

**UMATILLA COUNTY  
COMMISSION ON CHILDREN AND FAMILIES  
BY-LAWS**

**ARTICLE I - NAME**

The name of this organization is the Umatilla County Commission on Children and Families, hereafter referred to as the Commission or UCCCF.

**ARTICLE II - PURPOSES**

**Section 1: MISSION STATEMENT**

To promote wellness and opportunities for the children, youth and families in Umatilla County to realize their full potential.

**Section 2: FUNCTIONS**

The UCCCF shall advise the Umatilla County Board of Commissioners and shall have all powers and duties allowed pursuant to Oregon law and consistent with the goals stated in the Mission Statement, Article II, Section 1. Legislative authorization for the Oregon Commission on Children and Families is in HB 2004 (1993), SB 555 (1999), and codified in ORS 417.360 through 417.990 (HB 2004).

The UCCCF shall promote wellness and opportunities for the children, youth and families at the local level by developing policy and supervise implementation of the local coordinated comprehensive plan in accordance with the principles, characteristics and values identified in ORS 417.710-417.725.

In addition to the responsibilities identified in the ORS statute, the UCCCF has the following responsibilities:

1. Promote the mission of UCCCF
2. Set policy for the operations of UCCCF
3. Establish measurable standards for performance (outcome measures) of UCCCF activities
4. Establish an ongoing planning process for identification and achievement of UCCCF objectives.
5. Approve the biennial budget for locally invested grant funds
6. Receive and review periodic reports, financial reports, outcome achievement and regional and operational status.

To further clarify these responsibilities, the UCCCF is expected in coordination with community partners:

1. To coordinate the development of local comprehensive plans to achieve local and state

- outcome goals using broad-based community participation to assess community needs and strengths and monitor the County's service delivery system to children, youth and families
2. Review the comprehensive community plan on an annual basis with the Board of County Commissioners
  3. To identify opportunities for service integration
  4. To supervise and distribute designated local, state, and federal funds for services to children, youth and families
  5. To approve the design of new local service systems capable of administering additional state and federal funds for children's services in each biennium
  6. To integrate a wellness model into education and human service agencies in Umatilla County, by promoting comprehensive, flexible, accessible, equitable services in a continuum of prevention, intervention, and treatment.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1: DEFINITION**

1. "Lay Person" as defined ORS 417.765 and 417.730 (6)(b): The majority of members, including the Chair(s) shall be lay persons, defined as persons whose primary income is not derived from offering direct service to children and youth, being an administrator for a program for children and youth or receiving funds from the UCCCF on behalf of children and youth.
2. "Professional" means a person who is employed by, or receiving remuneration from, a court, a law enforcement agency or public or private agency offering direct services to children and juveniles.
3. "Youth" for the purpose of appointment, means a person who is (one or the other):
  - a. Less than 18 years of age
  - b. Twenty-one years of age or younger and attending school.

#### **Section 2: NUMBER AND SELECTION**

ORS 417.760 Requires that the UCCCF have a minimum composition of a chairperson and eight members. The Umatilla County Board of Commissioners elected to appoint a chairperson, a vice chairperson and twelve members, for a Commission of fourteen members.

#### **Section 3: TERMS OF OFFICE (ORS 417.765)**

All members of the UCCCF, except the youth member, shall be appointed to four-year terms. The youth member, if appointed, shall serve a one-year term; but can serve more if still attending school. A member is eligible to be appointed for not more than two consecutive terms but may be appointed to additional terms by special dispensation of the Board of County Commissioners. DHS child welfare, youth services and the CTUIR tribal appointments are not term limited.

#### **Section 4: COMMISSION COMPOSITION (ORS 417.765 (1))**

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A majority of the UCCCF, including the chairperson, shall be laypersons as defined in ORS 417.730 (6) (b). Appointments to the UCCCF shall reflect the County's diverse populations and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through adulthood. Members shall include persons who have knowledge of the issues relating to children and families in the affected communities, including education and the court system. It is recommended that a member representing the early childhood development community be included. UCCCF members shall be residents of Umatilla County. Members shall include a representative from the Umatilla County Youth Services Division as recommended by the county youth services administrator, and a representative from the Department of Human Services / Child Welfare as recommended by the DHS District Manager. An exemption of the residency requirement for these two mandated members may be granted with the approval of the Board of County Commissioners. Congruent with the need to reflect the County's diversity, the Board of County Commissioners will appoint to a position on the UCCCF, a designated Tribal Position member of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR). This appointment shall be made on the recommendation of the CTUIR Board of Trustees.

