

Children's Services Network

Bylaws

MISSION

The Mission of the Children's Services Network is priority setting and advocacy to meet the needs of children, youth, and families in San Luis Obispo County through development and support of community partnerships.

VALUES

The Children's Services Network values respect for individuals, the prevention of problems, and shared outcomes for children and youth to be safe, healthy, at home, in school, and out of trouble as its first priorities. The CSN encourages the development and implementation of interactions, programs, and services that are collaborative and incorporate the "best practices" of being family centered, strength based, needs driven, solution oriented, and community based.

PURPOSE

The purpose of the Children's Services Network is to coordinate leadership among agencies and programs dealing with families and to promote services and best practices for children, youth, and their families. This will be accomplished by improving communication, planning, coordination, and cooperation among child, youth, and family services agencies; identifying gaps and duplication in services; providing a forum for open communication among agencies and the community; identifying critical children's issues for study, recommendation, and action; establishing priorities for interagency projects; implementing collaborative programs, both public and private, to better serve children, youth, and their families, and establishing outcomes and indicators for evaluating programs serving children, youth, and families.

NETWORK STRUCTURE

The CSN is structured to allow four levels of participation:

1. **Executive Council:** Responsible for identifying policy priorities; coordinating advocacy efforts; organizing planning and/or implementing activities; reviewing outcomes and results; and developing solutions to critical children/family services, system or funding issues. The primary Duties of the Executive Council consist of:
 - a. Overseeing the day-to-day operations and affairs of the organization;
 - b. Communicating purposely and candidly at the CEO/Director level about issues impacting children, youth, and families;
 - c. Conducting an annual needs/gaps in services assessment;
 - d. Identifying policy priorities to be addressed by CSN;
 - e. Coordinating advocacy efforts;
 - f. Organizing planning and/or implementing activities;
 - g. Reviewing outcomes and results;
 - h. Developing solutions to children/family services, systems, or funding issues;
 - i. Serving as the community-based oversight council for grant applications;

- j. Performing required fiduciary responsibilities, including but not limited to determining funding allocations for collaborative projects and managing the CSN conference/training fund.

2. Support Level:

- a. The CSN Manager convenes ad hoc committees and workgroups comprised of stakeholder agencies, community-based partners, and consumers to address issues identified by the Executive Council.
- b. Workgroups and ad hoc committees will design, coordinate, implement, and evaluate activities in support of policy priorities identified by the Executive Council.
- c. The Executive Council may also establish standing committees to oversee CSN activities, e.g., Conference Committee.

3. Implementation Level:

- a. CSN member agencies will incorporate, implement, promote or make operational policies, initiative, activities or outcomes adopted by the CSN Council. Activities at this level could include:
 - i. Specific multi-agency or program partnerships;
 - ii. Collaborative advocacy with elected policymakers;
 - iii. Program implementation with the multi-agency support and collaboration;
 - iv. Implementing data collection consistent with and supporting CSN established outcomes; and/or
 - v. Staff training and development consistent with CSN adopted practices and service delivery philosophy, i.e., wellness and recovery, wraparound, best practices, et cetera.

4. Affiliate Level:

- a. The CSN Manager establishes and maintains an information link between the Council, stakeholders, community-based organizations, consumers, and at-large community members.
- b. This level is characterized by periodic interactions among stakeholders in the interest of children, youth, and families. Interactions may include:
 - i. Conferences
 - ii. CSN sponsored forums, training and education workshops, community meetings, et cetera
 - iii. Networking events and the annual needs identification process.
- c. CSN will encourage and promote, stakeholders, community-based organizations, consumers, and at-large community members to participate in other multi-agency, information sharing meetings/committees, i.e., SLO-CAP, United Way Advisory Committee, Nonprofit Support Center Executive Roundtable, annual Collaboration Forum and the numerous advisory committees which are open to the public.

- d. The Affiliate level membership is open to any individual, social service agency, or community group interested in services to the children, youth, and families of San Luis Obispo County.

MEMBERSHIP

1. Membership Criteria:

- a. The representative from the member agencies must be the agency Director, Chief Executive or Chair, with only occasional use of an alternative.
- b. Member agencies must agree to regularly attend CSN meetings.
- c. Member agencies must be willing and able to commit resources and support CSN decisions and activities.
- d. Public agency membership would include County Departments serving or impacting children and families and the County Office of Education, representing school districts.
- e. Community-Based Organizations must meet the following additional criteria:
 - i. Be administratively based in San Luis Obispo County;
 - ii. Provide multiple services to children and families countywide or conduct activities which have a substantial impact on children and families countywide; and
 - iii. Fully support and integrate CSN vision, mission, values and outcomes.

