

MARION COUNTY CHILDREN AND FAMILIES COMMISSION BYLAWS

1. Name.

This organization will be known as the Marion County Children and Families Commission (hereinafter referred to as the “Commission”).

2. Mission.

To bring together community efforts and resources to ensure an equal opportunity for all children and families in Marion County to attain their full potential.

3. Purpose.

To mobilize the community to address policy and systemic issues that hinder prosperous conditions for children, youth, families and communities.

4. Goals.

The Commission will focus on prevention and intervention efforts that target youth, ages 11 to 18 and family support through:

- a. Strengthening families
- b. Enhancing neighborhood vitality
- c. Promoting student success
- d. Promoting workforce readiness

5. Process.

- a. **Issue:** Issue is defined by the CFC membership and presented on the CFC meeting agenda if it aligns with the commission’s scope and purpose
- b. **Research:** Prior to bringing forward an issue to the CFC, determine how the issue aligns with the CFC scope; identify other organizations and resources that address/serve the issue; identify a lead agency (if known) and invite participation in future discussions.
- c. **Analyze:** Analyze the SWOT (Strengths/Weaknesses/Opportunities/Threats) facing an issue and successful models and/or solutions employed by others; identify manageable goals; access available resources and how the CFC could help advance/address the issue; identify action steps needed to move forward.
- d. **Execute: Lead, Follow, or Get-Out-of-the-Way** and commit to find another organization to take on the issue.

6. Membership.

- a. **Appointment.** The Commission shall be comprised of at least 11 members and no more than 30 members, who shall be appointed by the Marion County Board of Commissioners and serve at the board of commissioners’ pleasure. Members shall have staggered terms and be appointed for terms of four years. The Commission through its Steering Committee may recommend to the board of commissioners proposed members for appointment to the Commission through a process determined by the Chair or Co-Chairs.

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- b. **Representation.** Members will reflect the county's diverse populations and expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age as well as sub-sectors of these populations. Members shall include persons who have knowledge of the issues relating to children and families, including education, municipal government, and the court system. Membership shall also reflect the geographic areas of Marion County.

- c. **Duties/expectations of Members.** Members commit to being catalysts who strengthen families, help youth succeed, and promote community wellness. Members shall mobilize, leverage, and contribute resources for specific Commission projects, as well as engage their organizations to help achieve the community-wide strategic goals established by the Commission on behalf of the county. Members are expected to be knowledgeable about the essential matters confronting the Commission, including policy guidelines.

Members shall actively participate in the affairs of the Commission and maintain regular attendance of Commission and sub-committee meetings. Members are responsible for carrying out assignments. Members unable to attend scheduled meetings shall notify staff prior to the meeting.

In addition, commission members shall fulfill or delegate to the Children and Families Commission Steering Committee the following responsibilities:

- (1) Promote the mission of the Commission;
- (2) Set policy for the operations of the Commission;
- (3) Establish measurable standards of performance for Commission initiatives and projects;
- (4) Establish an ongoing planning process of identification and achievement of Commission objectives;
- (5) Approve the budget and/or grant submissions;
- (6) Receive and review periodic reports, financial reports, outcome achievement, and operational status;
- (7) Orient new members;
- (8) Conduct an evaluation of Commission activities; and
- (9) Develop the cultural competency of Marion County's services for children and families.

7. **Termination.**

- a. **Resignation.** Resignations by members shall be submitted in writing to the director of the CSD and announced at the next regularly scheduled meeting. Department staff will notify the board of commissioners, Marion County volunteer coordinator, and Commission officers.

