



## **San Mateo County CHILD ABUSE PREVENTION COUNCIL BYLAWS**

### **ARTICLE I – NAME, PURPOSE, AUTHORITY**

- Section 1: The name of the organization shall be the **San Mateo County Child Abuse Prevention Council (SMCCAPC)**.
- Section 2: The **SMCCAPC** was formed to coordinate services for San Mateo County that support the well-being of children and youth ages 0-21 and to prevent child abuse by advocating and coordinating resources and raising community awareness through education and training.
- Section 3: The SMCCAPC is authorized by section 18986.10 of the Welfare and Institutions Code and is designated by the San Mateo County Board of Supervisors to that authority.

### **ARTICLE II – OVERSIGHT COMMITTEE**

- Section 1: **Role, Composition, Compensation.** The Oversight Committee is responsible for overall policy and direction of SMCCAPC including fiscal oversight. Fiscal oversight is described as: reviewing annual budget as prepared by Children & Family Services fiscal staff, reviewing financial statements at each meeting, monitoring State funding reductions or increases to SMCCAPC budget and advising Children & Family Services liaison on how to adjust budget to accommodate unexpected changes. SMCCAPC delegates responsibility of day-to-day operations to the SMCCAPC administrative support and SMCCAPC Coordinator. The Steering Committee receives no compensation.
- Section 2: **Terms.** All Oversight Committee members shall serve two-year terms but are eligible for re-election.
- Section 3: **Meeting schedule.** The Oversight Committee shall meet a minimum of twice yearly or more often if needed, at an agreed upon time and place. Notice will be sent via e-mail at least one week in advance.
- Section 4: **Election procedures.** New Oversight Committee members shall be elected by a majority of members present at such meeting, provided there is a quorum present. Members so elected shall serve a term beginning on the first day of the next quarter for a period of 2 years. Nominations for Community Representation shall be solicited by the Oversight Committee from SMCCAPC general membership.

- Section 5: **Vacancies.** When a vacancy of the Oversight Committee exists, nominations for new members may be received from present Oversight Committee members or the general membership. These nominations shall be sent out to Oversight Committee members with the regular meeting announcement, to be voted upon at the next Oversight Committee meeting. Members must live or work within San Mateo County to be eligible for that Oversight Committee position. All vacancies will be filled only to the end of the particular Oversight Committee member's term.
- Section 6: **Resignation, Termination and Absences.** Resignation from the Oversight Committee must be in writing and received by the Chair. If a general SMCCAPC member notifies the Oversight Committee that their representative who serves on the Oversight Committee no longer represents the member organization, the person is no longer eligible to be one of the Oversight Committee members. An Oversight Committee member shall be dropped for excessive absences from the Oversight Committee if he or she has two unexcused absences from Oversight Committee meetings in a year. An Oversight Committee member may be removed for other reasons by a three-fourths vote of the remaining members.
- Section 7: **Special Meetings.** Special meetings of the Oversight Committee shall be called upon the request of the chair or one-third of the Oversight Committee. Notices of special meetings shall be sent out by the chair to each Oversight Committee member by e-mail two weeks in advance.
- Section 8: **SMCCAPC Chair.** Chair term of office is two years in length. Chair shall be elected according to the procedures stated in Section 5 and may be re-elected a total of one time (serving a maximum of 4 years.)

### **ARTICLE III – OVERSIGHT COMMITTEE MEMBERSHIP**

- Section 1: Membership is comprised of, but not limited to, public and private agencies and schools serving children and youth in San Mateo County. In addition, citizens and organizations with an interest in or who are providing services to children may become members. Membership should include individuals that fulfill the following categories:
- Public child welfare services including county welfare or children's services, probation and licensing agencies
  - Criminal justice system including law enforcement, Office of the District attorney, the courts, and coroner
  - Prevention and treatment services including: medical and mental health services, community-based social services, and public and private schools
  - Community representatives including community volunteers, civic organizations, and the religious community.

#### **ARTICLE IV – SUBCOMMITTEES**

Section 1: The Oversight Committee may create sub-committees as needed, such as the RFP Task Force. The Oversight Committee appoints all subcommittee chairs. Sub-Committee chairs must be a member of the Oversight Committee.

#### **ARTICLE V – AMENDMENTS**

Section 1: These Bylaws may be amended when necessary by a majority of the Oversight Committee members at a meeting, provided at least two weeks' notice has been given. Proposed amendments must be submitted to the chair to be sent out with regular Oversight Committee announcements.

#### **ARTICLE VI – DECISION MAKING**

Section 1: SMCCAPC Oversight Committee will make decisions using the consensus method except for the voting of new Committee Members who shall be voted on according to procedures listed in Article III, Section 5.

Section 2: A quorum is the majority of currently appointed members present.

#### **CERTIFICATION**

Section 3: These Bylaws were approved at a meeting of the SMCCAPC Oversight Committee on July 16, 2015.

Section 4:

Witnessed by:

Renee Zimmerman  
SMCCAPC Coordinator

A handwritten signature in blue ink, appearing to read "Renee Zimmerman", written over a horizontal line.

Date:

A handwritten date in blue ink, "April 1, 2016", written over a horizontal line.