functions of the Council shall include the following:

- Provide a forum for interagency cooperation and coordination in the prevention, detection, intervention, treatment, and legal processing of child abuse cases
- Promote the public awareness of abuse and neglect and the resources available
- Encourage and facilitate training of professionals in the prevention, detection, intervention, treatment, and legal processing of child abuse and neglect
- Recommend improvements in services to families and victims
- Encourage and facilitate community support for child abuse and neglect programs
- Serve as County Children's Trust Fund Commission
- Provide input for the County's CBFRS, CAPIT and FSSP Plans.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Composition of the Council**

Membership is appointed by the Board of Supervisors (BOS) and exercise decision making responsibility for Council functions as described in Chapter 12.5 Section 18980 of the Welfare and Institutions Code, as well as hold voting rights on all Council business and policy recommendations. Representation from a number of categories of professional, agency, community and parent representation is encouraged. The membership is composed of up to 15 voting members; a minimum of one representative from each category listed below must be appointed:

- Parent/primary caregivers

- Community-based organizations, public/private school; prevention/intervention/treatment providers
- Medical and mental health providers
- Public Child Welfare Services, probation, licensing, criminal justice/law enforcement, district attorney, courts, coroner
- Community representation; community volunteers, civic organizations, religious communities

Every effort should be made by the appointing agencies to assure that the ethnic racial, geographic, and categorical composition of the Council is reflective of the population of the county.

## **Section 2. Terms of Appointments**

Term period is from July 1 through June 30. Terms for the Membership are two years. No term limit will be set.

## **Section 3. Vacancies**

The Council shall comply with the system for new appointments, resignations, and replacements specified by the El Dorado County Board of Supervisors. The Membership shall then vote on nominees to forward to the Board of Supervisors for appointment to the Council.

## **Section 4. Resignation**

Any member may resign by giving written notice to the Chair. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **Section 5. Attendance**

A Membership seat will be considered vacant when any Member misses 3 meetings in a row, or 4 meetings in one year. A leave of absence will be considered upon the request of a Member and will be reviewed by the Executive Committee with a recommendation to the full membership for appropriate action.

## **Section 6. Removal**

Any Member may be removed or suspended from his her appointment for the good of the Council on the recommendation of a majority of the Membership and approval by a majority vote of the members in attendance at a regular or special meeting of the members.



## ARTICLE IV

### VOTING

#### Section 1. Voting Requirements and Procedures

Each member of the Council shall have one vote. Each member must be present in person to vote and no proxies are to be recognized. However, correspondence germane to the agenda from absent members is to be read and considered as part of the discussion.

#### Section 2. Quorum

A quorum for the transaction of official business shall consist of a majority of the Membership.

## ARTICLE V

### MEETINGS

#### Section 1. Regular Meetings of the Council

All meetings of the Council shall be open to the public. A minimum of four meetings per year shall be held while in compliance with the California State Open Meetings/Ralph Brown Act.

#### Section 2. Attendance at Meetings

All members of the Council shall be present at the hour appointed for each regular, special, or recessed meeting of the Council. A membership seat will be considered vacant when any member misses 3 meetings in a row or 4 meetings in one year unless a leave of absence has been granted. The Council shall be advised of such absences so that the member may be replaced.

#### Section 3. Order of Business

Time will be allotted at each Membership meeting for public comment. Council members wishing to present speakers at meetings should consult with the Chair at least seven (7) days prior to the next scheduled meeting.

## ARTICLE VI

### COUNCIL COMPOSITION AND DUTIES

#### Section 1. Liaisons

The Liaisons to the Board of Supervisors and the Department of Social Services shall be ex-officio members of the Council without voting powers.

## **Section 2. Officers**

The officers of the Council shall consist of:

- Chair
- Vice-chair
- Secretary
- Treasurer

These officers shall be selected by majority vote from the Membership present at the June meeting of the Council and shall serve for one calendar year. Officers may be re-elected. It shall be the duty of the chair and/or vice-chair to call meetings, set the agenda, oversees committee assignments, and preside over meetings of the Council. The vice-chair will assume these duties of the chair in his/her absence.

## **ARTICLE VII**

### **COMMITTEES**

#### **Section 1. Committees**

The Council shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address issues and concerns. The Council shall review the scope and purpose of these committees at least annually. Standing committees shall meet in accordance with the Brown Act.

#### **Section 2. Executive Committee**

The Executive Committee shall consist of the Officers of the Council and is considered a standing committee. Every effort should be made to assure that a parent/primary caregiver is a member of the executive committee. It shall be the duty of the Executive Committee to review applications for membership and recommend appointments to the Council for consideration.

## **ARTICLE VIII**

### **FINANCIAL SUPPORT**

#### **Section 1. Financial Support**

Council members shall serve without compensation, except for the reimbursement of approved actual and necessary travel costs. Council members representing the parent/primary caregiver category may seek reimbursements for travel to and from regular meetings and for costs incurred to care for children while attending these meetings. Receipts for actual child care costs must be provided and mileage will be reimbursed at the current federal reimbursement rate, using official reimbursement forms.

## **ARTICLE IX**

### **CONFLICTS OF INTEREST**

#### **Section 1. Conflicts of Interest Code**

The Council shall adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code Section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations, which contain the terms of the Conflict of Interest Code (California Code of Regulations (CCR), Title 2, Sec. 18730)

The standard regulations, enumerated in CCR, Title 2, Section 18730, are hereby incorporated by reference. The Membership, as appointed by the County Board of Supervisors and designated employees shall abide by the terms of the standard regulation. Statements of economic interests shall be filed with the County Board of Supervisors, pursuant to Section 4 of the standard regulations.

## **ARTICLE X**

### **AMENDMENT TO BY-LAWS**

#### **Section 1. Amendment to By-Laws**

Changes/suspension to the By-Laws shall be by motion and shall require an affirmative, recorded vote of a majority of the members of the Council. When adopted, such changes/suspensions shall be recommended to the El Dorado County Board of Supervisors for their review and approval.