

W. B. A.

Memorandum Date: January 31, 2007
Order Date: February 21, 2007

TO: Board of County Commissioners
DEPARTMENT: Children and Families
PRESENTED BY: Alicia Hays, Department Director
AGENDA ITEM TITLE: IN THE MATTER OF AMMENDING CHAPTER 3 OF THE LANE MANUAL TO INCREASE MEMBERSHIP OF THE LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES ADVISORY BOARD FROM 17 TO 21; APPROVING COMMITTEE BYLAW CHANGES AND THE MEMBERSHIP COMMITTEE'S APPOINTMENT RECOMMENDATIONS (LM 3.521)

I. MOTION

IN THE MATTER OF AMMENDING CHAPTER 3 OF THE LANE MANUAL TO INCREASE MEMBERSHIP OF THE LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES ADVISORY BOARD FROM 17 TO 21; APPROVING COMMITTEE BYLAW CHANGES AND THE MEMBERSHIP COMMITTEE'S APPOINTMENT RECOMMENDATIONS (LM 3.521)

II. AGENDA ITEM SUMMARY

The Board is being asked to approve the Lane County Commission on Children and Families' (LCCCF) recommendation to make changes in Lane Manual and the Commission's Bylaws to increase its membership from 17 to 21. The Board is also being asked to approve the LCCCF Membership Committee's recommendations for new member appointment.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In 1993, the State Legislature adopted HB 2004 and directed the creation of local Commissions on Children and Families in all 36 counties throughout the state, charging the commissions with responsibility for system-wide strategic planning and implementation of a wellness model for children and families. Pursuant to HB 2004, a majority of members, plus the chair of local commissions, must be laypersons. LCCCF must have a minimum of ten (10) laypersons and up to eight (8) professional members. Current Lane County CCF Bylaws state: *"The Commission shall be made up of eighteen members. There shall be a countywide recruitment process, with members appointed by the Board of Commissioners."* (Section 1, Number and Selection)

Originally, in January 1994, the Lane County Board of County Commissioners (BCC) appointed fifteen (15) members to the Lane County Commission on Children and Families (LCCF.) In accordance with HB 2004, terms were to be four years in length and staggered. Since then the only changes made to the original number of Commission positions was to add youth positions.

In March 1997, the LCCF adopted bylaws (approved by the BCC) that created two additional positions, designated for youth. With the addition of these two (2) positions the commission increased its membership to seventeen (17).

If the Board approves the increase of membership from 17 to 21 and approves the membership recommendations, there will be 2 open positions available. The additional two vacancies will be filled as soon as possible.

The recommended candidates are listed below, followed by the positions they will fill, and the expiration date of their terms. *Attachment A: Recommended Applicants for Appointment to the LCCCF.*

<u>RECOMMENDATIONS</u>	<u>TERM EXPIRATION</u>
Ryan Stroup (Newly created seat)	6/30/2011
Abigael Fender (Newly created youth seat)	6/30/2009

B. Policy Issues

According to ORS 417.760 (1) (a) the membership of local commissions shall include a Chairperson and a minimum of eight members, and reflect the county's diverse populations [ORS 417.765 (1).] Lane County CCF bylaws further break down membership into two (2) County Commissioners, one from a rural and one from a metro district; two (2) youth representatives (between the ages of 15 and 20 at the time of appointment; and two (2) rural representatives. The remaining eleven (11) positions (for a total of seventeen), have no specific requirements except that ORS 417.765 (1) also states that local commissions must have a majority of laypersons.

C. Board Goals

The recommended actions of increasing the total membership of LCCCF and appointing four new members directly support the goals of the Board as follows: One of the overall goals of Lane County's Strategic Plan is: "Provide opportunities for citizen participation in decision-making, voting volunteerism and civic and community involvement." The goals of the 2005 Lane County Diversity Action Plan include: "Lane County will ensure that County boards, commissions and committees are reflective of the diversity of Lane County populations."