#### Section 5: MEMBER RESPONSIBILITIES

1. UCCCF members are to attend a minimum of 80% of Commission meetings and of the standing committees to which they have been appointed and to fulfill other UCCCF duties as appointed by the chairperson.
2. Members are expected to attend all meetings or notify staff or chairperson of intended absence.
3. Clearly differentiate advocacy and professional activities as a member of UCCCF from those which may occur within other capacities
4. Act in a manner which reflects positively on UCCCF
5. Perform responsibilities as identified in a position description for UCCCF members.

#### Section 6: TERMINATION OF MEMBERSHIP

Termination of membership can occur in the following ways:

1. Resignation submitted in writing by the individual Commission member to the UCCCF Coordinator who will notify the Board of Commissioners.
2. Removal by the Board of Commissioners for unethical behavior/s.
3. Removal by the UCCCF for unethical behavior/s or faulty attendance.
4. Collaborative communication between the UCCCF chair with the member on membership viability.

#### Section 7: VACANCIES

The Board of County Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that vacancy.

#### Section 8: GOVERNANCE AND RESPONSIBILITY

Legislative authorization for the Oregon Commission on Children and Families is in HB 2004 (1993) and further direction given in SB 555 (1999). Commission members together determine goals, policies and directives that address local conditions and state guidelines, through the key functions of

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the commission system: planning, community building, monitoring and evaluation, and advising the board of county commissioners regarding policies about children and families. (Detailed responsibilities are identified in the Orientation Handbook, Oct. 2001, pg. 36-37.)

## **ARTICLE IV - OFFICERS**

### **Section 1: DEFINITION**

The UCCCF shall have a Chairperson and a Vice Chairperson to be determined by the majority vote of the UCCCF

### **Section 2: OFFICERS**

A. CHAIRPERSON: The Chairperson, who shall be a lay person as legislatively mandated, shall be nominated and elected by majority vote of the UCCCF and approved by the Board of County Commissioners. The Chair will serve for a term of two years, with no limitation of terms. The Chair shall have the following duties:

1. Call meetings of UCCCF and set the agenda in consultation with the UCCCF staff and with approval of the Executive Committee.
2. Preside at UCCCF meetings and appoint facilitators when needed.
3. Be an ex officio member of all standing committees, all special committees and may call meetings of any standing or special committee
4. Provide leadership to UCCCF and keep the members of UCCCF fully informed on all matters relating to activities and operations of UCCCF.
5. Carry out other duties authorized by UCCCF
6. Be the spokesperson for UCCCF
7. May appoint a temporary Chair in absence of both the Chair and Vice-Chair
8. Appoint the chairs of advisory committees and ad hoc committees subject to UCCCF ratification

B. VICE-CHAIRPERSON: The Vice-Chairperson shall be nominated and elected by majority vote of the UCCCF and approved by the Board of County Commissioners and shall preside at the UCCCF meetings in the absence of the Chairperson and shall assist the Chairperson in the execution of tasks necessary to carry out the business of the UCCCF. The term for Vice-Chair is two years to run non-concurrent with the term of the chair.

## **ARTICLE V - COMMITTEES**

### **Section 1: NUMBER AND DESIGNATION**

The Chairperson shall appoint all committees and charge each with its responsibilities. A committee may be comprised of one or more persons. Committee members may include members of the UCCCF and other interested persons who reside in Umatilla County. The committee chairperson shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the committee, chairing meetings of the committee, and reporting to the UCCCF concerning the work of the committee.

### **Section 2: COMMITTEE POLICIES AND PROCEDURES**

Individual committees may create its own "Policies and Procedures" manual to guide its own operations. Such policies shall be submitted to the UCCCF for approval, and are subject to existing Federal, State, and County statutes, laws, rules and interpretations. All actions taken or votes passed

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by a committee shall be reported to the commission at its next meeting.

### Section 3: EXECUTIVE COMMITTEE

There shall be a standing Executive Committee. It shall consist of the chairperson, vice-chairperson and one other member of the commission to be approved by a majority vote of the UCCCF at any meeting where a quorum is present. The Executive Committee is empowered to take any action deemed necessary in the interim until the next commission meeting, but all actions taken must be reported to and approved by vote at the next UCCCF meeting.

