



First 5 Inyo County Children & Families Commission Bylaws

Article I: Name

First 5 Inyo County Children and Families Commission

Article II: Authority

The Commission was created by the Inyo County Board of Supervisors pursuant to California Health and Safety Code section 130110 et seq. ("Children and Families First Act of 1998"; hereafter "the Act".) The Inyo County Children and Families Commission is an agency of the county with independent authority over the strategic plan described in Health and Safety Code Section and the Inyo County Children and Family Trust Fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Health & Safety code Section 130105.

Article III: Mission Statement

Research shows that a child's brain develops in rapid and unique ways during the first 5 years of life. Early experiences set the stage for future growth and abilities. The environment in which a child lives, plays, and learns has the potential to impact the rest of his or her life. First 5 Inyo County is dedicated to funding outcomes that help shape the trajectory of a child's life to yield ongoing benefits and rewards. We are committed to enhancing communities to support and ensure child health, child development, school readiness, and family functioning.

Article IV: Duties and Responsibilities

Under the general direction and with the approval of the Board of Supervisors the Inyo County Children and Families Commission shall:

1. Adopt an adequate and complete county strategic plan for the support and improvement of early childhood development with the county, consistent with the requirements of the Act and any state regulations or guidelines hereinafter enacted to implement the Act. The Commission shall conduct at least one public hearing on its proposed strategic plan before the plan is adopted.
2. Conduct at least one public hearing on its periodic review of the county strategic plan to measure outcomes of its funded programs through the use of reliable indicators before any necessary revisions to the plan are adopted.
3. Submit its adopted county strategic plan and any subsequent revisions thereto, to the State Children and Families Commission and the Board of Supervisors.

4. Prepare and adopt an annual audit and report pursuant to Section 130150 of the Health and Safety Code Section 130150. The commission shall conduct at least one public hearing prior to adopting any annual audit report.
5. Conduct at least one public hearing on each annual report by the State Children and Families Commission prepared pursuant to Health and Safety Code Section 130150. The Commission shall conduct at least one public hearing prior to adopting any annual audit report.
6. Make copies of its annual audits and reports available to members of the general public on request and at no cost.
7. Administer the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and its adopted strategic plan.
8. Prepare and adopt an annual budget for the administration and implementation of the Commission's Strategic Plan.
9. Apply for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other public or private entity, in furtherance of First 5's strategic goals to promote early childhood development.
10. Enter into such contracts as necessary or appropriated to carry out the provisions and purposes of this Act.
11. To exercise all powers, duties, and functions as are prescribed by statute, the Board of Supervisors, and the Commission.

Article V: Membership

1. The Commission shall consist of 7 members. Composition of the Commission shall be as follows:
 - a. One member shall be a member of the Board of Supervisors.
 - b. One member shall be the Health and Human Services Director or his/her designee.
 - c. One member shall be designee, as defined in Health & Safety Code Section 130140, of the Health and Human Services Director.
 - d. Four members shall represent any of the following categories: recipients of project services included in the county strategic plan, educators specializing in early childhood development; representatives of a local childcare resource or referral agency, or a local child care coordination group; representative of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have a goal of promoting, nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric or obstetric association of societies.

2. Commission members shall be appointed by the Board of Supervisors. Commission members shall serve at the pleasure of the Board of Supervisors. The term of office of each member shall be for three years, and until the appointment of his/her successor.
3. Terms of office of the Commission members shall be staggered. At the First meeting of the Commission, those two members representing various categories provided for in Section 2.59.060 shall classify themselves by lot so that one member shall have a term of office for three years, and the other member shall have a term of office for two years.
4. Notice of vacancies shall be shared with the community and the position shall be appointed by the Board of Supervisors. Efforts should be made to ensure that the racial and cultural composition of the Commission is reflective of persons and families within the community.
5. A vacancy on the Commission may occur with a majority vote of the Commission on the occurrence of any of the following events before the expiration of the term:
 - a. Removal of the incumbent for any reason.
 - b. Death or resignation of the incumbent.
 - c. Ceasing to be a representative from the various categories provided for in Section 2.50.060 of the Inyo County Code.
 - d. Failing to attend 75% of the Commission meetings within each twelve (12) month period.
6. The Board of Supervisors may remove a Commission member.
7. The Board of Supervisors shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the Commission. The Board of Supervisors shall act within 60 days to fill a vacancy.
8. The Commission may appoint "non-voting" members to the Commission at its discretion. Non-voting members do not vote on formal actions taken by the Commission. Non-voting members shall be appointed, reappointed and/or removed.

