

Williams County Family and Children First Council By-Laws

Article 1 Name

- Section 1.1 The name of this organization shall be the Williams County Family and Children First Council (hereinafter called the COUNCIL).
- Section 1.2 The designated service area of the COUNCIL shall be Williams County, Ohio.
- Section 1.3 The principal office and place of business of the COUNCIL shall be located in Williams County, Ohio at such place as designated from time to time by the COUNCIL.

Article 2 Purpose

- Section 2.1 The authority for existence and the purpose or purposes of the COUNCIL are those authorized and enumerated under Chapter 121.37 of the Ohio Revised Code.
- Section 2.2 Refer to the Ohio Family and Children First Cabinet Council those children for whom the COUNCIL cannot provide adequate services.
- Section 2.3 Development and implementation of a process that annually evaluates and prioritizes services, fills service gaps where possible, and invents new approaches to achieve better results for families and children.
- Section 2.4 Participation in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the “individuals with Disabilities Education Act of 2004”.
- Section 2.5 Maintenance of an accountability system to monitor the county council’s progress in achieving results for families and children.
- Section 2.6 Establishment of a mechanism to ensure on going input from a broad representation of families who are receiving services within the county system.

Article 3 Mission

Motto: Strong families make strong communities. The mission of the Williams County Family and Children First Council is to support strong, nurturing and healthy families by creating and sustaining a collaborative, accessible and effective system of services. The ultimate goal in this process is to empower families to meet their own needs and be advocates for themselves.

Article 4 Membership

Section 4.1 **AUTHORITY.** This council shall have the authority to exercise and conduct the business and the affairs of COUNCIL.

Section 4.2 **COMPOSITION.** The membership of this COUNCIL shall consist of the designated representatives who are mandated per provision of O.R.C. Section 121.37 as members of a local Family and Children First Council and at-large members as follows:

“At-Large Members”: Any *eligible agency organization, school system or parent/family representative that passes a resolution and/or submits a letter endorsing the mission statement, agreeing to cooperate in the development and implementation of the Family and Children First Council goals and agreeing to abide by these By-Laws shall be eligible to apply for membership to the Council. At-Large member applicants are brought to Council vote after serving in an advisory capacity for one year. When approved they will become voting members. At-large members may be dismissed if they have absences from one-half or more scheduled Council meetings in a given year as recommended by the Executive Committee.

- Eligible is defined as: “any local public or private agency which funds, advocates, or provides services to children and families.”

Section 4.3 **TERM OF SERVICE.** A legislatively mandated member of the COUNCIL shall begin a term of service, coincidental to eligibility as the designated representative of the mandated entity, upon written notification of intent to serve to the Council Chairperson.

Section 4.4 **DESIGNATED REPRESENTATIVES MEMBERS:** A representative member of the COUNCIL shall begin a term of service, following a selection by the appointing entity and upon written notification of selection to the COUNCIL Chairman. At-large members may not have a voting designee.

Section 4.5 **MEMBERS REPRESENTING THE INTERESTS OF FAMILIES:** Members representing the interests of families shall be appointed by an affirmative vote of the majority of council members.

Article 5 MEETINGS

Section 5.1 The Council will meet at least quarterly with the time and place, being determined at the annual organizational meeting in November.

Section 5.1.2 The Executive committee retains the option to call executive meetings as needed.

Section 5.2 Additional meetings of the Council may be called as necessary.

Section 5.3 The Council shall provide reasonable and proper notice where by any person may determine the time, place and object of the meeting of this Council.

Section 5.4 Recording of the proceedings of all meetings of the Council shall be maintained by the Council Coordinator.

Section 5.5 A quorum will be a minimum of 10 legislative mandated and At-Large voting members present at a meeting. A majority vote of those members present and voting shall prevail in the decision of any matters brought before the meeting of the COUNCIL except where prohibited by these By-laws.

Section 5.6 All meetings of the Council shall be open to the public except that the COUNCIL may by resolution elect to go into executive session as provided by the O.R. C., Section 121.22.

Section 5.7 Individual Council members have the authority only when acting as a Council legally in session. The COUNCIL shall not be bound in any way by any statement or action on the part of any official member or employee, except when such statement or action is in pursuance of specific instructions of authorities granted by action of the COUNCIL

Section 5.8 Members of the Council shall serve without compensation except designated family representation. Members of the COUNCIL shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties, subject to COUNCIL approval.

Section 5.9 Meeting procedures: all meetings of the COUNCIL will be conducted according to Roberts Rules of Order.