D. Financial and Resource Considerations

There is no significant financial impact of these recommended actions.

E. Analysis

The LCCCF Membership Committee believes there are a number of compelling reasons to increase the current total from 17 to 21 members.

1. Having an even number of members currently makes close votes and the requirement that a majority of members be laypersons complicated.
2. With the increase in the number and effectiveness of LCCCF's Community Mobilization projects, a greater number of active, connected, experienced members will improve our outcomes. Simply put, there will be more committed people with a greater breadth of expertise to do more work.

F. Alternatives/Options

- I. Adopt the Order to approve the Lane Manual and approve the LCCCF Bylaw changes to increase membership and approve the Membership Committee's recommendations for appointment
- II. Reject the Order; do not change the Lane Manual and LCCCF Bylaws increasing the membership, and direct staff and the LCCCF on how to proceed.

IV. TIMING/IMPLEMENTATION

Upon approval of the Order, the Membership Committee and staff will post the remaining vacant Commission seats and begin the recruitment process.

IV. ATTACHMENTS:

- A. BOARD ORDER
- B. CURRENT MEMBERSHIP & TERM EXPIRATION DATES
- C. APPLICATIONS

Lane County Commission on Children and Families

ATTACHMENT B

LastName	FirstName	Appt. Date	Expires
Abel	Bruce	5/12/1999	6/30/2007
Boyer	Chuck	12/13/2006	6/30/2010
da Silva	Sharri	12/13/2006	6/30/2010
Depew	Debra	1/29/2003	6/30/2009
Farr	Debi	12/13/2006	6/30/2010
Hamilton	Karen	3/20/2002	6/30/2008
Hampton	Judith	12/10/2003	6/30/2008
Jerome	Rob	12/10/2003	6/30/2008
Jones	Angel	6/30/2004	6/30/2008
Larson	Megan	6/16/2004	6/30/2008
Piercy	Kitty	9/2/1997	6/30/2008
Radich	John	1/29/2003	6/30/2008
Schulz	Joachim	3/20/2002	6/30/2007
Sorenson	Peter	1/17/2007	1/30/2008
Stewart	Faye	1/3/2005	6/30/2009
Swank	Shirley	6/30/2004	6/30/2008
Vacant			
Vacant			
Vacant			
Vacant			

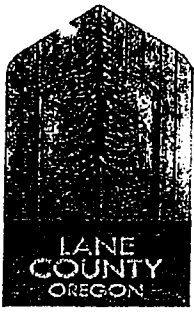


Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION

APPLICANT'S NAME AND CITY: Abigail Fender Eugene	DATE: April - 20 - 2004
NAME OF ADVISORY COMMITTEE: Commission on children and families	PLEASE CHECK ONE: <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.) I believe my life has been experience for this committee, because of my own struggles with my family life, and my experiences with childhood and youth, I am very interested in helping improve all I can for youth and their families.
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make? I think youth today face more problems than ever. As society complicates itself, the conditions and actions in our lives can get extremely overwhelming. I want to help make decisions to give youth a chance to have an opportunity to help their futures, families, and their minds and well-being.
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
 - Economic conditions and support
 - educating parents and parental support
 - Support systems/positive re-enforcements
 - psychological support
 - more educational opportunities
 - more assistance to homeless youth and families.
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.) I volunteered at the Ymca day care centers in my child psychology class.
5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort? I am very open-minded and I think every person deserves the opportunities they desire.
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
I am not currently serving on any advisory boards or committees.
7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)
 No Yes Specify:
8. How did you learn about this vacancy? Newspaper Word of mouth Other:
9. In which County Commissioner District do you reside? please check one:
 Unsure West Lane County Springfield South Eugene North Eugene East Lane County

*The Board of Commissioners has adopted the following policy on reappointments:
 a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.
 b. The deadline for incumbent applications will be the same as the deadline for new applications.
 * Unless waived by the Board.



Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION

Form with fields: APPLICANT'S NAME AND CITY (Ryan Stroup, Springfield), DATE (5-17-2006), NAME OF ADVISORY COMMITTEE (Commission on children and families), PLEASE CHECK ONE (New Applicant checked, Application for Reappointment unchecked)

- 1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.) see attached
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones? No!
7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.) [X] No [] Yes Specify:
8. How did you learn about this vacancy? [] Newspaper [X] Word of mouth [] Other:
9. In which County Commissioner District do you reside? please check one: [] Unsure [] West Lane County [X] Springfield [] South Eugene [] North Eugene [] East Lane County

*The Board of Commissioners has adopted the following policy on reappointments:
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b. The deadline for incumbent applications will be the same as the deadline for new applications.
* Unless waived by the Board.

1. Experience and training that qualify me for this position include challenges that I faced as the son of a methamphetamine addicted family, my experiences with domestic violence, past encounters with welfare and family services, and homelessness when a child. I have received Associate's Degrees in Liberal Arts, and Electronics. I have been a member of the Air Force Reserves since December of 2003 as an Aircraft Electrician, and will graduate from the University of Oregon in September 2006 with a Bachelor's Degree in Political Science with a focus on human rights.
2. I would like to become a member of this committee because I want to give back to the community for the assistance that myself and my family have received in the past. As a member of the committee, I would provide valuable insight about the impact of addiction and domestic violence on families and the challenges that people face when trying to receive help.
3. As a member of the committee, I would work to educate children about the positive and negative impacts of their decisions. Additionally, I would advocate for expanded services and assistance for children in need. Specific issues of concern include the availability of mental health services, resources for homeless and substance using youth, and assistance for victims of domestic violence.
4. My past community involvement includes working as a program manager for the Willamette Lane Park and recreation District. In this position, I was a point person for dealing with rowdy and unruly youth and oversaw lifeguards, assisted with community Easter egg hunts, and general tasks as directed.
5. I would have the ability to speak from the position of an impoverished youth that dealt with domestic violence and drug addiction. My voice I feel would be best received as a voice that has overcome odds and have become successful despite the obstacles of my past.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3 OF THE LANE MANUAL TO INCREASE MEMBERSHIP OF THE LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES ADVISORY BOARD FROM 17 TO 21; APPROVING PROPOSED COMMITTEE BYLAW CHANGES AND THE MEMBERSHIP COMMITTEE'S APPOINTMENT RECOMMENDATIONS (LM 3.521)

WHEREAS, the State Legislature adopted HB 2004 and directed the creation of Local Commission on Children and Families in every county throughout the state, charging these commissions with responsibility for system-wide strategic planning and implementation of a wellness model for children and families, and

WHEREAS, One of the overall goals of Lane County's Strategic Plan is: "Provide opportunities for citizen participation in decision-making, voting volunteerism and civic and community involvement," and

WHEREAS, The goals of the 2005 Lane County Diversity Action Plan include: "Lane County will ensure that County boards, commissions and committees are reflective of the diversity of Lane County populations," and

WHEREAS, The LCCCF Membership Committee believes there are a number of compelling reasons to increase the current total from 17 to 21 members: there will be more committed people with a greater breadth of expertise to do more work, and

WHEREAS the Board has considered the recommendation of the Membership Committee of the Lane County Commission on Children and Families, and

NOW, THEREFORE, IT IS HEREBY ORDERED

Lane Manual Chapter 3 is hereby amended by deleting, substituting, and adding the following section:

DELETE THIS SECTION

3.521
as located on pages 3-36 through 3-37
(a total of 2 pages)

INSERT THIS SECTION

3.521
as located on pages 3-36 through 3-37
(a total of 2 pages)

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to increase membership of the Lane County Commission on Children and Families Advisory Board from 17 to 21 (LM 3.521).

