

**EL DORADO COUNTY  
CHILD ABUSE PREVENTION COUNCIL  
BY-LAWS**

**ARTICLE I**

**Purpose and Mission**

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. The mission of the El Dorado County Child Abuse Prevention Council is to increase awareness and respect for the rights of children to be free of abuse and neglect.

**ARTICLE II**

**FUNCTIONS**

The functions of the Council shall include the following:

- A. Provide a forum for interagency cooperation and coordination in the prevention, detection, intervention, treatment, and legal processing of child abuse cases
- B. Promote the public awareness of abuse and neglect and the resources available
- C. Encourage and facilitate training of professionals in the prevention, detection, intervention, treatment, and legal processing of child abuse and neglect
- D. Recommend improvements in services to families and victims
- E. Encourage and facilitate community support for child abuse and neglect programs
- F. Serve as County Children's Trust Fund Commission
- G. Provide input for the County's CBFERS, 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 a minimum of nine (9) and a maximum of fifteen (15) voting members. A minimum of one representative from each category listed below must be appointed:

- A. Parent/primary caregivers
- B. Community-based organizations, public/private school; prevention/intervention/treatment providers
- C. Medical and mental health providers
- D. Public CWS: CWD or CWS, probation, licensing, criminal justice/law enforcement, district attorney, courts, coroner
- E. 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. 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 according to the procedures established by the El Dorado County Department of Human Services.

#### **Section 2      Membership Application Procedures**

- A. The interested party will complete an application for Council membership.
- B. The Executive Committee will review the application(s) for membership. The executive committee will make a recommendation to the council based on their review.

- C. The application(s) presented by the executive committee will be considered for approval by the Council.
- D. The Council will vote on whether to recommend the applicant for membership.
- E. The Chairperson will indicate the Council's recommendation on the application.
- F. The application will be forwarded to the Board of Supervisors for final approval.

### **Section 3      Role and Responsibilities of the Members**

Council members will be expected to maintain professional integrity and behavior during Council meetings, as well as in the public eye due to the added responsibility of representing the ideology of child abuse prevention. Although the following list cannot be completely inclusive of what is expected of Council members, it can serve as a general guide:

- A. Council members shall not be convicted of child abuse or endangerment unless they have successfully completed an applicable treatment program.
- B. Council members shall report any possible conflict of interest situations to the Council Chairperson as soon as possible.
- C. Council members will arrive to meetings timely and actively participate in the Council's duties.
- D. Council members will make every effort to attend training facilitated by administrative staff in order to further their understanding of child abuse, prevention, intervention and treatment, as well as service planning and provision in communities.
- E. Council members shall complete required documentation as requested by administrative staff.

### **Section 4      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 5      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 6      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 7 Attendance**

A Membership seat may be considered vacant when any member misses 3 meetings during a twelve-month period. 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 8 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. The Council will meet a minimum of four meetings per year. The Council will be subject to the operating provisions of the Ralph M. Brown Act (Government Code Section § 54950 et seq.) as partially described in sections 3.1 and 3.2, as well as within this section and Robert’s Rules of Order:

- A. The Council may not prohibit public criticism of the policies, procedures, programs, or services of the Council or acts or omissions of the Council. This does not confer

privilege or protection for expression not otherwise protected by law (i.e. defamation of character).

- B. The Council may not require the public to register or provide other information as a condition to attend meetings.
- C. Any person may make audio, video, still or motion picture recordings of open meetings, or may broadcast meetings in the absence of a reasonable finding by the Council that noise, illumination, or obstruction of view constitutes a persistent disruption of the proceedings. Any Council created tape or film record of open and public meetings is open to inspection by the public under the Public Records Act, and any inspection thereof shall be provided without charge on a tape recorder made available by the Council.
- D. The Council may clear the chambers if disorderly conduct interferes with a meeting, with an exception of the media.
- E. No action may be taken by secret ballot at a regular, public meeting.

## **Section 2. Meeting Agenda Requirements**

The following procedures will apply for meeting agenda contents and posting:

- A. The meeting agenda will be posted in a freely accessible place at least 72 hours prior to all regular meetings.
- B. Each regular meeting agenda will have a section dedicated to public comment on any subject matter within the jurisdiction of the Council, including items on the agenda. However, no action may be taken on any item not appearing on the agenda, which includes discussion.
- C. Special meeting agendas must provide a section for public comment prior to acting on action items.
- D. No action or discussion shall take place on any item not appearing on the posted agenda unless the following exceptions apply:
  - 1) The Council may briefly respond to statements made or questions posed by persons during the “public comment” agenda section.
  - 2) The Council may, at its own initiative, or in response to questions posed by the public:
    - a) ask questions for clarification,
    - b) provide a reference to staff or other resources for factual information,
    - c) request staff to report back to the Council at a subsequent meeting on any matter,

- d) direct staff to place a matter of business on a future agenda.
  - 3) There is a need to take action immediately and the need came to the attention of the Council after the agenda was posted. A 2/3 vote of members present or unanimous vote if less than 2/3 present must occur prior to discussing the item.
  - 4) An emergency situation exists as defined in Government Code Section § 54956.5, which requires a majority vote prior to taking action.
  - 5) A continued meeting may be held to act on an agenda item within five (5) days of the prior posting.
- E. The meeting agenda will provide “a brief general description of each item of business to be transacted or discussed at the meeting”, which ordinarily will not exceed twenty (20) words (Government Code Section § 54954.5).

**Section 3. 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. No person may be absent for more three meetings during a twelve-month period. The Council shall be advised of such absences so that the Member may be replaced.

**Section 4. 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 Human Services shall be ex-officio members of the Council without voting powers.

**Section 2. Officers**

The officers of the Council shall consist of:

- A. Chair

- B. The Chair shall be the chief presiding officer of the Council and shall prepare Council agendas, oversee committee assignments and preside at all meetings of the Council. Vice-Chair

In the absence of the Chair and Vice-Chair, or in the event of his inability or refusal to act, the Vice Chair shall perform all the duties of the Chair.

C. Secretary/Treasurer

- 1) In the absence of the Chair and Vice Chair perform all the duties of the Chair.
- 2) Ensure that Council minutes are prepared and presented to the general Council, and filed appropriately.
- 3) Ensure that a membership roster is maintained and kept up to date.
- 4) Ensure that any and all funds received by the Council are received and disbursed appropriately.
- 5) Ensure that fiscal reports are prepared and presented to the general Council, and filed appropriately.

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. The officers of the Council shall comprise the Executive Committee.

## **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.

#### **Section 3 Ad Hoc Committees**

Each year, following the annual planning meeting, working committees will be established. The Members of the Council will populate the committees according to their interests and abilities. All Members of the council shall be appointed to a working committee.

## **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 active voting Membership. When adopted, such changes/suspensions shall be recommended to the El Dorado County Board of Supervisors for their review and approval.