

First 5 ECC Bylaws

ARTICLE I AUTHORITY

The Alameda County Children and Families Commission (the Commission or County Commission) is established in accordance with California Health and Safety Code Section 130140.

ARTICLE II PURPOSE AND INTENT

SECTION 1. PURPOSE

The Alameda County Children and Families Commission is created for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research. The Commission's primary purpose is to adopt and implement the County's strategic plan.

SECTION 2. INTENT

The Commission's intent is to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. It is further the intent to integrate the Commission's planning and programs with existing service delivery systems for children from prenatal to age five and their families including but not limited to the Alameda County Social Services and Health Care Services Agencies, the Interagency Children's Policy Council, the Child Care Planning Council, and community based providers.

ARTICLE III POWERS AND DUTIES

The powers and duties of the Alameda County Children and Families Commission shall include, but are not limited to, the following:

- (a) Perform any and all duties imposed on them collectively or individually by law or by these Bylaws;
- (b) Prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the commission;
- (c) Supervise all officers, agents, employees, and advisory committees of the Commission to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Approve the annual strategic plan for the support and improvement of early childhood development within the county, after conducting at least one public hearing on the proposed county strategic plan;

- (f) On at least an annual basis, review the county strategic plan and revise as necessary and appropriate after conducting a public hearing to consider proposed revisions;
- (g) Submit the county strategic plan and any revisions to it to the State Commission;
- (h) Approve an annual budget;
- (i) Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150 (b) and conduct public hearings;
- (j) Elect the Officers of the Commission;
- (k) Apply for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency instrumentality thereof, in furtherance of a program of early childhood development;
- (l) Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the Children and Families First Act;
- (m) Conduct at least one public hearing on each annual report prepared by the State Commission pursuant to Health and Safety Code Section 130150 (b);
- (n) Consider the State Commission's findings and research and apply them to the county strategic plan as deemed appropriate;
- (o) Solicit technical assistance from the State Commission as deemed necessary and appropriate;
- (p) Provide input to the State Commission regarding guidelines and other matters as the Commission deems necessary and appropriate;
- (q) Make recommendations to the Board of Supervisors or the County Administrator for changes in ordinances or services necessary or appropriate to carry out an integrated and comprehensive program which is consistent with the strategic plan.

ARTICLE IV OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of the commission is located in Alameda County, State of California.

SECTION 2. CHANGE OF ADDRESS

The designation of the commission's principal office may be changed by amendment of these Bylaws. The Commission may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these Bylaws:

_____ Dated: _____, 19__

_____ Dated: _____, 19__

_____ Dated: _____, 19__

**ARTICLE V
MEMBERSHIP OF COUNTY COMMISSION**

SECTION 1. APPOINTMENT OF COMMISSIONERS

The County Commission shall be appointed by the Alameda County Board of Supervisors and shall consist of at least five but not more than nine members.

i) Two members of the County Commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

ii) One member of the County Commission shall be a member of the board of supervisors.

iii) The remaining members of the County Commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

SECTION 2. TERMS OF OFFICE

The initial members of the County Commission shall serve for either a two-year term or a four-year term. Thereafter all appointments shall be for four-year terms. No appointee shall serve as a member of the County Commission for more than two consecutive four-year terms.

SECTION 3. REMOVAL AND FUTURE APPOINTMENTS

Any commissioner can be removed by the County Board of Supervisors at any time. The Board of Supervisors will then appoint a replacement commissioner to take the removed Commissioner's place and serve out the remainder of the Commissioner's term. The Commission may recommend to the Board of Supervisors that a Commissioner be removed due to his or her non-attendance at meetings or for other just cause.

Whenever a vacancy occurs due to resignation, removal, or expiration of a commissioner's term, the Board of Supervisors will appoint the replacement or in the case of term expiration, the Board of Supervisors may reappoint the Commissioner to another term.

SECTION 4. COMPENSATION

Members of the County Commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the County Commission.

ARTICLE VI OFFICERS

SECTION 1. DESIGNATION OF OFFICERS

The officers of the Commission shall be a Chair and a Vice Chair. The Chair and Vice-Chair shall perform the duties of their respective offices, and such other duties as may be approved by the Commission.

SECTION 2. ELECTION AND TERM OF OFFICE

Officers shall be elected by the Commission and each officer shall hold office for one year, or until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

SECTION 3. DUTIES

The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

SECTION 4. REMOVAL AND RESIGNATION

Any officer may be removed as officer, either with or without cause, by the Commission, at any time. Any officer may resign at any time by giving written notice to the Commission. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. EXECUTIVE DIRECTOR

The Commission shall hire an Executive Director who shall act under the authority of, and in accordance with the direction of, the County Commission. The Executive Director, with the approval of the County Commission, will be authorized to hire such other staff as necessary or appropriate.

ARTICLE VII MEETINGS

SECTION 1. PLACE OF MEETINGS

Meetings shall be held within Alameda County at a place designated from time to time by the Commissioners.

SECTION 2. REGULAR MEETINGS

Regular meetings of Commissioners shall be held on a regular basis at a time and place to be specified by formal action of the Commission.

SECTION 3. SPECIAL MEETINGS

Special meetings of the County Commission may be called by the Chair, the Vice-Chair, or by any two Commissioners. Such meetings shall be held at the place designated by the person or persons calling the special meeting.

SECTION 4. OPEN MEETINGS

All meetings of the Commission, except those closed sessions permitted by law, shall be open and public. All meetings shall conform to the Ralph M. Brown Act, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, and disruption of a public meeting. Those provisions of law which govern the conduct of meetings of this Commission are hereby incorporated by reference into these Bylaws.

SECTION 5. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the voting members of the Alameda County Children and Families Commission.

SECTION 6. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the commissioners present at a meeting duly held at which a quorum is present is an official, formal action of the Commission.

SECTION 7. CONDUCT OF MEETINGS

Meetings of the Commission shall be presided over by the Chair of the Commission, or in his or her absence, by the Vice-Chair of the Commission or, in the absence of each of these persons, by a Chairperson chosen by a majority of the commissioners present at the meeting.

ARTICLE VIII COMMITTEES

Standing committees shall be established by formal action of the Commission and members will be appointed by the Commission as the Commission deems necessary. The Commission may also establish Ad Hoc committees as it deems necessary. One member of each committee will be designated chairperson. These committees may consist of persons who are not also members of the Commission and shall act in an advisory capacity to the Commission.

ARTICLE IX AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

Except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Commission at any duly-noticed regular or special meeting.

ADOPTED: By a vote of 8 to 0 on August 26, 199