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- b. **Removal by Board of Commissioners.** All Commission members serve at the pleasure of the board of commissioners. The board of commissioners may remove a Commission member on its own motion or upon the recommendation of the Commission, or through its Steering Committee.
 - c. **Reasons for dismissal.** The board of commissioners may remove a member when it determines that it is in the interest of the Commission or the county to do so.
 - d. **Removal by Commission.** If the Commission through its Steering Committee determines a member should be removed for attendance or other reasons, the Chair or Co-Chairs shall report that recommendation to the board of commissioners for its consideration.
8. **Attendance.**
All Commission members are expected to attend a minimum of 80 percent of Commission meetings. If a Commission member's attendance drops below 80 percent between July 1 of one year and June 30 of the next year, the Commission Chair or Co-Chair may discuss with the member whether that member wishes to continue membership. At the discretion of the Chair or Co-Chairs, a member may be granted a leave of absence.
9. **Officers.**
- a. **Officer appointments.** The members of the Commission shall elect Co-Chairs, or a Chair and Vice-Chair, who shall serve at the pleasure of the board of commissioners. The term in office will be two years. Officers may be re-elected by the Commission for subsequent terms.
 - b. **Chair or Co-Chair responsibilities.** The Chair or Co-Chairs will act as leaders of convened meetings and as the parliamentarian. The Chair or Co-Chairs will enforce Commission directives, guidelines and membership rules and will guide the conduct of public meetings. The Chair or Co-Chairs will set agendas pursuant to section 11. i.. and may call special meetings pursuant to section 11.d. The Chair or Co-Chairs are the official representatives of the Commission and shall be the official spokespersons to the media. The Chair or Co-Chairs will call meetings, preside at meetings, make appointments to committees, and make assignments as necessary to carry out the purposes of the Commission. In the event that the Chair and Vice Chair or Co-Chairs are not available to preside at a meeting, they have the discretion to name a Commission member to fulfill this duty. The Chair or Co-Chairs will be ex-officio members of all committees.
 - c. **Vice-Chair responsibilities.** In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities.
 - d. **Vacancies or removal of officers.** The board of commissioners may remove an officer on its own motion or upon the recommendation of the Commission when it determines that it is in the interest of the Commission or the county to do so. Officers may also voluntarily vacate their officer position.

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10. **Honorary Members.**

- a. **Appointment.** Honorary members shall be appointed by the Marion County Board of Commissioners and serve at the board of commissioners' pleasure. The Commission, or through its Steering Committee, may recommend to the board of commissioners proposed honorary members for appointment to the Commission through a process determined by the Chair or Co-Chairs. Honorary members shall have staggered terms and be appointed for terms of four years.
- b. **Decision making.** Honorary members carry the right to attend Commission meetings and to participate in discussions, but not to make motions, vote, or be included in a quorum count.
- c. **Publications.** The names of honorary members may be included in a published list of honorary members.

11. **Meetings.**

- a. **Public meetings laws.** The Commission is a public body subject to the public meetings and records laws as stated in ORS Chapter 192.630. All meetings will be open to the public.
- b. **Regular meetings.** The Commission will establish a schedule of regular meetings. Regular meetings may be canceled or changed to another specific place, date and time provided that actual notice is given.
- c. **Notice.** The Commission will provide for and give public notice, reasonably calculated to give actual notice, to Commission members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes the potential of the public to be aware of the proceedings and to participate.
- d. **Special meetings.** The Commission Chair or Co-Chairs may call special board meetings by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. When possible, notice should be provided as soon as possible to encourage public participation.
- e. **Place of meetings.** Commission meetings are held at locations within Marion County in compliance with Oregon Public Meetings Law (ORS 192.630). Generally, meetings are held at Broadway Commons at 1300 Broadway Street NE in the 2nd floor Grant Room unless otherwise noted. Members may attend either in person or by teleconference so long as persons in attendance and on the telephone can both hear and communicate with each other.

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- f. **Quorum.** The majority of the appointed, voting membership of the Commission will constitute a quorum for the transaction of all business at meetings. Members on a leave of absence and honorary members will not be included in a quorum count.

- g. **Decision-making procedure.** For routine actions, the Commission may use a standard, voting process such as described in Robert’s Rules of Order. For major decisions, the Commission will use a consensus-based decision-making process:
 - (1) Consensus means general support for a decision taken as a whole, but does not mean 100% agreement on every aspect of every issue.
 - (2) Majority is defined as a majority of the appointed membership.
 - (3) Members on a leave of absence are excused from voting, and will not be included in a quorum count.
 - (4) Honorary members may not make motions or vote.
 - (5) There will be no voting by proxy.

