

**BYLAWS
OF THE
First 5 BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

Article I.

Name and location of principal office

Section 1. The name of the organization is the First 5 Butte County Children and Families Commission, hereinafter referred to as "Commission." The principal location of the offices of the Commission is Butte County, at a location determined by the Commission.

Section 2. The fiscal year of the Commission shall begin July 1.

Section 3. The records of the Commission shall be retained at the Commission's principal office, including a current copy of the Bylaws as amended; Commission membership; minutes of all Commission and committee meetings; Commission strategic plans, annual audits and reports as required pursuant to Health and Safety Code Sections 130140(a)(1)(C) and 130150.

Article II.

Purpose

Section 1. The Commission is to implement and achieve the objectives established by Health and Safety Code Section 130100 *et seq.*, and Butte County Ordinance's No. 3470, 3517, 3555, 3822, and 3853.

Article III.

Membership

Section 1. The Commission shall be composed of at least five (5) but not more than nine (9) members appointed by the Butte County Board of Supervisors. The Commission may submit recommendations to the Board of Supervisors for consideration.

Section 2. The Board of Supervisors may appoint up to two (2) alternate members to the Commission through the process used for appointment of the regular Commissioners. Alternate members have the same roles and responsibilities as regular Commissioners, and shall attend and participate in all Commission meetings.

Article IV.

Appointment, Resignation and Removal

Section 1. Interested candidates for Commission membership shall submit written applications to the Clerk of the Board. A committee of the Commission will review applications and provide recommendations to the Commission for approval at its next regular meeting. Commissioners shall be appointed by a majority vote of the Board of Supervisors.

Section 2. Commissioners stepping down from the Commission will submit their letter of resignation to the Clerk of the Board. Vacancies will be posted for at least ten days from the effective date of the resignation.

Section 3. Any Commission member may be removed from office by a majority vote of the Board of Supervisors, following a recommendation by the Commission favoring such removal.

Article V.

Compensation

Section 1. Commission members shall serve without compensation, but may receive reimbursement for reasonable expenses incurred in carrying out their duties, as authorized by policies established by the Commission.

Article VI.

Terms

Section 1. Each Commissioner shall serve a term of three (3) years, commencing on July 1.

Section 2. At the conclusion of a term, a Commission member may be appointed to a new term. There is no limit to the number of terms a Commission member may serve.

Section 3. Alternate membership terms are consistent with regular membership terms.

Article VII.

Meetings

Section 1. The Commission shall meet every alternate month, for a minimum of six (6) meetings each year. Additional meetings will be held as needed and as determined by the Commission members.

Attendance

Section 1. Commission members shall notify the Commission staff if they are unable to attend a meeting. Any Commission members with three unexcused absences within a calendar year shall be considered by the Commission for possible removal.

Quorum

Section 1. A majority of Commission members must be present at a meeting in order to conduct business. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, provided that any action taken is approved by a majority of Commissioners.

Selection of Alternates

Section 1. The Chair will determine at the beginning of each Commission meeting whether any regular members are absent or have recusals. The Chair will select alternate Commissioners to serve as voting members if needed, based on the order of their names listed in Section 1 of the agenda. Prior to each meeting, staff will prepare the order of alternates on a rotating basis.

Article VIII.

Officers and Duties

Section 1. 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. The Chair shall be the executive head of the organization, shall preside at all meetings, and shall direct the functions of the Commission as established by Health and Safety Code Section 130100 *et seq.* and Butte County Ordinance

No. 3517. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair, including signatory duties.

Section 2. Officers of the Commission shall be elected by the membership of the Commission entitled to vote. The terms of all such officers shall be one year, commencing on July 1. All officers may hold office until their successors are duly elected and qualified.

Section 3. Commission officer vacancies shall be filled at the next regular meeting of the Commission. Those elected to fill Commission officer vacancies shall serve for the remainder of the vacated term.

Article IX.

Committees

Section 1. The Commission shall establish an Executive Committee designed to streamline Commission activities by reviewing and preparing information and policy recommendations to take to the full Commission for further action.

Section 2. The Commission shall establish an advisory committee to convene community members for the purposes of receiving information about program evaluation and outcomes, and making recommendations and reports to the Commission.

Section 3. The Commission may establish additional committees to suit its priorities. The Commission must take formal action to: 1) establish any committees (standing or ad hoc), 2) approve committee membership, and 3) approve the Chair and Vice Chair of each committee.

Section 4. Committee assignments are for a one-year period, with the option to be reappointed. Appointments will be made at the first Commission meeting of the fiscal year, or as soon thereafter as possible.

Article X.

Provisions Governing Receipt of Monies

To remain eligible to receive Prop 10 funds, the Commission will meet the following requirements:

Section 1. The Commission shall adopt in a public hearing, a strategic plan for the support and improvement of early childhood development within the county, and shall submit the strategic plan and any future revisions to the California Children and Families Commission.

Section 2. The Commission shall conduct an annual audit on or before October 15 of each year, and shall issue a written report for the Commission to review and adopt in a public hearing. The Commission shall submit the adopted audit and report to the California Children and Families Commission and to the State Controller's Office by November 1.

Section 3. The Commission shall conduct at least one public hearing on the annual report prepared by the California Children and Families Commission.

Section 4. The Commission shall adopt in a public hearing, policies consistent with state law regarding conflict of interest of Commission members and Commission contracting and procurement policies.

Section 5. The Commission shall adopt in a public hearing, a limit on the percentage of the Commission's operating budget that may be spent on administrative functions, pursuant to guidelines issued by the California Children and Families Commission.

Section 6. The Commission shall adopt in a public hearing, policies and processes establishing the salaries and benefits of employees of the Commission. Salaries and benefits shall conform with established county commission or county government policies.

Article XI.

Amendments

Section 1. These Bylaws may be amended by two-thirds of the votes cast, a quorum being present, at any regular meeting of the Commission or at any special meeting called for the purpose, provided the substance of the proposed amendment has been submitted to the Commission and noticed in accordance with Brown Act.

Rules of Order

Section 1. The Commission shall adhere to Parliamentary procedures.

ADOPTED ON August 27, 1999, in Oroville, California.

Twelfth (12) Amendment adopted on June 24, 2022 in Oroville, California.

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Commission Chair

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Date Signed