

STARK COUNTY FAMILY COUNCIL

BY LAWS

ARTICLE I. NAME

The name of this organization shall be the **STARK COUNTY FAMILY COUNCIL** (hereinafter called the **COUNCIL**).

The designated service area of the **COUNCIL** shall be Stark County, Ohio.

The principal office and place of business of the **COUNCIL** shall be located in Stark County, Ohio, at such place as designated by the **Board of Trustees** of the **COUNCIL** (hereinafter called the **Board**).

ARTICLE II. PURPOSE

SECTION 1 AUTHORITY Authority for existence and the purposes of the **COUNCIL** are those authorized and enumerated under Ohio Revised Code, Sec. 121.37. The purpose of the **COUNCIL** is to streamline and coordinate existing services for families seeking services for their children. In seeking to fulfill its purpose, the **COUNCIL** shall provide, but not be limited to, the following:

- 1.1 Referrals to the Ohio Family and Children First Cabinet Council of those children for whom the **COUNCIL** cannot provide adequate services;
- 1.2 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; and
- 1.3 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 Act of 2004” (IDEA);
- 1.4 Maintenance of an accountability system to monitor the **COUNCIL**’s progress in achieving results for families and children;
- 1.5 Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

SECTION 2 RESPONSIBILITY The **COUNCIL** will be responsible for the development and implementation of the following:

- 2.1 An interagency process to establish local indicators and monitor the county’s progress toward increasing child well-being in the county;
- 2.2 An interagency process to identify local priorities to increase child well-being;
- 2.3 An annual plan that identifies the county’s interagency efforts to increase child well-being in the county.

STARK COUNTY FAMILY COUNCIL
BY LAWS

SECTION 3 COMPLIANCE Except as provided in the Ohio Revised Code, Sec. 121.37; the **COUNCIL** shall comply with the policies, procedures, and activities prescribed by the rules or interagency agreements of a state department participating on the Ohio Family and Children First Cabinet Council whenever the **COUNCIL** performs a function subject to those rules or agreements.

ARTICLE III. COUNCIL GOVERNANCE - BOARD OF TRUSTEES

SECTION 1 AUTHORITY The governing authority of the **COUNCIL** shall be vested in a **Board** who shall have and exercise any and all powers in the management of the business and affairs of the **COUNCIL** as prescribed in Sec. 121.37 of the Ohio Revised Code.

The authority of the **Board** in matters of personnel and financial management shall be exercised through the appointment of an ADMINISTRATIVE AGENT, as required by O.R.C. Section 121.37, and as provided under these By Laws.

SECTION 2 COMPOSITION The membership of the **Board** shall consist of the following:

2.1 Legislatively Mandated - Individuals, public officials, and organizations which are mandated per provisions of O.R.C. Section 121.37.

At least three individuals who are not employed by an agency represented on the council and 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 per cent of the council's membership.

The director of the board of alcohol, drug addiction, and mental health services that serves the county.

The health commissioner, or the commissioner's designee, of the board of health of each city and general health district in the county. If the county has two or more health districts, the health commissioner membership may be limited to the commissioners of the two districts with the largest populations.

The director of the county department of job and family services who also serves as the executive director of the public children services agency;

The superintendent of the county board of developmental disabilities;

The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the department of education, which shall notify each board of county commissioners of its determination at least biennially;

A school superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the superintendents of those districts;

A representative of the municipal corporation with the largest population in the county;

The president of the board of county commissioners or an individual designated by the board;

A representative of the regional office of the department of youth services;

STARK COUNTY FAMILY COUNCIL
BY LAWS

A representative of the county's head start agencies, as defined in section 3301.32 of the Revised Code;

A representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Individuals with Disabilities Education Act of 2004";

A representative of a local nonprofit entity that funds, advocates, or provides services to children and families.

- 2.2 Community Representative – Up to twelve (12) community representatives, as determined by the **Board**, may be elected.
- 2.3 Youth Representative – Up to two (2) youth representatives who are not employed by an agency represented on the council and who are or have received services from an agency represented on the council or another county's council.

SECTION 3 **ELECTION/TERM OF SERVICE** Each **Board** member shall serve a term of service, according to the following:

- 3.1 Legislatively Mandated - A legislatively mandated **Board** member whose service is required by statute, or a representative designated by the mandated entity; shall begin a term of service upon written notification of intent to serve to the Secretary; and may serve without limit of term as long as that individual serves in the designated position.