- h. **Minutes.** The CSD staff will prepare meeting minutes. In compliance of ORS 192.650, minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. All conflicts of interest will be noted in minutes. Minutes will be distributed to the membership at least one week prior to the next regular meeting. Minutes will also be posted on the CSD website. When a vote is taken, a list of those who voted “no” or “abstained” will be captured.

- i. **Agendas.** Commission members and CSD staff member may request that items be placed on a meeting agenda by contacting the Chair or Co-Chairs or CSD director. The Chair or Co-Chairs will set meeting agendas in consultation with the Steering Committee and the CSD director. The agenda will be distributed to members at least one week prior to a regular meeting.

12. Action Forums (committees and consortia).

- a. **Appointment.** The Chair or Co-Chairs will appoint members and leaders to action forums. The Commission will approve the charter of each consortium. Action forums will report their information, progress and/or recommendations to the Commission.

- b. **Steering Committee.** The Steering Committee will consist of the Commission officers and such additional members as appointed by the Chair or Co-Chairs. The purpose of the Steering Committee shall be to:
 - (1) Establish meeting agendas in consultation with the Chair or Co-Chairs, and CSD staff;
 - (2) Review progress and oversee implementation of the Commission’s strategic plan;
 - (3) Assess and take action regarding relevant emergent issues;

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- (4) Recommend creation of special committees or action teams and set the level of decision-making authority;
 - (5) Provide overall direction for committees, consortia, and action teams;
 - (6) Review recommendations from committees, consortia, and action teams and propose implementation strategies to the Commission;
 - (7) Mediate differences among committees, consortia, or action teams and between Commission members;
 - (8) Oversee the budget process; and
 - (9) Make recommendations to the Board of Commissioners relating to proposed appointments of members to the Commission or removal of members from the Commission.
- c. **Subcommittees:** The Commission may authorize the Chair or Co-Chair to create subcommittees, action teams, or other consortia to deal with specific problems or issues or to accomplish specific tasks. Leadership and membership appointments and consortia will be reported and reviewed by the Commission. All subcommittees and action teams are required to report their accomplishments and recommendations to the Commission.
- 13. Relationship between Commission and CSD.**
- a. **Generally.** The Marion County CSD staff members will provide administrative support to the Commission.
 - b. **Director.** The CSD director will serve as the principal liaison between department staff and the Commission Chair or Co-Chairs.
 - c. **Operations.** Commission members and CSD staff will work together on projects that implement the goal areas specified in Section 4 of these Bylaws.
- 14. Conflicts of Interest.**
- a. **Declaration.** Commission members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
 - b. **Potential conflict defined.** A potential conflict of interest exists when a Commission member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Commission member may participate in an action after declaring the potential conflict and announcing its nature.
 - c. **Actual conflict defined.** (ORS 244 (1)) An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Commission member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action on the subject under consideration.

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15. Amendment to Bylaws.

- a. **Initiated by Commission.** The Commission may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Commission shall be forwarded to the board of commissioners for its approval. In accordance with Administrative Policy B-17, bylaws will be submitted to the board of commissioners by the Commission every three years for review and approval.

- b. **Initiated by Board of Commissioners.** The board of commissioners may initiate changes to the bylaws. These changes will be submitted to the Commission for review and consultation prior to the board of commissioners' adoption.

- c. **Distribution.** Upon the board of commissioners' approval of bylaw amendments, the CSD will make any required revisions to the bylaws and distribute them to the Commission's membership.

16. Community Relations/Public Input.

All members of the public are encouraged and welcome to attend Commission meetings. Public comment on relevant agenda items will be accepted verbally or in writing at each meeting. Anyone who wishes to voice an opinion or present information or concerns to the Commission should contact the Chair, the Vice-Chair, the Co-Chairs, or staff of the CSD.

ADOPTED BY COMMISSION this _____ day of _____ 2016.

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____