

CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES

BYLAWS

ARTICLE I. NAME

The name of this Commission shall be the Charlottesville/Albemarle Commission on Children and Families, serving the City of Charlottesville and the County of Albemarle, hereinafter referred to as the "Commission."

ARTICLE II. PURPOSE AND RESPONSIBILITIES

Section 1. The mission of the Commission is to center the community on the well-being of its children and their families. The goals of the Commission are to:

- (a) Improve services to children, youth, and families;
- (b) Plan, coordinate, monitor, and evaluate a community-wide system of children and family agencies; and,
- (c) Be accountable for the efficient use of public/private resources, and be responsive to the changing needs of the community.

Section 2. The responsibilities of the Commission are to:

- (a) Adhere to the responsibilities of the Community Policy and Management Team set forth in Virginia Code Chapter 880, Section 2.1-745 et seq.;
- (b) Provide comprehensive short and long range planning for children and family services within the Charlottesville/Albemarle community;
- (c) Make program and funding recommendations to the City and County governing bodies within the budgetary procedures and guidelines set by each jurisdiction;
- (d) Review and evaluate current service delivery systems to ensure that the needs of children and families are being met effectively and efficiently;
- (e) Identify and encourage new and innovative approaches to program development for children and families;
- (f) Identify additional public and private funding sources for children and youth programs;
- (g) Participate in the yearly evaluation of the director of Commission staff;
- (h) Provide structured opportunities for community input and participation on the needs of families; and,
- (i) Provide an annual report to the Albemarle County Board of Supervisors and the City Council of the City of Charlottesville to insure that the County and City are in agreement with the policy and direction set by the Commission.

ARTICLE III. MEMBERSHIP

- Section 1.** The membership of the Commission shall consist of twenty- eight voting members.. Eleven of the voting members shall be citizen representatives ("Citizen members"), five appointed by the Albemarle County Board of Supervisors, five appointed by the City Council of the City of Charlottesville, and one jointly appointed private provider representative, as required by the Comprehensive Services Act. Of the eleven citizen members, at least one appointee from each jurisdiction must be a parent, and one appointee from each jurisdiction must be a youth under the age of eighteen years at the time his or her appointment takes effect. Seventeen of the members shall be as follows ("Agency Members"): the Superintendent of the Charlottesville City School division, the Superintendent of Albemarle County school division, the Director of the Charlottesville Department of Social Services, the Director of the Albemarle County Department of Social Services, the Albemarle County Chief of Police, the Charlottesville Chief of Police, the Director of the Albemarle County Department of Recreation, the Director of the Charlottesville Department of Recreation, a representative of the Albemarle County School Board, a representative of the Charlottesville School Board, the Director of the Sixteenth District Court Services Unit, the Director of the Thomas Jefferson Health District, the Director of Region Ten Community Services Board, an Albemarle Assistant County Executive, a Charlottesville Assistant City Manager, and the President of the United Way-Thomas Jefferson Area and a representative of the University of Virginia.
- Section 2.** Each voting Citizen Member of the Commission shall be appointed for a term that shall expire three years from the first day of July of the year of appointment, except the youth citizen members shall be appointed for a term that shall expire one year from the first day of July of the year of appointment. With the exception of the private service provider representative, each voting citizen member shall be eligible for reappointment to one additional term of the same length as the initial appointment. The private service provider shall not be eligible for reappointment to a second term. Notwithstanding the foregoing, any voting citizen member, including the private service provider, who is initially appointed to fill a vacancy may serve an additional successive term. Appointments shall be staggered for continuity.
- Section 3.** Each voting Agency Member of the Commission shall be appointed for a term that will expire five years from the first day of July of the year of appointment. Each voting Agency Member shall be eligible for reappointment to one or more successive terms.
- Section 4.** Each appointment shall be made by having the Charlottesville City Council and/or the Albemarle County Board of Supervisors (as may be applicable) name the specific individual or designate an agency representative by title who will serve on the Commission and by identifying the date upon which that individual's appointed term will expire.
- Section 5.** A Commission Member who, without prior notice, fails to attend three consecutive, regularly scheduled meetings, or who misses five meetings without notice during a twelve month period, shall be deemed, after written notice from the Chair, to have resigned from the Commission, and the Chair shall advise the City Council and Board of Supervisors of such fact.