A legislatively mandated representative from a **Non Profit Entity** that funds, advocates, or provides services to children and families whose service is contingent upon a nomination and election process approved by the **Board** shall begin a term of service upon written certification of the election results by the Secretary; and shall serve a one (1) year term of service, commencing on January 1st of each calendar year and limited to 4 consecutive terms.

A legislatively mandated **Family Representative Board** member whose service is contingent upon a nomination and election process approved by the **Board** shall begin a term of service upon written certification of the election results by the Secretary; and shall serve a one (1) year term of service, commencing on January 1st of each calendar year without limitation to number of terms.

- 3.2 Community Representative - A **Community Representative Board** member whose service is contingent upon a nomination and election process approved by the **Board** shall begin a term of service upon written certification of the election results by the Secretary; and shall serve a one (1) year term of service, commencing on January 1st of each calendar year without limitation to number of terms.
- 3.3 Youth Representative – A **Youth Representative Board** member whose service is contingent upon a nomination and election process approved by the **Board** shall begin a term of service upon written certification of the election results by the Secretary; and shall serve a one (1) year term of service, commencing on January 1st of each calendar year and without limitation to number of terms until reaching the age of 26 years.

STARK COUNTY FAMILY COUNCIL
BY LAWS

SECTION 4 ATTENDANCE The **COUNCIL's** Administrative Agent will annually report the attendance of all mandated **Board** members at **Board** and Committee meetings to the specified parties as described in O.R.C. 121.37.

4.1 Excused Absenses – Any **Board** member may be recorded as having an excused absence in the event they report their absence prior to the scheduled **Board** or Committee meeting.

SECTION 5 REMOVAL FROM OFFICE Any **Board** member may be removed from the **Board** of Trustees for just cause by the act of a majority of the **Board**. Such removal must take place at a regular or special meeting of the **Board** convened for that purpose by the Executive Committee to make recommendations regarding the removal of a **Board** member. Just cause shall be determined in good faith by said quorum of the **Board**, and may include, but not be limited to, unexcused absences at three (3) general meetings in the current fiscal year.

SECTION 6 VACANCY If a **Board** vacancy shall occur among the **Board's** elected membership, the vacancy shall be filled at the **Board's** earliest convenience. A member so elected shall serve for the unexpired portion of that term of service.

SECTION 7 MEETINGS The **Board** shall meet during at least six months of each calendar year, according to a schedule adopted by the **Board**.

Additional meetings of the **Board** may be called as necessary by the President. Other officers, upon receipt of written petition of at least five (5) **Board** members, may call a special meeting with the time, place and agenda being determined by the convening officer.

SECTION 8 QUORUM A quorum for any regular or special meeting of the **Board** shall consist of not less than nine (9) duly appointed or elected members of the **Board**.

When a quorum is present, a majority vote of those members present and voting shall prevail in the decision of any matters brought before the meeting of the **Board**, except where prescribed by these By Laws.

SECTION 9 OFFICIAL FUNCTIONING The **COUNCIL** is constituted under the Ohio Revised Code, Sec. 121.37, and therefore operates as a public body, covered under provision of Ohio Revised Code, Sec. 121.22.

9.1 All meetings of the **Board** shall be open to the public, except that the **Board** may by Resolution elect to go into executive session, as provided by Ohio Revised Code, Sec. 121.22 (G:1-6).

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

SECTION 10 COMPENSATION Members of the **Board** shall serve without compensation. However, members of the **Board** may be reimbursed for actual and necessary expenses incurred in the performance of their official duties, subject to **Board** pre-approval.

STARK COUNTY FAMILY COUNCIL
BY LAWS

ARTICLE IV. COUNCIL OFFICERS

SECTION 1 **COMPOSITION** The Officers shall be President, Vice President, and Secretary.

SECTION 2 **ELECTION/TENURE/VACANCY** All Officers shall be elected by the **Board** from among its members.

2.1 **Terms Of Office** - Each Officer shall serve for a two (2) year term. However, no Officer shall serve for more than two (2) consecutive terms in the same office unless elected to fill an unexpired term. The term of office for all Officers shall begin on January 1st of each calendar year. A past Officer may be re-elected to serve in the same role if one (1) year's time has passed since last serving in that role.