The purpose of the Executive committee shall be to:

1. Establish a standardized agenda format
2. Review proposed state and federal legislation and assure legislative position are recommended to both UCCCF and OCCF
3. Recommend creation of special committees and set the level of decision making authority
4. Provide overall direction for standing committees
5. Mediate and arbitrate differences between committees and between UCCCF members

### Section 4: MEMBERSHIP COMMITTEE

There shall be a standing Membership Committee. It shall consist of the chairperson and two other members of the UCCCF to be approved by a majority vote of the UCCCF at any meeting where a quorum is present.

The purpose of the Membership Committee shall be to:

1. Brainstorm for new member recruitment
2. Market UCCCF to Umatilla County communities
3. Review potential UCCCF member qualifications
4. Present to the UCCCF prospective members to consider

### Section 5: BYLAWS COMMITTEE

There shall be a standing Bylaws Committee. It shall consist of three members of the UCCCF to be approved by a majority vote of the UCCCF at any meeting where a quorum is present.

The purpose of the Bylaws Committee shall be to:

1. Review the Bylaws every biennium and revise as needed
2. Present to the UCCCF for ratification
3. Present to Board of County Commissioners for adoption

### Section 6: REQUEST FOR PROPOSALS (RFP) COMMITTEE

There shall be a standing RFP Committee. It shall consist of seven members; three from the UCCCF Board, two UCCCF staff, and two from the community. The two UCCCF staff shall function in the facilitating and recording capacity only.

The purpose of the RFP Committee shall be to:

1. Review the RFP's for completeness, accuracy, and fit within the UCCCF focus areas
2. Forward recommendations of committee to the local CCF board

3. Evaluate the RFP's with recommendation for funding and forward them to the County Commissioners for their consideration.
4. Biennial (minimum) review of RFP packet with change recommendations to UCCCF staff.

## **ARTICLE VI - ADVISORS**

The UCCCF and the UCCCF committees may call on youth, lay citizens and community service professionals to provide technical assistance, participate in deliberations, and attend meetings without voting rights.

## **ARTICLE VII - MEETINGS**

### **Section 1: PUBLIC MEETINGS LAW**

The UCCCF is a public body for purposes of ORS Chapter 192 and thereby subject to the statutory procedures relating to public meetings, in accordance with ORS Chapter 192.610 to 192.690.

### **Section 2: REGULAR MEETINGS**

The UCCCF shall establish a pattern of regular meetings that shall be announced in such a manner and with such prior written public notice as to time, date, location, and purpose as to allow members and the public to reasonably prepare for attendance and participation. In any case, the UCCCF shall meet at least quarterly. It will be the responsibility of the staff to announce meetings and assure that they are posted publicly. Members that are unable to attend a meeting may present written communications, which will be distributed or read to UCCCF members by the chair.

### **Section 3: SPECIAL MEETINGS**

The Chairperson, Vice-Chairperson, or any member of the executive committee may call a special meeting by giving members written or verbal notice and by giving the required public meeting notice.

### **Section 4: EMERGENCY MEETINGS**

Emergency meetings may be called by the Chairperson by giving members written, verbal or telephonic notice. The Chairperson may call an emergency meeting to be held at any place in the county, upon 24-hour notice to each member and the public. The public notice shall describe the emergency and shall state the purpose for the meeting. Business at emergency meetings may be held telephonically at the discretion of the Chairperson.

### **Section 5: QUORUM**

A quorum of the appointed members is necessary to take official action at all meetings. If a motion concerns UCCCF only, a quorum of UCCCF members must be present to vote. A quorum shall consist of a simple majority (50% plus 1) of appointed members. The Chairperson of UCCCF and committee chairs may vote.

### **Section 6: DECISION MAKING - VOTING**

1. Voting will be by majority of membership quorum present.

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2. A quorum of duly appointed members shall be necessary to take any action.
3. Project/Grant Voting Procedure, see Conflict of Interest, Article VIII.
4. A UCCCF member must be physically present to record his or her vote at a regular meeting and must be present in person to present a motion. Telephonic votes may be allowed.