Article VI: Officers and Duties

1. The officers of the Commission shall be a Chairperson, elected annually to serve for a term of one year, a Vice Chairperson and such officers as the Commission may designate. Pursuant to section 2.50.110 of the Inyo county Code, the Commission shall make such rules and regulations as are necessary to conduct its business.
2. All officers shall be elected by a majority of the voting members of the Commission at a regular meeting or special meeting where a quorum is present. This person must be a member of the Commission duly appointed by the Board of Supervisors. All officers shall hold office until their successors are duly elected. Officers may be re-elected to the same office or elected to a different office without restriction on the number of terms.

3. The Chairperson of the Commission shall preside over all business and meetings of the Commission. In the absence of the Chairperson, the Vice Chairperson shall conduct routine business matters and meetings.
4. The Health and Human Services Department Director, or his/her HHS designated commission member, shall serve as the liaison between the Commission and the Board of Supervisors and shall have the following duties:
 - a. The Commission Liaison shall certify the occurrence of any vacating event to the Board of Supervisors.
 - b. The Commission Liaison shall coordinate working operations between the Commission and necessary County offices regarding finances and operations, including appropriate oversight and administration of any contractual agreements for services as recommended by the Commission to the Board of Supervisors.
 - c. The Commission Liaison shall ensure the review of the Ordinance for continued appropriateness by the end of the first quarter of operation.

Article VII: Committees

1. The Commission may establish advisory committees to provide technical and professional expertise and support for purposes beneficial to accomplishing this Act.
2. Advisory committee members shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities inside and outside the County as authorized by the Commission, at the standard County rate.
3. To the extent feasible, the Commission shall utilize existing commissions, committees, and councils as technical advisory groups for purposes of strategic planning/program development.
4. Advisory Committees shall meet at the request of the Commission.

Article VIII: Meetings

1. The Commission shall meet as often as necessary to conduct business. The date, time, and place of meetings shall be established by majority vote of the Commission. The Commission's meetings are subject to the open meeting laws contained in the Ralph M. Brown Act.
2. A quorum shall be required for Commission actions. A quorum consists of a majority of the appointed members.
3. Approval of expenditure recommendations in excess of \$50,000, final adoption of the county strategic plan, and the election or removal of officers requires an affirmative vote of a majority of the members of the Commission.
4. Records shall be kept of all Commission actions as part of the Commission meeting minutes.

Article IX: Commission Work

The Commission shall retain authority to direct staff and assign duties as deemed necessary to conduct business. The roles of Commissioners and staff, expectations of behavior, and decision-making protocols are all further detailed in the First 5 Inyo County Operating Guidelines adopted by the Commission on June 8, 2009.

Article X: Compensation

The members of the Commission shall serve without compensation, but may receive actual and necessary expenses as are incurred in carrying out their duties.

Article XI: Conflict of Interest

Commission members will declare to the Commission when they perceive a potential conflict of interest may be present, including but not limited to situations involving financial interests of a member or his/her spouse’s involvement with any agency/individual being considered for funding. If it is determined by a Commission member that a direct, or indirect, conflict of interest is present, the commissioner shall abstain from the discussion and decision-making proves affecting these agencies or individuals. Such declaration shall be noted in the minutes.

Commission members (voting and non-voting) shall abide by the Conflict of Interest policies governing conflicts of interest adopted by the Inyo County First 5 Commission and applicable state law.

Article XII: Amendment of Bylaws

These Bylaws may be amended, with the exception of the rules of membership pursuant to section 2.50.060 of the county code, only by action of the Commission at any meeting of the commission. Notice of such proposed amendment shall be given in the manner prescribed for notices of regular meetings of the Commission.

Certificate of Chairperson

I, the undersigned, do hereby certify:

That I am the duly elected and acting Chairperson of the Inyo County Children and Families Commission, a local public agency of the State of California, and:

That the foregoing Bylaws constitute the Bylaws of the Commission, as duly adopted by the Commission at a regular meeting, duly called and held on August 6th, 2009 at 462 N. Main Street, Bishop, California.

Dated: _____

SUSAN CASH, Chairperson of the Commission