AND FURTHER, the Board hereby orders that amendments to Lane County Commission on Children & Families Bylaws, set forth in Attachment A, to increase its membership from 17 to 21 members are approved, and the following individuals are appointed to serve on the committee:

RECOMMENDATION

TERM EXPIRATION

Ryan Stroup (Newly created seat)

6/30/2011

Abigael Fender (Newly created youth seat)

6/30/2009

Adopted this _____ day of _____ 2007.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 2/7/07 lane county

Maidlaw

OFFICE OF LEGAL COUNSEL

| At right margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted
 3.520 Lane Manual

**LEGISLATIVE
 FORMAT**
 3.521

21. Metropolitan Wastewater Service District CAO ORS 294.336 3.560

22. Planning Commission PW/LMD ORS 215.030 3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

23. Eugene-Springfield Metropolitan Partnership Board of Directors CAO 3.566

24. Human Services Committee H&HS 3.568

25. Lane Workforce Partnership Advisory Committee WFP Workforce Investment Act of 1998 3.570

26. Metropolitan Wastewater Management Commission MS 3.572

OTHER APPOINTED COMMITTEES

27. Elected Officials Compensation Board CAO 3.600
(Revised by Order No. 00-8-16-1; Effective 8.17.00)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

STAFFING: Land Management Division

MEETS: As needed

MANDATED: UBC 105

MEMBERSHIP: (7) Consists of representatives of the building construction industry.

TERM: 4 years, ending June 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.521 Commission on Children and Families.

Plans, initiates and coordinates systems to serve children and families throughout Lane County. The four major goals of the Commission are to promote a wellness system, create and encourage collaborative partnerships, establish structured community planning and decision making processes, and to maintain a framework of accountability. The Commission also develops policy and oversees the implementation of the local coordinated comprehensive plan. The Commission advises the Board of County Commissioners on critical issues and services affecting Lane County's children and families and serves as a local planning body for the Oregon Commission on Children and Families.

STAFFING: Department of Children and Families

MEETS: Monthly

MANDATED: ORS 417.760

MEMBERSHIP: (~~4721~~) Consists of ~~4721~~ members, the majority of whom are laypersons. A layperson is one whose primary income is *not* derived from either offering

| At right margin indicates changes
Bold indicates material being added
~~Strike through~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

3.521

Lane Manual

3.521

direct service to children and youth or being an administrator for a program for children and youth. Membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; ~~two (2)~~**three (3)** youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and ~~eleven (11)~~**fourteen (14)** at-large members. The Board shall appoint the chair.

TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

21. Metropolitan Wastewater Service District CAO ORS 294.336 3.560

22. Planning Commission PW/LMD ORS 215.030 3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

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24. Human Services Committee H&HS 3.568

25. Lane Workforce Partnership Advisory Committee WFP Workforce Investment Act of 1998 3.570

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STAFFING: Land Management Division

MEETS: As needed

MANDATED: UBC 105

MEMBERSHIP: (7) Consists of representatives of the building construction industry.

TERM: 4 years, ending June 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.521 Commission on Children and Families.

Plans, initiates and coordinates systems to serve children and families throughout Lane County. The four major goals of the Commission are to promote a wellness system, create and encourage collaborative partnerships, establish structured community planning and decision making processes, and to maintain a framework of accountability. The Commission also develops policy and oversees the implementation of the local coordinated comprehensive plan. The Commission advises the Board of County Commissioners on critical issues and services affecting Lane County's children and families and serves as a local planning body for the Oregon Commission on Children and Families.

STAFFING: Department of Children and Families

MEETS: Monthly

MANDATED: ORS 417.760

MEMBERSHIP: (21) Consists of 21 members, the majority of whom are laypersons. A layperson is one whose primary income is *not* derived from either offering direct service to children and youth or being an administrator for a program for children and youth. Membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and fourteen (14) at-large members. The Board shall appoint the chair.

TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

BYLAWS

ARTICLE I - NAME

SECTION 1. The name of this organization shall be: Lane County Commission on Children and Families hereafter referred to as Commission.

ARTICLE II - MISSION STATEMENT

SECTION 1. The mission of the Commission on Children and Families is to promote and enhance a responsive, accessible system of supports that promotes wellness for all of Lane County's children, youth, and families.

ARTICLE III - GOALS

SECTION 1. Guiding Principles and Goals of the Commission.

- Family Centered Practices: Families are the center of the system of supports for children and youth, and services are designed to meet the needs of all family members.
- Comprehensive and Responsive Services: Services and supports affirm and build on the strengths of children, youth, and families; are developmentally appropriate; and focus on prevention and wellness.
- Respect for Diversity: Policies and practices promote the consistent acknowledgement and appreciation of the culture and value systems of all children, youth, and families including the differences in cognitive and literacy levels, gender, culture, religion, race, ethnicity, economics, language and communication skills, and physical ability.

- **Effective Partnerships:** Community, private and public sector partners join together to ensure access to comprehensive services for children, youth, and families.
- **Results-Based Accountability:** Accountability is ensured through the use of proven practices, and the ongoing monitoring and evaluation of results.
- **Commission Goals:** The following goals are critical to the wellness of Lane County’s children, youth, and families. These goals help ensure a clearly focused vision and clearly directed community efforts:
 - Strong Nurturing Families
 - Healthy, Thriving Children
 - Healthy, Thriving Youth
 - Caring Communities

SECTION 2. Develop policy and oversee the implementation of a comprehensive plan for service delivery in accordance with ORS 417.775, which specifies that a local commission shall:

- (a) Inform and involve citizens;
- (b) Identify and map the range of resources in the community;
- (c) Plan, advocate and fund research-based initiatives for children who are 0 to 18 years of age and their families;
- (d) Develop local policies, priorities and measurable outcomes;
- (e) Prioritize activities identified in the local plan and mobilize the community to take action;
- (f) Prioritize the use of non-dedicated resources;
- (g) Monitor implementation of the local plan; and
- (h) Monitor progress of and evaluate the outcomes identified in the local plan that are reviewed under ORS 417.797, and report on the progress in addressing priorities and achieving outcomes.

SECTION 3. The CCF shall have regular meetings with the Board of County Commissioners as necessary to fulfill the responsibilities outlined above.

ARTICLE IV - MEMBERSHIP

SECTION 1. NUMBER AND SELECTION: The Commission shall be made up of ~~seventeen~~ **twenty-one** members. There shall be a countywide recruitment process, with members appointed by the Board of Commissioners.

SECTION 2. LAY CITIZENS/PERSONS: A majority of the Commission plus the chairperson shall be laypersons. A layperson means a person whose primary income is not derived from either offering direct service to children and youth or being an administrator for a program for children and youth. Appointment to the commission shall reflect the county's ethnic and socioeconomic diversity and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age. 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.

SECTION 3. TERMS OF OFFICE: Members are appointed for a term of four (4) years. Youth representatives are appointed for a term of two (2) years with the option to serve a total of four (4) years. The appointed terms shall be staggered so that approximately one quarter of the terms expire each year. Re-appointment shall be limited to one additional, consecutive full four-year term. Terms expire on June 30.

SECTION 4. MEMBERSHIP. The membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; ~~two (2)~~ **three (3) youth** representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth position represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and ~~eleven (11)~~ **fourteen (14)** at large members.

SECTION 5. DUTIES: All members shall be expected to attend and participate in all business of the Commission, and shall serve on at least one (1) committee. All members shall attend the board orientation training.

Members who miss three (3) unexcused Commission meetings in a calendar year will be asked to resign from the Commission. Member may be excused for non-attendance with a prior request to the staff for cause.

ARTICLE V - OFFICERS

SECTION 1. COMPOSITION: The Commission shall have a chairperson and such other officers, as the Commission deems appropriate.

