

DELAWARE COUNTY FAMILY AND CHILDREN FIRST COUNCIL

BY-LAWS

(Adopted: May 8, 1996)
(Amended: May 13, 1998)
(Amended: February 10, 1999)
(Amended: 2002)
(Amended: November 10, 2004)
(Amended: December 9, 2009)

I. LEGAL BASIS:

The Delaware County Family and Children First Council (hereinafter referred to as the "Council") was created pursuant to Chapter 121.37, of the Ohio Revised Code. Pursuant to an agreement of its members, the Council, by no less than a majority vote of its members, adopts these by-laws.

II. PURPOSE:

It is the purpose of these by-laws to provide the necessary structure and guidelines for the Council, its officers, committees and members as they carry out their responsibilities related to the purpose of the Council.

III. VISION AND MISSION:

- A. The vision of the Council is for Delaware County to be a place where families and children thrive and are empowered to maximize their potential.
- B. The mission of the Council is to provide leadership that encourages and supports the Delaware County Community identifying and responding to the needs of children and their families. We do this by:
 - Coordinating services among agencies and organizations to improve the quality of those services;
 - Strengthening prevention and intervention services to be available for all children and their families;
 - Improving the way the community works together to share, use and develop resources that meet existing and emerging needs.

IV. MEMBERSHIP:

- A. The composition of the Council shall include those parties required to be represented pursuant to Section 121.37 of the Revised Code, as it may from time to time be amended, including:
 - 1. At least three (3) individuals whose families are or have received services from an agency represented on the Council or another County's Council. Where possible, the number of members representing families shall be equal to twenty percent of the council's membership.
 - 2. The Executive Director of the Delaware/Morrow Mental Health & Recovery Services Board, or the Executive Director's designee.
 - 3. The Health Commissioner of the Delaware General Health District, or the Commissioner's Designee.
 - 4. The Director of the Delaware County Department of Job and Family Services.
 - 5. The Director of the Delaware County Children Services.
 - 6. The Superintendent of the Delaware County Board of Developmental Disabilities.

7. The Superintendent of the largest school district in Delaware County, as determined by student population living in the county or the Superintendent's designee.
 8. A designee representing all other school districts within Delaware County as designated by the superintendents of those districts.
 9. A representative of the City of Delaware.
 10. The chair of the Board of Delaware County Commissioners, or an individual designated by the board.
 11. A representative of the regional office of the Ohio Department of Youth Services.
 12. A representative of Delaware County's Head Start Agency or Agencies as defined in Section 3301.31 of the Ohio Revised Code.
 13. A representative of the Early Childhood Coordinating Committee (County Collaborative Group), established pursuant to the "Education of the Handicapped Act Amendments of 1986".
 14. A representative from Youth Committee (Collaboration) committee.
 15. A representative of a local non-profit entity that funds, advocates, or provides services to children and families.
- B.** Selection and term of office of the publicly appointed members is determined according to Section 121.37 of the Revised Code. The Council shall select those representing family members. The committee shall select those representing committees.

V. OFFICERS:

At the annual meeting in May, The Council shall elect, from among its members, a Chair and Vice-Chair. All officers shall serve for a term of two years. The Chair shall serve no more than two consecutive terms. An Officer's term begins in June.

VI. DUTIES OF COUNCIL:

- A. Chair:** The Chair shall preside at all meetings of the Council, shall approve the records thereof and shall sign all written contracts, deeds, mortgages, bills of sale and all other obligations of this Council upon resolution of the Council. The Chair shall see that all orders and resolutions of the Council are carried into effect. The Chair may appoint a parliamentarian in the conduct of any meeting. The Chair will also appoint a nominating committee preceding the officer's elections.
- B. Other Officers:** The duties of all other officers of this Council shall be such as usually devolve upon such officers and are in accordance with parliamentary authority as outlined in Robert's Rules of Order.
1. **Council:** The Council shall plan and coordinate services for families and children in Delaware County. A Service Coordination Plan shall be reviewed annually and any revisions shall be submitted to the appropriate state county and local officials and to the public.
 2. **Fiscal Agent, Powers Language:** The Council shall manage and administer the financial affairs of the Council in conjunction with a fiscal agent, as required by O.R.C. section 127.37. The Council shall have the power to accept, use, hold, invest and re-invest gifts, grant awards, bequests or endowments and use the same or proceeds thereof for the benefit of the activities of the Council, accept such gifts designated by the donor for a specific purpose, and further accept and apply for such monies as may be received under specific contractual requirements.

