

# **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 the prevention of problems and shares outcomes for children and youth to be safe, healthy and out of trouble at home and in school, as its first priorities. The CSN respects individuals and 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 children, youth and their families to promote best practices. 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.

### **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.

### **CSN COORDINATOR**

The CSN Coordinator works under the direction of the Executive Council and is responsible for:

1. Ensuring the quarterly meetings are scheduled and agendas distributed in a timely manner.
  - a. Review of the bylaws is placed on the agenda as outlined in the bylaws.
  - b. The legislative platform is scheduled for discussion as outlined in the

bylaws.

- c. The election of officers is placed on the agenda as outlined in the bylaws.
2. Ensuring the minutes are taken and distributed as outlined in the bylaws.
3. Ensuring that any other assignments given to her/him by the Executive Council are completed within the timeframe stated.

## **MEMBERSHIP**

### **1. Membership Criteria:**

- a. The representative from the member agencies shall be the agency Director, Chief Executive or Chair, with only occasional use of an alternative.
- b. Member agencies agree to regularly attend CSN meetings.
- c. Member agencies are willing and able to commit resources and support CSN decisions and activities.
- d. Public agency membership includes all 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:

Behavioral Health Dept.  
Family Care Network, Inc  
County Health Agency.  
Department of Social Services  
District Attorney's Office  
Probation Department  
Public Health Dept.  
Sheriff's Office  
CASA

County Administrative Office/A member of  
the Board of Supervisors  
Juvenile Justice Commission  
Community Action Partnership (CAPSLO)  
Latino Outreach Council  
Center for Family Strengthening  
County Superintendent of Schools  
Transitions-Mental Health Association

- b. Additionally, two (2) "At-Large" rotating members, may 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 November, 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 an annual presentation to the County Board of Supervisors.
6. Ensure that a discussion regarding legislative platform recommendations is placed on the agenda of the County of San Luis Obispo Board of Supervisors.

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 new Vice Chairperson is elected.

## **NOMINATION AND ELECTION OF OFFICERS**

Nomination of officers shall be made from the floor at the November meeting or as needed when an unexpected vacancy arises. 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. If there are more than one candidate for an office, voting will be done by secret ballot. The candidate receiving the highest number of votes shall be considered elected.

## **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. 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.
3. 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**

A simple majority will constitute a quorum, which shall be required for decisions of the Council.

## **AGENDA**

The agenda for regular meetings shall be prepared in consultation with the Chairperson and distributed by the CSN Coordinator 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.

## **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 under the direction of the CSN coordinator. The Chairperson shall review the minutes prior to distribution to the members. Minutes shall normally go out with the agenda for the next meeting.

### **CHANGES TO BYLAWS**

The bylaws will be reviewed during the first meeting of the year. 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.