SECTION 2. CHAIRPERSON: The Chairperson of the Commission is a lay citizen appointed by the appointing authority. The term of office shall be a two-year term with a two-term limit. The Chairperson shall: call meetings,

set the agenda, preside at all meetings, make appointments to committees and make assignments as necessary to carry out the purposes of the organization. The Chairperson has authority to act on behalf of the Commission, when and where so authorized by a majority vote of the membership. The Chairperson shall be an ex-officio member of all committees.

SECTION 3. VICE CHAIRPERSON : The Commission shall elect one of its members to the position of Vice-Chairperson. The Vice-Chairperson will be responsible for presiding at any regular or special meeting of the Commission in the absence of the Chairperson and assisting the Chairperson in discharging the duties of that office. The term of office shall be a two-year term with a two-year limit.

SECTION 4. In the absence of the chairperson and vice-chair, a chairperson of one of the functioning committees shall assume the duties of the chair with the consent by acclamation of the membership. In the absence of the chairperson, vice chair, and chairperson of a functioning committee, the duties of the chair shall be assumed by a voting member of the Commission with the consent by acclamation of the membership.

ARTICLE VI - COMMITTEES AND TASK FORCES

SECTION 1. NUMBER AND DESIGNATION: The Commission shall have the responsibility to create committees and task forces with such responsibilities as the Commission directs.

SECTION 2. EXECUTIVE COMMITTEE: From time to time it may be necessary for Commission action to be taken in a time frame that precludes waiting until the next scheduled meeting of the Commission occurs. In order to facilitate situations under such circumstances, an Executive Committee shall be established which shall have the authority to act on behalf of the Commission.

The Executive Committee shall be made up of at least the Chair, Vice-Chair and at least one other voting commission member.

SECTION 3. COMMITTEE AND TASK FORCE MEMBERSHIP: The Commission Chairperson shall appoint committee and task force members and chairpersons. The Committee and Task Force Chairpersons shall be responsible for scheduling committee meetings, assigning specific tasks related to the mandate for the committee or task force and reporting to the Commission concerning the work of the committee or task force. Committee members can be former commission members or other members of the general public.

ARTICLE VII - MEETINGS

SECTION 1. *REGULAR MEETINGS:* The Commission shall establish a schedule of regular meetings. Time, date, location and purpose of such meetings shall be announced with sufficient notice so as to allow members and the public to prepare for attendance and participation. The Commission shall hold 1-2 meetings throughout the county, with specific locations to be determined each year. The purpose is to allow for community and local citizen involvement and input to the Commission on Children and Families.

The Commission is a public body for purpose of ORS Chapter 192, and thereby subject to the statutory procedures related to public meetings.

SECTION 2. *SPECIAL MEETING:* The Chairperson may call special meetings by giving written or verbal notice to all members and the press at least 24 hours before the meeting.

SECTION 3. *QUORUM:* A quorum shall consist of a majority of the membership.

SECTION 4. *VOTING:* There shall be no voting by proxy.

SECTION 5. *MINUTES:* Minutes shall be taken at all meetings by the designated Commission staff. All conflicts of interest shall be noted. Minutes shall be filed with the Board of Commissioners.

SECTION 6. *PUBLIC INPUT:* It is the policy of the Commission to maintain a maximum of public contact and receive a maximum of public input. In accord with this policy, all meeting notices shall be distributed to the media. Distribution of meeting notices shall be in a manner that maximizes the potential of the public to be aware of the proceedings of the Commission and to participate in its deliberation.

ARTICLE VIII - CONFLICT OF INTEREST

The Commission adopts the definition and resolution of Conflict of Interest as described in ORS 244.020 and ORS 244.120.

ARTICLE IX - AMENDMENT

SECTION 1. The Board of Commissioners may only amend these bylaws. The Commission may recommend amendments to the Board of Commissioners by two-thirds vote, providing that the proposed amendment has been submitted in writing at the previous regular meeting.

LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

BYLAWS

ARTICLE I – NAME

SECTION 1. The name of this organization shall be: Lane County Commission on Children and Families hereafter referred to as Commission.

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SECTION 1. The mission of the Commission on Children and Families is to promote and enhance a responsive, accessible system of supports that promotes wellness for all of Lane County's children, youth, and families.

ARTICLE III – GOALS

SECTION 1. Guiding Principles and Goals of the Commission.

- **Family Centered Practices:** Families are the center of the system of supports for children and youth, and services are designed to meet the needs of all family members.
- **Comprehensive and Responsive Services:** Services and supports affirm and build on the strengths of children, youth, and families; are developmentally appropriate; and focus on prevention and wellness.
- **Respect for Diversity:** Policies and practices promote the consistent acknowledgement and appreciation of the culture and value systems of all children, youth, and families including the differences in cognitive and literacy levels, gender, culture, religion, race, ethnicity, economics, language and communication skills, and physical ability.
- **Effective Partnerships:** Community, private and public sector partners join together to ensure access to comprehensive services for children, youth, and families.

- **Results-Based Accountability:** Accountability is ensured through the use of proven practices, and the ongoing monitoring and evaluation of results.
- **Commission Goals:** The following goals are critical to the wellness of Lane County's children, youth, and families. These goals help ensure a clearly focused vision and clearly directed community efforts:
 - Strong Nurturing Families
 - Healthy, Thriving Children
 - Healthy, Thriving Youth
 - Caring Communities

SECTION 2. Develop policy and oversee the implementation of a comprehensive plan for service delivery in accordance with ORS 417.775, which specifies that a local commission shall:

- (a) Inform and involve citizens;
- (b) Identify and map the range of resources in the community;
- (c) Plan, advocate and fund research-based initiatives for children who are 0 to 18 years of age and their families;
- (d) Develop local policies, priorities and measurable outcomes;
- (e) Prioritize activities identified in the local plan and mobilize the community to take action;
- (f) Prioritize the use of non-dedicated resources;
- (g) Monitor implementation of the local plan; and
- (h) Monitor progress of and evaluate the outcomes identified in the local plan that are reviewed under ORS 417.797, and report on the progress in addressing priorities and achieving outcomes.

SECTION 3. The CCF shall have regular meetings with the Board of County Commissioners as necessary to fulfill the responsibilities outlined above.

ARTICLE IV – MEMBERSHIP

SECTION 1. NUMBER AND SELECTION: The Commission shall be made up of twenty-one members. There shall be a countywide recruitment process, with members appointed by the Board of Commissioners.

SECTION 2. LAY CITIZENS/PERSONS: A majority of the Commission plus the chairperson shall be laypersons. A layperson means a person whose primary income is not derived from either offering direct service to children and youth or being an

administrator for a program for children and youth. Appointment to the commission shall reflect the county's ethnic and socioeconomic diversity and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age. 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.

SECTION 3. TERMS OF OFFICE: Members are appointed for a term of four (4) years. Youth representatives are appointed for a term of two (2) years with the option to serve a total of four (4) years. The appointed terms shall be staggered so that approximately one quarter of the terms expire each year. Re-appointment shall be limited to one additional, consecutive full four-year term. Terms expire on June 30.

SECTION 4. MEMBERSHIP: The membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth position represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and fourteen (14) at large members.

SECTION 5. DUTIES: All members shall be expected to attend and participate in all business of the Commission, and shall serve on at least one (1) committee. All members shall attend the board orientation training.

Members who miss three (3) unexcused Commission meetings in a calendar year will be asked to resign from the Commission. Member may be excused for non-attendance with a prior request to the staff for cause.

ARTICLE V – OFFICERS

SECTION 1. COMPOSITION: The Commission shall have a chairperson and such other officers, as the Commission deems appropriate.

