

BYLAWS OF
FIRST 5 GLENN COUNTY

ARTICLE I ORGANIZATION

SECTION 1. NAME

The name of the organization shall be "FIRST 5 GLENN COUNTY".

SECTION 2. AUTHORITY

FIRST 5 GLENN COUNTY is established by Glenn County Ordinance Code Chapter 7.06, pursuant to California Health & Safety Code Section 130140.

SECTION 3. LOCATION

The Commission shall have its principal office located at FIRST 5 GLENN COUNTY, 1035 West Wood Street, Willows, CA 95988.

ARTICLE II PURPOSE AND INTENT

SECTION 1. PURPOSE

FIRST 5 GLENN COUNTY is created for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age in Glenn County. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, research, and other activities, that benefit the early development of children.

SECTION 2. INTENT

It is the intent of the Commission to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this Commission to emphasize local decision making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicative administrative systems.

ARTICLE III DUTIES

FIRST 5 GLENN COUNTY is charged with the following duties:

- A. To implement the goals and objectives of the California and Families Act of 1998.
- B. To administer the monies in the FIRST 5 GLENN COUNTY Trust Fund, established pursuant to California Health & Safety Code section 130150.
- C. To adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within Glenn County as outlined in the California and Family Act of 1998.
- D. To conduct at least one (1) public hearing on its proposed county strategic plan before the plan is adopted.
- E. To conduct at least one (1) public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.
- F. To submit its adopted strategic plan, and any subsequent revisions thereto, to the FIRST 5 CALIFORNIA Commission and the Glenn County Board of Supervisors.
- G. To prepare and adopt an annual audit and report pursuant to California Health & Safety Code section 130150. The Commission shall conduct at least one (1) public hearing prior to adopting any annual audit and report. Copies of the annual audit and reports will be made available to members of the general public on request and at no cost.
- H. To exercise all powers, duties, and functions as are prescribed by statute and the FIRST 5 CALIFORNIA Commission, or as prescribed by FIRST 5 GLENN COUNTY with local and state statutes.

ARTICLE IV MEMBERS

SECTION 1. NUMBER AND APPOINTMENT OF MEMBERS

The Commission shall consist of at least five but not more than nine members. Commission members must be appointed by the Glenn County Board of Supervisors.

SECTION 2. ALTERNATE MEMBERS

Each commissioner may designate an alternate to act in his or her stead by providing an alternate's name and contact information in writing to the full Commission. Alternates will serve a term determined by the commissioner designating them, but not exceeding the term of the commissioner they represent. Alternate members are expected to attend commission meetings, but may not vote unless substituting for their absent regular commission member. Alternates may not serve as elected officers; but may serve on ad hoc or standing committees of the commission. Alternates are eligible to receive reimbursements for expenses incurred in the performance of Commission work as approved by the Commission.

SECTION 3. COMPOSITION OF MEMBERSHIP

The membership of the Commission shall consist of the following representation:

- A. Two members of the Commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.
- B. One member of the Commission shall be a member of the Board of Supervisors.
- C. The remaining members of the Commission, known as Community at Large, shall be from among the persons described in subpart A of this section and persons from the following categories: recipients of project services included in the county strategic plan adopted by the Commission; educators specializing in early childhood development; representatives of the local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.
- D. Commission members shall be either a resident of Glenn County OR represent an organization based within the county. However, with the approval of the Commission, one "community at large" member may live outside of the county provided that the member has the demonstrated expertise and commitment to represent the concerns noted in Section C above.

SECTION 4. TERM

The term of all members shall be three years. Subsequent reappointment or replacement of members shall carry the same term as the original position. Members may be reappointed to subsequent terms by the Board of Supervisors.

The Glenn County Board of Supervisors has the authority to determine the duration of terms and renewal of appointments as well as the manner of appointment, selection, or removal of members of the Commission.

SECTION 5. VACANCIES AND REMOVAL

A vacancy on the Commission shall occur automatically on the happening of any of the following events before the expiration of the term:

- 1) Removal of the incumbent for any reason;
- 2) Death or resignation of the incumbent;
- 3) Ceasing to be a representative from the various categories provided for the Article IV, Section 2 of the Bylaws; or

- 4) If the Commission holds only one regular meeting during each calendar month, absence for three (3) consecutive regular or special meetings or his/her absence from four (4) regular or special meetings in any twelve (12) month period, or if the Commission holds two (2) or more regular meetings during each calendar month, absence from four (4) consecutive regular or special meetings or his/her absence from six (6) regular or special meetings within a twelve (12) month period.

The Administrative Assistant of the Commission shall certify the happening on any vacating event to the Board of Supervisors. The Board of Supervisors may waive any vacating event for any member of the Commission by majority vote of the Board of Supervisors.

The Board of Supervisors shall make interim appointments to fill unexpired terms in the event of vacancies during the term of members of the Commission. The Board of Supervisors shall act within (60) days to fill a vacancy.

ARTICLE V OFFICERS AND DUTIES

SECTION 1. NUMBER OF OFFICERS

The officers of the Commission shall be a Chair and Vice Chair, and such other officers as the Commission may from time to time provide.