2. Council Members:

- a. Executive Council will consist of:

County Administrative Office	Community Action Partnership (CAPSLO)
County Health Agency	First 5 Commission
Department of Social Services	Latino Outreach Council
District Attorney's Office	Child Abuse Prevention Council (SLO-CAP)
Probation Department	County Superintendent of Schools
Sheriff's Department	County Supervisors
Family Care Network, Inc.	Transitions-Mental Health Association

- b. Additionally, two (2) "At-Large" rotating members, will be appointed by the Council for a set term of 2 years, to provide for broader representation from groups or agencies that do not meet the membership criteria specified below, but can give specific insight and input on policy priorities identified annually by the Executive Council.
- c. The Council has authority to expand its membership with a 2/3 vote. The following guidelines are established for CSN Council membership:
 - i. The agency or organization must meet the criteria set forth above.
 - ii. Representatives of the agency or organization should have participated in CSN committee activities for at least one year prior to applying for membership.

- iii. The agency or organization should represent a group or service category not currently represented on the CSN Council.

OFFICERS

The officers of the Council shall be a Chairperson, a Vice Chairperson and an Immediate Past Chairperson. Officers shall be elected biannually by the membership of the Council at the fall Council meeting in October, to take office January 1 with the term to run two (2) calendar years. Only CSN Council members are eligible for nomination. Effort should be made to rotate between persons representing public agencies and schools and persons representing non-profit and non-public agencies.

DUTIES OF OFFICERS

The duties of the Chairperson shall include:

1. Administer operation of the Executive Council, and preside at all meetings.
2. Call special meetings as necessary.
3. Appoint committee chairpersons and establish special committees at the Support Level as needed.
4. Prepare the agenda of Council meetings.
5. Coordinate and participate in annual meetings with members of the County Board of Supervisors and County Administrative Office.

The duties of the Vice Chairperson shall include:

1. Act as Chairperson in that person's absence.
2. Conduct other duties as assigned.

The duties of the Immediate Past Chairperson shall consist of any duties assigned by the Chairperson.

VACANCIES OF OFFICES

Should the office of Chairperson be vacated, the Vice Chairperson shall assume the Chairperson's position and a new Vice Chairperson shall be elected at the earliest opportunity. The Immediate Past Chairperson shall assist the incoming Chairperson as needed until the election of the new Vice Chairperson.

NOMINATION AND ELECTION OF OFFICERS

Nomination of officers shall be made from the floor.

Voting will be done by secret ballot. The candidate receiving the highest number of votes shall be considered elected. If there is only one candidate for an office, that person can be elected by a voice vote. If all candidates are unopposed, the slate may be declared elected by voice vote.

TERM AND SUCCESSION OF OFFICERS

Unless an office is vacated, officers will be nominated biannually to "progress through the Chairs", i.e., from Vice Chairperson to Chairperson and finally to Immediate Past Chairperson. The term of each office shall be two (2) years.

MEETINGS

1. The Council shall meet at least quarterly at a time and date determined by the members.
2. Changes may be made by a majority vote of the Council at any regular meeting when proper notice has been given for the agenda item.
3. The Chairperson or a majority of the Council members may call for special meetings by giving 48 hours notice of the purpose to all members.
4. Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code Section 54950) and under Robert's Rules of Order.

QUORUM

One half of the duly appointed members in good standing plus one shall constitute a quorum, which shall be required for decisions of the Council. A majority vote shall be a majority of those present and voting.

FISCAL AND OPERATING YEAR

The fiscal year commences on July 1 and terminates on June 30. The fiscal and operating year have the same definition.

AGENDA

The agenda for regular meetings shall be prepared in consultation with the Chairperson and distributed by the CSN Manager to each member at least seven (7) days prior to the meeting. The agenda may be accompanied by agenda support materials. Copies of the agenda shall be posted as required and made available at each meeting for the public. The agenda shall allow time for presentation of non-agenda items.

AGENDA DEADLINE

All matters to be included on the printed agenda must be submitted to the Chairperson at least ten (10) days preceding the meeting.

MEETING NOTICE AND AGENDA POSTING

Copies of meeting announcements and agendas for regular and special meetings shall be posted by a representative in the County Administrative Office.

MINUTES

Minutes shall be taken and distributed by the CSN Manager or a person appointed by the Chairperson. The Council shall review and approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

CHANGES TO BYLAWS

Changes to these Bylaws can occur only when the proposed change is published as an agenda item for action at a duly noticed meeting. A 2/3 vote of the Council is required to amend these Bylaws. No subsequent action by the Board of Supervisors is required.