

Article 1 **Purpose and Authority**

Section A The San Diego County Commission on Children, Youth and Families is established by County Administrative Code Article IIIo Sections 84.90 through 84.99.2 by Ordinance No.7226, referred to hereafter as the Commission.

Section B The purpose of the Commission as set forth in the Administrative Code is to advise the Board of Supervisors as well as the Chief Administrative Officer in matters within its duties and responsibilities as related to identifying and addressing the needs of children, youth and families.

Section C The Commission is a nonpartisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issues.

Section D The Commission is advisory to the Board of Supervisors and the Chief Administrative Officer only. The Commission is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

Article 2 **Membership and Term of Office**

Section A Membership, selection and appointment are set forth in the County Administrative Code Sections 84.91 and 84.92.

Section B Commission membership is limited to twenty-five (25) members in accordance with County Administrative Code Section 84.91 (a) through (c).

The Commission shall nominate special members as prescribed under County Administrative Code Section 84.91 (d) for Board of Supervisors confirmation. Membership is limited to twenty (20) members according to the purposes and requirements set forth in this section.

Section C Commission member's term of office is set forth in the County Administrative Code Section 84.93.

Section D The filling of vacancies is set forth in the County Administrative Code Section 84.94.

Article 3 **Duties**

The duties and responsibilities of the Commission are set forth in County Administrative Code Section 84.98. These include the specific duties contained in:

- (1) Title IVB of the Social Security Act, Subpart 2, Family Preservation and Support Program (Omnibus Budget Reconciliation Act of 1993, P. L. 103-66) as referenced in the County Administrative Code Section 84.91 (d); and
- (2) Welfare Institutions Code, Chapter 12.8, Section 18986 as referenced in the County Administrative Code Section 84.91 (d).

SAN DIEGO COUNTY COMMISSION ON CHILDREN, YOUTH AND FAMILIES
BY-LAWS

- (3) The Welfare and Institutions Code Section 18980-18983.8 as referenced in the County Administrative Code Section 84.96 (d).

Article 4 **Officers**

Section A The selection of officers is set forth in the County Administrative Code Section 84.95 (a).

Section B If an office is vacated, the Chair will temporarily appoint a member of the Commission to fill the vacancy until a new officer is elected. Such election shall be held at the next possible Commission meeting.

Section C The Chair provides general supervisory guidance to the Commission and presides over its meetings. The Chair assigns coordinating duties to the Vice Chair as necessary. The Chair is the sole spokesperson for the Commission unless this responsibility is delegated in writing.

Section D In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of that office.

Section E The Secretary, or assigned staff, records the minutes of all Commission meetings and handles Commission correspondence as necessary. The Secretary, with the assistance of assigned staff keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of the Commission's Executive Director to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the Commission meeting occurs, to keep a record of such posting, and to reproduce and distribute the Commission notices and minutes of all meetings.

Article 5 **Committees**

Section A The establishment of the Commission's Committee structure is set forth in the County Administrative Code Section 84.96 (a) through (e).

Section B The Commission may select from its membership committee Chairs to carry out the purpose and scope of each committee.

Section C The purpose and scope of each committee shall be outlined in writing and approved by the Commission.

Section D Each Committee Chair shall be responsible for the keeping of records of all actions and reports of the committee, and shall submit these actions and reports to the Commission on a regular basis. A committee Chair shall not act as a spokesperson for the Commission unless authorized to do so in writing as set forth in Article 4 Section C of these By-laws.

Article 4 **Organization Procedures**

Section A Robert's Rules of Order govern the operation of the Commission in all cases not covered by these by-laws. The Commission may formulate specific procedural rules or order to govern the conduct of its meeting.

Section B All voting by the Commission and its Committees shall be conducted on the basis of one vote per person with no proxy, telephone or absentee voting permitted. Members who have designated an official alternate representative in accordance with County Administrative Code Section 84.91 (e) may have their alternate vote in their absence.

Section C All meetings of the Commission and its Committees are open to the public and are to be held in an accessible, public place. Notice of all Commission meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meeting. In addition, such notice will be mailed on request.

Section D A quorum is defined in County Administrative Code Section 84.95 (c).

Approved by BOS 7/21/09 (10)