SECTION 2. ELECTION OF OFFICERS

All officers shall be elected by a majority of the voting members of the Commission at a regular meeting or special meeting where a quorum is present. A person must be a member of the Commission duly appointed by the Board of Supervisors according to the provisions of Article IV of these Bylaws in order to be eligible for election to an officer position. At least one of the officers shall be a community-at-large representative appointed pursuant to Article IV, section 3, subpart C. At least one officer shall be a mandatory representative appointed pursuant to Article IV, section 3, subpart A and / or the Board of Supervisor appointed pursuant to Article IV, section 3, subpart B. Terms shall be effective with the first meeting in July.

SECTION 3. TERM OF OFFICE

Officers shall serve for a term of one (1) year. All officers shall hold office until their successors are duly elected. Officers may be re-elected to the same office or elected to a different office without restriction on the number of terms.

SECTION 4. REMOVAL OF OFFICERS

Any officer may be removed, either with or without cause, by a majority vote of the members of the Commission, at any time.

SECTION 5. DUTIES OF THE CHAIRPERSON

The Chair shall be the executive head of the Commission and shall preside at all meetings. Except as otherwise expressly provided by law or authorized by the Commission or by these Bylaws, he or she shall, in the name of the Commission, execute such contracts, checks or other instruments which may from time to time be authorized by the Commission.

SECTION 6. DUTIES OF THE VICE CHAIRPERSON

The Vice Chair is authorized to execute duties of the Chair in his/her absence, or at the request of the Chair.

ARTICLE VI MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings of the Commission shall be held on a regular basis at a time and place to be specified by a vote of the Commission, and consistent with applicable statutes and/or ordinances.

SECTION 2. OPEN MEETINGS

All meetings of the Commission, except those closed sessions permitted by law, shall be open and public. All meetings shall conform to the open meeting laws contained in the Ralph M. Brown Act, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of meetings of this Commission are hereby incorporated by reference into these Bylaws.

SECTION 3. NOTICE OF MEETINGS

Notice of each regular meeting shall be posted at least 72 hours prior to the time of the meeting and shall include the time, date, and place of the meeting and a copy of the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

SECTION 4. SPECIAL MEETINGS

Special meetings may be called by the Chair if immediate action is required to protect the public interest, subject to the provisions of the Ralph M. Brown Act.

SECTION 5. CONDUCT OF MEETINGS

Meetings shall be presided over by the Chair, or by the Vice Chair in the absence of the Chair, or if no such person has been so designated or in his or her absence, by a Chairperson chosen by a majority of the members present at the meeting. Commissioners may participate in meetings via telephone. Debate and proceedings before the Commission shall generally be conducted in accordance with Robert's Rules of Order (Newly Revised) when not in conflict with the rules of the Commission and other statutory requirements.

ARTICLE VII VOTING

SECTION 1. QUORUM

A majority of the appointed voting Commissioners or their alternates shall constitute a quorum of the Commission. A quorum must be present at a meeting in order for any motion for action to be made or for any vote to be taken. Commissioners participating in a meeting via telephone will be included when determining a quorum. At least two (2) of the voting members must be appointed Commissioners and not alternates.

SECTION 2. METHOD OF VOTING

At all meetings, except for the election of officers, all votes shall be by voice. At the discretion of the Chair, a roll call vote may be taken on any matter. For election of officers, ballots shall be provided and there shall not be any place on the ballot that might indicate the person who cast such ballot. A member may vote by proxy by designating in writing the name of the person authorized to vote on their behalf, the specific matters authorized to be voted on by proxy, and any restrictions place on the voting authority. A member may vote via their alternate. In the event a member has not articulated their stance on an issue the alternate may act independently.

ARTICLE VIII COMMITTEES

Standing committees shall be appointed by majority vote of the Commission as the Commission deems necessary. One member of each committee will be designated as the chairperson.

ARTICLE IX COMPENSATION

The members of the Commission and any committees appointed by the Commission shall serve without compensation, except that they may be reimbursed for actual and necessary expenses as are incurred in carrying out their duties and as approved by the Commission.

ARTICLE X CONFLICT OF INTEREST

Commission members shall file statements of economic interests as required by the Political Reform Act. The terms of the standard Conflict of Interest Code, adopted by the Fair Political Practices Commission (set forth in 2 Cal. Code Regs. Section 18730) and as may be amended, are incorporated by reference and constitute the Conflict of Interest Code of the Commission.

No Commissioner may make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which (s)he knows or has reason to know (s)he has a financial interest. Failure to follow the guidelines violates Section 1091.3 of the Government Code which specifically addresses the county children and families commissions and any contract made will be void and cannot be enforced.

When a potential conflict of interest arises, a Commissioner will:

- *Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public;*
- *Recluse himself or herself from discussing and voting on the matter;*
- *Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.*
- *Note: A Commissioner may speak on the issue during the time that the general public speaks on the issue.*

ARTICLE XI AMENDMENTS

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commission. All amendments must remain consistent with the provisions of the Glenn County Ordinance Code and California Health & Safety Code governing FIRST 5 Commissions.

The foregoing Bylaws were first adopted for FIRST 5 GLENN COUNTY on: April 18, 2000; amended and approved on December 13, 2000; amended and approved on August 9, 2005; amended and approved on December 13, 2005; amended and approved on October 9, 2007; amended and approved on September 2, 2010.

Revised 09/02/10