#### Section 7: ADEQUACY OF NOTICE, EFFECT OF INADEQUATE NOTICE

In the event a member is provided less than three days written or published notice of a regular meeting or less than one day actual notice of a special meeting, the member may object to the proceedings based on a lack of adequate notice. Following such objection, no business conducted at that regular or special meeting shall constitute a final action, but shall be reconsidered in its entirety at the next regular meeting or at a special meeting.

#### Section 8: MINUTES

Written minutes of all meetings shall be maintained consistent with ORS 192.650. Minutes will be distributed to all UCCCF members and the appointing authority at least three days prior to the next scheduled regular meeting. Minutes will stand approved and accepted at the start of each meeting unless there is a request to amend or correct.

#### Section 9: AGENDAS

1. An agenda shall be set for all meetings. All meetings shall utilize a standard agenda format established by the Executive Committee.
2. The agenda shall set out all matters to come before the meeting. The full UCCCF agenda is approved by the Executive Committee. UCCCF members may forward their recommendations for agenda items to any member of the Executive Committee.
3. Full UCCCF agenda with available supporting materials will be sent to UCCCF members at least one week prior to a regular meeting. All agendas also will be sent to the UCCCF "interested parties" mailing list.

### **ARTICLE VIII - CONFLICT OF INTEREST** (ORS 244)

#### Section 1: STATE LAW

The UCCCF will operate in accordance with Oregon Law as stated in ORS 244 as it refers to conflict of interest. The Commission and all committee members shall declare any direct interest or potential financial gain for any issue to be discussed. Conduct of UCCCF members shall be consistent with ORS 244.010-400 and the Oregon Government Standards and Practices Laws. No member shall vote on an issue which will affect the funding of that member's household, business, or affiliate organization or the household, business or affiliate organization of any member of the household of the member stated in ORS Chapter 244. In case of actual conflict, the member shall withdraw from all discussions and voting. In case of potential or perceived conflict, the member may participate fully following the disclosure.

#### Section 2: PROJECT/GRANT VOTING PROCEDURES

To avoid any possible public perception of partiality or a conflict of interest on the part of any UCCCF member or the UCCCF as a whole, the following voting procedure will be adhered to when

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considering any application or proposal for resource allocation.

1. Each request for UCCCF resources will be evaluated, scored and voted upon using a predetermined, written, objective set of evaluation criteria. The criteria will be agreed upon in advance by the UCCCF and used to score and evaluate each request or proposal for UCCCF allocated resources.
2. Any UCCCF member that is directly associated or affiliated with a request for UCCCF allocation resources will publicly disclose this affiliation to the UCCCF prior to discussion and consideration of the request. An affiliation includes, but is not limited to: being a paid, unpaid, appointed or elected member of the entity making the application; sitting on the board of directors or a committee of the entity making the application; or, writing the application or advising those who wrote it.
3. Any UCCCF member so affiliated will, after disclosing the affiliation, refrain from presenting or discussing the proposal or request with the UCCCF, or any part of the UCCCF, or responding to questions concerning its substance or merit.
4. The vote of a UCCCF member so affiliated with any request for UCCCF resources shall be allowed in cases of perceived or potential conflict of interest after such conflict has been declared but not allowed in cases of direct conflict of interest.

#### **ARTICLE IX - PUBLIC RECORD**

The UCCCF shall be subject to Oregon Public Records Laws, ORS 192.001 through 192.595, and the Oregon Public Contracting Laws, ORS Chapter 279.

#### **ARTICLE X - PARLIAMENTARY AUTHORITY**

The most current version of Robert's Rules of Order shall be the parliamentary authority in all cases not covered by these By-Laws and any special rules of order the UCCCF shall adopt.

#### **ARTICLE XI - AMENDMENT**

Amendments to these By-laws shall be approved by a two-thirds vote of the entire membership of the UCCCF, provided that the amendments have been submitted in writing to the UCCCF at the previous regular meeting. Any amendments to these By-Laws shall not be considered as binding until approved by the Board of County Commissioners.

#### **ARTICLE XII - MISCELLANEOUS**

##### **Section 1. FISCAL YEAR**

The fiscal year for the UCCCF shall be from July 1 through June 30.

##### **Section 2. INTEGRATION WITH OREGON LAWS**

In the event any provision of these Bylaws conflicts with applicable Oregon Laws, then the applicable provision of Oregon Law shall govern. The remainder of these Bylaws, however, shall remain in effect.

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