ARTICLE IV. OFFICERS OF THE COMMISSION AND THEIR DUTIES

- Section 1.** The officers of the Commission shall consist of a Chairperson , a Vice-Chairperson, and two Members-at-Large of the Executive Committee, who shall be elected by the Commission and shall serve at the pleasure of the Commission.
- Section 2.** The duties of the Chairperson shall be as follows:
- (a) To preside at all meetings of the Commission;

(b) To perform any other duties determined by the Commission.

Section 3. The Vice-Chairperson shall in the absence of the Chairperson perform the duties of the Chairperson.

Section 4: The Members-at-Large of the Executive Committee shall perform duties as determined by the Commission.

ARTICLE V. NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

Section 1. A Nominating Committee shall be appointed by the Chairperson no later than the April meeting of the Commission. It shall be the duty of this Nominating Committee to nominate candidates for the officers of Chairperson, Vice-Chairperson, and two Executive Committee Members-at-Large, and to report these nominations no later than the May meeting of the Commission. For FY99, election of officers shall occur at the December 1998 meeting and officers shall assume office in January of 1999. For subsequent elections, election of officers shall occur at the last meeting held in the fiscal year. Prior to the election additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers shall assume office July 1.

Section 2. The term of office shall be for one year. No officer may serve more than two consecutive terms in the same office, except that an officer elected to fill an unexpired term shall be eligible for election to two additional full terms. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

Section 3. Any vacancy occurring in the officers shall be filled by the Commission.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee:

(a) It shall be the duty of the Executive Committee to monitor the progress of other Commission committees and work groups between meetings of the Commission, review proposals as to feasibility and develop recommendations for the Commission, discourage duplication of effort among Commission committees and work groups, submit work group reports to the Commission for action, and make other recommendations to the Commission on issues requiring action.

(b) The officers of the Board shall constitute the Executive Committee of which the Chairperson and Vice-Chairperson, respectively, shall be Chairperson and Vice-Chairperson.

Section 2. Comprehensive Services Act Committee

(a) It shall be the duty of the Comprehensive Services Act Committee to carry out the administration of the Comprehensive Services Act, as specified in the Code of Virginia. The Committee will develop local procedures to provide services to children and families, including management of pool funds through monthly monitoring and authorization of expenditures, implementation of state requirements, and oversight of the Family Assessment and Planning Teams. New policies developed by the Comprehensive Services Act Committee will be submitted for formal approval to the full Commission.

(b) The Committee shall be comprised of the following individuals, at a minimum:

- (1) A representative of each of the Albemarle and Charlottesville Departments of Social Services
- (2) A representative of each of the Albemarle and Charlottesville School divisions
- (3) A citizen/parent Commission member
- (4) A representative of a private organization providing services to youth
- (5) A representative of the Region Ten Community Services Board
- (6) A representative of the Sixteenth Judicial District Court Service Unit

Section 3. The Commission may establish such ad hoc committees and work groups as deemed appropriate to further its mission. Members for each committee or work group will be confirmed by a letter of appointment from the Chairperson of the Commission. Each committee or work group will aim to achieve a balanced membership of public, private, and citizen sector representatives.

ARTICLE VII. MEETINGS

Section 1. The Commission shall meet regularly as determined by the Commission, notice having been submitted in writing or electronically transmitted to the members at least one week previous to the meeting.

Section 2. Special meetings may be called by the Chairperson or upon written request of three members of the Commission. Written notice of a special meeting must be submitted in writing or electronically transmitted to the members at least one week previous to the meeting. No business may be transacted except that which is included in the call.

Section 3. A quorum for all Commission meetings shall consist of a simple majority of the current membership of the Commission. If a quorum convenes at any point during a meeting, then the state of quorum remains in effect to the end of the meeting even in the event that the early departure of Commission Members drops the present attendance below a simple majority.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended within the powers allocated to the Commission at any regular meeting of the Commission by a two-thirds vote of those present and voting, notice having been submitted in writing or electronically transmitted to the members at least two weeks previous to the meeting.