Article 6 Officers of the Council

- Section 6.1 The officers of the Council shall be the Chairperson, Vice Chairperson and Treasurer.
- Section 6.2 ELECTION/TENURE/VACANCY:
- Section 6.2.1 Each Officer shall serve for a one (1) year term. However, no Officer shall serve for more than two (2) consecutive terms in the same office.
- Section 6.2.2 The term of office for all Officers shall begin in January of the given year.
- Section 6.2.3 Vacancies in any office of the Council may be filled by the COUNCIL at any regular meeting of the COUNCIL or at a special meeting called for that purpose.
- Section 6.3 POWERS AND DUTIES: The Officers of the Council shall have such powers and duties as generally pertain to their respective offices, and such further powers and duties as from time to time may be conferred by the COUNCIL including but not limited to the following:
- Section 6.3.1 CHAIRPERSON: preside at all meetings of the COUNCIL appoint the membership of COUNCIL committees; serve as an ex-officio member of all COUNCIL committees: represent and act on behalf of the COUNCIL and exercise such other duties as may have right appertained to the office.
- Section 6.3.2 VICE CHAIRPERSON- exercise the authority and fulfill the duties of the President in the absence of that Officer; and exercise such other duties as may be assigned by the Chairperson.
- Section 6.3.3 TREASURER- shall work with Fiscal Agent(s) and report financial status to the COUNCIL and exercise such other duties as may be assigned by the Chairperson.
- Section 6.3.4 The Council shall appoint a fiscal agent, who shall receive and disburse funds pursuant to COUNCIL resolutions and who shall maintain all financial records in accordance with state-approved accounting practices.

Article 7 Personnel

- Section 7.1 APPOINTMENT – The COUNCIL shall appoint a council coordinator whose title shall be Director. The establishment of a personnel management component may be either by the designation of an external entity to serve the COUNCIL in this capacity, or by the establishment of its own internal personnel policy/procedure structure.

Section 7.2 DUTIES AND RESPONSIBILITIES - The duties and responsibilities of the coordinator shall include without limitation, those duties prescribed in the official JOB DESCRIPTION for the coordinator as approved by Resolution of the Council and such other duties and responsibilities as may be assigned by the COUNCIL from time to time.

Article 8 Committees

Section 8.1 STANDING COMMITTEES: The COUNCIL by resolution may authorize and empower such Standing Committees as may be deemed necessary and appropriate to carry out the purpose and mission of the COUNCIL. These include, but are not limited to, Executive Committee, Finance Committee, Help Me Grow Steering Committee, and Help Me Grow Early Childhood Coordinating Committee (ECCC), and Clinical Committee.

Section 8.2 TASK-SPECIFIC WORK GROUPS: The COUNCIL by resolution may authorize and empower work groups for a specific task and for a limited time.

Section 8.3 Chairs of the Committees and work groups shall be appointed by the Council Chairperson. Chairs shall be either a Council member or the Council Director.

Section 8.4 Committee members will include, in addition to members of COUNCIL, non-Council members who represent community service providers, family advocacy, community leadership and parent representation.

Section 8.5 Committee members shall be appointed to terms of two (2) years.

Article 9 Executive Committee

Section 9.1 Membership will be comprised of the COUNCIL Chairperson, Vice-Chairperson, Past Chairperson, Treasurer, Council Director and two other members who will be elected on a two year rotating basis from the general membership, one of whom shall be a family member representative.

Section 9.2 The purpose and responsibility of the Executive Committee is to administer the operations of the COUNCIL as follows:

- a. Contract for the administration and staffing of COUNCIL. Provide direction to Council Director regarding operations of Council.
- b. Monitor the implementation of mandated plans, and other plans, as established by the Ohio Revised Code and/or Williams County Council.
- c. Monitor committee work and provide direction to committee chairs.
- d. Monitor annual operating budgets.
- e. Address and recommend resolutions to policy issues/concerns identified by COUNCIL.
- f. Resolve services disputes referred from Service Coordination Plan teams/team members and /or families.
- g. Review and approve required periodic reports regarding the operations of COUNCIL.
- h. Enter into contracts based on resources available and apply for and administer grants to plan and coordinate programs and services for families and children, consistent with policies and mission of the COUNCIL.
- i. Identify regulation and policy waiver requests necessary to the implementation of Council plans and strategies.
- j. Conduct such other business as necessary to the day-to-day operation of the COUNCIL, consistent with policies and mission of the COUNCIL.

Article 10 Confidentiality

All matters referred to the COUNCIL shall be handled confidentially according to the standards set forth by member agency policies, state and federal laws and professional ethics. Each member of the COUNCIL shall follow the applicable confidentiality procedures when exercising its responsibilities. Non-governmental parties to state or COUNCIL proceedings shall maintain the confidentiality of case records.

Article 11 Conflict of Interest

Members of the COUNCIL and its committees shall be prohibited from using their position on COUNCIL or their relationship to the COUNCIL for personal or financial gain. Members shall avoid situations where their personal affiliations or relationships could have or give the appearance of having influence on their judgment of matters being considered. When such situations occur, members

shall disclose their relationship and excuse themselves from participation.

Article 12 Amendments

Section 12.1 PROPOSED AMENDMENTS - These By-laws may be altered, amended, or repealed, either in part or in entirety upon written notice of the proposed changes to the duly appointed/elected membership of the Council at least thirty (30) calendar days prior to the date of the COUNCIL meeting at which the proposed changes will be considered and acted upon.

Section 12.2 AMENDMENT APPROVAL – These By-laws (and any future alteration, amendment, or repeal to these By-laws) shall require approval by an affirmative vote of two-thirds (2/3) of the duly appointed/elected membership of the COUNCIL.

Adopted October 11, 1995
Revised November 12, 1997
Revised November 19, 2003
Revised September 26, 2007