SECTION 2. CHAIRPERSON: The Chairperson of the Commission is a lay citizen appointed by the appointing authority. The term of office shall be a two-year term with a two-term limit. The Chairperson shall: call meetings, set the agenda, preside at all meetings, make appointments to committees and make assignments as necessary to carry out the purposes of the organization. The Chairperson has authority to act on behalf of the Commission, when and where so authorized by a majority vote of the membership. The Chairperson shall be an ex-officio member of all committees.

SECTION 3. VICE CHAIRPERSON : The Commission shall elect one of its members to the position of Vice-Chairperson. The Vice-Chairperson will be responsible for presiding at any regular or special meeting of the Commission in the absence of the Chairperson and assisting the Chairperson in discharging the duties of that office. The term of office shall be a two-year term with a two-year limit.

SECTION 4. In the absence of the chairperson and vice-chair, a chairperson of one of the functioning committees shall assume the duties of the chair with the consent by acclamation of the membership. In the absence of the chairperson, vice chair, and

chairperson of a functioning committee, the duties of the chair shall be assumed by a voting member of the Commission with the consent by acclamation of the membership.

ARTICLE VI – COMMITTEES AND TASK FORCES

SECTION 1. NUMBER AND DESIGNATION: The Commission shall have the responsibility to create committees and task forces with such responsibilities as the Commission directs.

SECTION 2. EXECUTIVE COMMITTEE: From time to time it may be necessary for Commission action to be taken in a time frame that precludes waiting until the next scheduled meeting of the Commission occurs. In order to facilitate situations under such circumstances, an Executive Committee shall be established which shall have the authority to act on behalf of the Commission.

The Executive Committee shall be made up of at least the Chair, Vice-Chair and at least one other voting commission member.

SECTION 3. COMMITTEE AND TASK FORCE MEMBERSHIP: The Commission Chairperson shall appoint committee and task force members and chairpersons. The Committee and Task Force Chairpersons shall be responsible for scheduling committee meetings, assigning specific tasks related to the mandate for the committee or task force and reporting to the Commission concerning the work of the committee or task force. Committee members can be former commission members or other members of the general public.

ARTICLE VII - MEETINGS

SECTION 1. REGULAR MEETINGS: The Commission shall establish a schedule of regular meetings. Time, date, location and purpose of such meetings shall be announced with sufficient notice so as to allow members and the public to prepare for attendance and participation. The Commission shall hold 1-2 meetings throughout the county, with specific locations to be determined each year. The purpose is to allow for community and local citizen involvement and input to the Commission on Children and Families.

The Commission is a public body for purpose of ORS Chapter 192, and thereby subject to the statutory procedures related to public meetings.

SECTION 2. SPECIAL MEETING: The Chairperson may call special meetings by giving written or verbal notice to all members and the press at least 24 hours before the meeting.

SECTION 3. QUORUM: A quorum shall consist of a majority of the membership.

SECTION 4. VOTING: There shall be no voting by proxy.

SECTION 5. MINUTES: Minutes shall be taken at all meetings by the designated Commission staff. All conflicts of interest shall be noted. Minutes shall be filed with the Board of Commissioners.

SECTION 6. PUBLIC INPUT: It is the policy of the Commission to maintain a maximum of public contact and receive a maximum of public input. In accord with this policy, all meeting notices shall be distributed to the media. Distribution of meeting notices shall be in a manner that maximizes the potential of the public to be aware of the proceedings of the Commission and to participate in its deliberation.

ARTICLE VIII - CONFLICT OF INTEREST

The Commission adopts the definition and resolution of Conflict of Interest as described in ORS 244.020 and ORS 244.120.

ARTICLE IX - AMENDMENT

SECTION 1. The Board of Commissioners may only amend these bylaws. The Commission may recommend amendments to the Board of Commissioners by two-thirds vote, providing that the proposed amendment has been submitted in writing at the previous regular meeting.