

**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 to be 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 nine members appointed by the Butte County Board of Supervisors. The Commission may submit recommendations to the Board of Supervisors for consideration.

**Quorum**

**Section 1.** Five 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 at least four Commissioners.

**Section 2.** In order to assure that there is robust participation and engagement for the Commission, the Board of Supervisors may appoint five alternate members to the Commission through the regular process used for appointment of the nine regular members. The five alternate members shall attend and participate in all meetings of the Commission. When all nine regular members of the Commission are present, the alternate members shall not vote or take any action on a commission matter. In the absence of a regular Commissioner, including due to recusal, alternate Commissioners shall have the authority to vote and take action per County Ordinance No. 3853. The alternate members are considered as Commission members and will benefit from member privileges such as reimbursement for authorized expenses and liability insurance coverage. Alternate membership terms are consistent with Commission membership terms.

## **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. Three consecutive unexcused absences shall be reported to the Board of Supervisors for consideration of removal.

## Article IV.

## **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. All officers shall hold office until their successors are duly elected and qualified. The term of office shall run from July 1 through June 30.

**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 V.

## **Committees**

**Section 1. Standing Committees.** Standing Committees shall be established by formal action of the Commission. There are three Standing Committees: 1) Administration Committee, 2) Strategic Plan and Evaluation Committee, 3) Health Committee.

**Section 2. Membership.** The Administration Committee is comprised of the Board of Supervisors representative, Director of Public Health, current Commission Chair and Vice Chair. In the event that the Chair and/or Vice Chair is also the Board of Supervisors representative or the Director of Public Health, then additional committee members who are not county employees will be determined through the two-step process described below. All other Standing Committees are comprised of three Commissioners.

Membership on the Committees shall be determined through a two-step process: (1) Each Commissioner notifies the Chair as to which committee assignment he or she prefers; (2) if more than three Commissioners select the same committee, the Commissioners will draw lots in order to make the final decision as to committee assignments. Community members and partners may serve in an advisory capacity to the Standing Committees, but shall not have the authority to vote

or take action. A committee quorum shall consist of a majority of Commissioners who are members of the committee.

**Section 3. Term.** Committee assignments are for a one-year period. Appointments to the Standing Committees will be made at the first Commission meeting of the fiscal year, or as soon thereafter as possible. If a Commissioner resigns from the Commission during the term, the new Commissioner will fill the vacant committee assignment to the end of the term.

**Section 4. Committee Chair.** One member of each committee will be designated Chair. Each Chair shall be elected by the voting committee members and shall hold office for one year, or until they resign, are removed or otherwise disqualified to serve, or until their successor shall be elected and qualified, whichever occurs first.

#### Article VI.

##### **Support Staff**

**Section 1.** The Commission Director shall be hired by the Butte County Department of Public Health and shall be under the supervision of the Director of Public Health. The Director shall serve according to the job responsibilities and duties as prescribed by the Commission.

**Section 2.** The Commission Director or designee is delegated signatory authority on purchases and accounts payable. Within this delegated authority, the Commission Director or designee may purchase such goods or services as are deemed necessary for the efficient management of the Commission's operations up to and including the amount of \$5,000. Expenditure approval beyond this amount shall be provided by the Commission and shall require the additional signature of the Chair.

**Section 3.** The Commission Director is delegated signatory authority on transfer of funds within the Children and Families Commission budget up to \$10,000. Transfer of funds beyond this amount shall be provided by the Commission and require the additional signature of the Chair.

#### Article VII.

##### **Finances**

**Section 1.** Reimbursement shall be provided to Commission members and Commission designated community members for attendance at State Children and Families meetings, and other events pertaining to performance of Commission business. Reimbursement for a day trip shall include mileage, lunch, registration and child care. A one-day trip does not require approval of the Commission. An overnight trip or airline flight requires prior approval of the Commission. When possible, the Commission member shall provide a written travel cost breakdown for Commission review prior to travel. If expedited travel approval is needed prior to the Commission's next regularly scheduled meeting, the Director and Commission Chair can authorize approval for an overnight trip or airline flight.

**Section 2.** The Commission, at its discretion may contract with any public or private entity, including but not limited to, the County of Butte for the provision of professional support services.

#### Article VIII.

##### **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.

Eleventh (11) Amendment adopted on October 25, 2019 in Oroville, California.

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Commission Chair

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Date Signed