VII. MEETINGS:

- A. **Regular Meetings:** There shall be at minimum, quarterly meetings of the Council. Any meeting may be canceled by agreement of a majority of the Council.
- B. **Annual Meeting:** The annual meeting of the Council shall be held at a location as designated in the notice of such annual meeting given in accordance with the provisions contained in these by-laws and shall be convened during the month of May of each year or as otherwise designated by the Council. The agenda of this meeting shall include:
 - 1. Election of Officers if appropriate
 - 2. Program Reports
 - 3. Committee Reports: Chairs and/or Representatives, past year achievements and goals and objectives for upcoming year.
 - 4. Reports from affiliated organizations (see Item X) including membership, goals and objectives.
 - 5. Review of Service Coordination Plan and other community plans and initiatives.
- C. **Special Meetings:** Special meetings of the Council may be held at any time upon the call of the Chair or any three (3) mandated members at any location as designated.
- D. **Notice of Meetings:** Written or email notice of the time and place of each regular meeting shall be sent to each member three (3) days prior to said meeting. Special meetings may be called by informing the members by telephone or in person of the time, place and purpose of said meeting at least two (2) days prior to such meeting.
- E. **Quorum:** The quorum for all meetings of the Council shall consist of three or more of the current mandated members, provided that proper notice of said meeting has been given in accordance with the provisions contained in the by-laws, unless the presence of a larger number of members is required by law.
- F. **Voting:** At any meeting of the Council, each voting member present shall be entitled to one (1) vote. Voting by proxy shall not be authorized.
- G. **Public Meetings:** The meetings of the Council and its committees shall be conducted in accordance with the Ohio Public Meeting Law (O.R.C. Section 121.22).
- H. **Minutes:** Minutes of any meeting shall be promptly recorded.

VIII. COMMITTEES:

- A. Committees will be established as necessary to accomplish Council goals and activities.
- B. Recommended changes in the responsibilities and /or membership of committees can be made at any time. Such recommendations shall be reviewed and approved by the general membership. The function and objectives of the committees will be reviewed at the annual meeting.
- C. Committees shall meet as necessary to carry out their function.
- D. The membership of each committee shall elect a Chair and/or their voting representative to the Council.
- E. Committees may as necessary in carrying out their responsibilities, seek the input of existing independent task forces, government entities, individuals, and/or organizations.
- F. The following Committees exist: Executive Committee (Governance and Policy), Early Childhood Coordinating Committee (County Collaborative Group) and Youth Committee (Collaboration).

IX. OTHER COMMITTEES:

The council may prescribe other committees and their respective duties and may create relationships with other independent adjunct committees. The Chair, with the approval of Council, may appoint such special committees and ad hoc committees as deemed necessary to carry on the business of the Council and such committees shall serve at the pleasure of the Chair.

X. AFFILIATIONS:

A. CLUSTER CLINICAL COMMITTEE:

1. The relationship of the Cluster Clinical Committee to the Council is as follows:

- To identify shortcomings and service needs in the continuum of care for youth/families.
- To provide information, advice and counsel concerning service priorities or needs of multi-need youth and families.
- To advocate for systematic change.

XI. RULES OF ORDER:

Meetings of the Council will be conducted according to generally accepted procedures. Should a procedural dispute arise, the presiding officer will seek consensus among the members present. If the dispute cannot be resolved in a reasonable amount of time, the most recent update of Robert's Rules of Order will be used to resolve the dispute.

XII. AMENDMENTS:

These by-laws may be amended by the vote of a simple majority of the members of the Council. Proposed amendments and the reasons therefore shall be submitted in writing to the members of the Council at least thirty (30) days prior to the meeting in which they are to be voted upon. All amendments of these by-laws shall take effect immediately upon their adoption unless otherwise specified in the resolution adopted.