2.2 **Vacancies** - Officer vacancies may be filled by the **Board** at any regular meeting of the **Board**, or at a special meeting called for that purpose. Those filling the vacancy shall do so for the remainder of the unexpired term.

2.3 **Election Process** - The Nominating Committee shall provide oversight and guidance to the annual elections, recommending a nomination and election process for all elected **Board** positions, which is to be presented for **Board** approval no later than September 30th of each year.

SECTION 3 **POWERS AND DUTIES** The Officers 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 **Board**, including but not limited to the following:

3.1 **President** - preside at all meetings of the **Board**; appoint the chairpersons of **COUNCIL** committees; serve as an ex-officio member of all **COUNCIL** committees; represent and act on behalf of the **COUNCIL** as authorized by the **Board**; and exercise such other duties as appropriate to the office.

3.2 **Vice President** - 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 President.

3.3 **Secretary** – see that a current roster of the membership of the **COUNCIL'S Board** is maintained and a Record of Proceedings of all meetings of the **Board** is prepared and reviewed; serve as chairperson of the **COUNCIL's** Nominating Committee; and exercise such other duties as may be assigned by the President.

ARTICLE V. COMMITTEES

SECTION 1 **EXECUTIVE COMMITTEE** The **Board** shall empower an Executive Committee.

1.1 **Membership** (at minimum):

- Elected Officers of the **Board**
- Chairpersons of authorized Standing Committees
- Chief Executive Officer of the Administrative Agent or their representative
- Immediate Past President of the **Board** (**NOTE:** any past president may serve when the immediate past presidency is vacant)
- Three (3) additional **Board** members elected annually by the **Board**

1.2 **Duties** - The duties of the Executive Committee shall include, but not be limited to:

STARK COUNTY FAMILY COUNCIL
BY LAWS

- 1.2.1 reviewing and recommending the governance, fiscal, and personnel policies and procedures of the **COUNCIL**;
- 1.2.2 serving as the **Board's** Finance and Audit Committee.
- 1.2.3 reviewing the long and short term operational and personnel needs of the **COUNCIL**, and making recommendations deemed necessary to fully implement an annual operations plan for the **COUNCIL**;
- 1.2.4 developing a job description, conducting an annual performance evaluation, and establishing the annual rate of compensation for the Director,
- 1.2.5 performing all other functions and responsibilities as may be assigned by the **Board**.
- 1.3 Meetings- Meetings of the Executive Committee may be called by the President of the **Board** or by the Director of the **COUNCIL**.
 - 1.3.1 At least five (5) Executive Committee members must be present in order to constitute a quorum, and a majority vote of the members present and voting shall prevail in the decision of any matter brought before the Executive Committee.

SECTION 2 **STANDING COMMITTEES** The **Board**, by Resolution, may authorize and empower such Standing Committees as may be deemed necessary and proper to carry out the purpose and mission of the **COUNCIL**, that include:

- Early Childhood Coordinating Committee
 - Executive Committee
 - Family Engagement Committee
 - Nominating Committee
 - Ohio Children's Trust Fund Committee
 - Planning and Evaluation Committee
 - Service Coordination Committee
- 2.1 Chairperson - The Chairperson of a Standing Committee shall be appointed from the membership of the **Board** by the President with the exception of the Chair of the Service Coordination Committee (SCC), who shall be elected by the SCC membership.
- 2.2 Membership - The membership of a Standing Committee shall be developed by the Committee Chair, and may be comprised of both **Board** members and non-**Board** members with the exception of:
- Nominating Committee, which will be comprised of **Board** members. The Chair of this committee shall be the Secretary of the **Board**.
 - Service Coordination Committee (SCC), which is comprised of one (1) designated representative of each entity who has entered into an Administrative Services agreement with the **COUNCIL**, a representative from the Family Advisory Committee, and others deemed necessary to the SCC membership. The SCC provides oversight and guidance for Stark County's Service Coordination Mechanism and its related funding.

SECTION 3 **SPECIAL COMMITTEES** The **Board**, by Resolution, may authorize and empower such other special committees as may be deemed appropriate; the chairperson of which shall be appointed by the President.

STARK COUNTY FAMILY COUNCIL
BY LAWS

SECTION 4 ANNUAL AUTHORIZATION The authorization of any Standing Committee or Special Committee pursuant to this By Laws section shall be for a period of twelve (12) months, and shall require re-authorization by Resolution for continuing activity. It is expected that each authorized committee will be responsible for updating the committee charter and submitting it to the Executive Committee at the end of the year, prior to its annual reauthorization.

SECTION 5 MEETINGS Any committees authorized pursuant to this By Laws section shall meet as necessary to accomplish their responsibilities, with meetings being called by the chairperson of the committee, by the President of the **Board**, the Director of the **COUNCIL**, or by written request of at least three (3) active members of the committee; such meetings being convened at such time, place, and agenda as may be determined by the chairperson of the committee.

5.1 All meetings of the Committees authorized pursuant to this By Laws section shall be open to the public, as provided by Ohio Revised Code, Sec. 121.22.

ARTICLE VI. DIRECTOR

SECTION 1 APPOINTMENT The **Board** shall authorize, and recommend to the Administrative Agent, a chief executive officer whose title shall be Director.

SECTION 2 DUTIES AND RESPONSIBILITIES The duties and responsibilities of the Director shall include without limitation, those duties prescribed in the official Job Description for the Director as approved by Resolution of the **Board**, and such other authority as may be authorized by Resolution of the **Board**.

ARTICLE VII. ADMINISTRATIVE AGENT

SECTION 1 ADMINISTRATIVE AGENT The **COUNCIL**, by Resolution of the **Board**, shall designate an Administrative Agent for the **COUNCIL** from among those public entities cited in Ohio Revised Code, Sec. 121.37.

1.1 Upon authorization of the **Board**, the **COUNCIL's** Administrative Agent may act on behalf of the **COUNCIL** as described in Ohio Revised Code, Sec. 121.37.

SECTION 2 FINANCIAL MANAGEMENT The **COUNCIL's** Director, in cooperation with the Administrative Agent, shall oversee the receipt and expenditure of **COUNCIL** funds and report to the **Board** on a regular basis, or as directed by the **Board**.

2.1 The **COUNCIL** shall file an annual budget with its Administrative Agent, with copies filed with the County Auditor and with the Board of County Commissioners.

2.2 The **COUNCIL's** Administrative Agent shall ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules or interagency agreements that are applicable to the **COUNCIL**.

SECTION 3 PERSONNEL MANAGEMENT The **COUNCIL's** Administrative Agent shall serve as the **COUNCIL's** Appointing Authority, administering such personnel policies and procedures as are required by law, and as authorized by Resolution of the **Board**.

STARK COUNTY FAMILY COUNCIL
BY LAWS

ARTICLE VIII. CONFLICT OF INTEREST

SECTION 1 **CONFLICT OF INTEREST** Because the **COUNCIL** is a collaborative body that serves as the manager of various local, state and federal grants and initiatives, it is important that *Conflict of Interest* issues are clearly understood. The **COUNCIL's** *Conflict of Interest* guidelines are established as follows:

- 1.1 When any member of the **Board** is confronted with a potential conflict of interest, either direct or indirect interest, the **Board** member shall remove himself/herself from both the discussion and the vote. This shall apply to any matter coming before the **Board**, Executive Committee, Standing Committee or Special Committee on which they serve.
 - 1.1.1 A direct interest is one in which the **Board** member has a vested interest in an action coming before the **Board** for recommendation and/or vote that would or could result in personal financial or material gain for themselves or the organization(s) they represent.
 - 1.1.2 An indirect interest is one in which the **Board** member has a spouse, significant other, or other relative who has a vested interest in an action coming before the **Board** for recommendation and/or vote that would or could result in personal financial or material gain for themselves or the organization(s) they represent.
- 1.2 All **Board** members will be asked to complete a conflict of interest disclosure form annually at the beginning of each term.

ARTICLE IX. RULES OF ORDER

SECTION 1 **MEETING PROCEDURES** All meetings of the **COUNCIL** will be conducted according to generally accepted procedures for the conduct of meetings.

- 1.1 Should a procedural dispute arise, the official presiding will seek consensus on dispute resolution among the members present.
- 1.2 If the procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Robert's Rules of Order will be used to resolve the disputed procedure.

ARTICLE X. AMENDMENTS

SECTION 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 **Board** at least thirty (30) calendar days prior to the date of the **Board** meeting at which the proposed changes will be considered and acted upon.

SECTION 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 **Board**.