

# **CHILD WELFARE ADVISORY COMMITTEE BYLAWS**

## **ARTICLE I - Name**

### **Section 1: Organization Name**

The name of the organization is the Child Welfare Advisory Committee.

## **ARTICLE II - Statutory Authority, Principles and Roles**

### **Section 1 - Statutory Authority**

1. ORS 418.005(2) creates an advisory committee that shall consist of 21 members to advise the Department of Human Services (DHS) on the development and administration of child welfare policies, programs and practices. Members shall be appointed and serve at the pleasure of the Director of Human Services.
2. The Child Welfare Advisory Committee is subject to Oregon's public meeting's laws (ORS 192.620 to 192.690).

### **Section 2 - Role of DHS**

It is the role of DHS to:

1. provide timely, accurate information to the Committee regarding policy and program, budget and legislative issues that involve child welfare services;
2. work with local government, private entities, other agencies and other branches of government as partners in the development and delivery of child welfare services;
3. consult with the Committee in making decisions that affect child welfare services;

4. provide staffing for the Committee meetings and the subcommittee meetings including needed administrative support.

### **Section 3 - Role of Committee members**

Committee members who serve on Committee shall:

1. represent the interest of their agency, institution, branches of government and/or community and keep them informed of the work of the Committee;
2. provide to the Committee timely, accurate information regarding the impact of policy, program, budget and legislation changes with their agencies, branches of government, institutions, and/or communities that affect child welfare services;
3. develop recommendations for consideration by DHS/CAF and CHS Assistant Director in the area of child welfare;
4. represent the broad interest of child welfare service stakeholders, including clients, staff and providers.

## **ARTICLE III - Membership, terms, vacancies and voting**

### **Section 1 - Membership**

1. Membership shall consist of no more than twenty-one (21) members from stakeholders' groups and, in addition to the twenty-one members, DHS staff recommended by the Assistant Director for CAF and CHS and appointed by the DHS Director. DHS membership may include representatives from CHS, CAF, Mental Health and other program areas of DHS;
2. Members shall receive no compensation for their services;
3. Members, other than members employed in full-time public service shall be reimbursed for their actual and necessary reimbursements

incurred in the performance of their duties by the department (subject to ORS 292.210 to 292.288);

4. Per statute, members shall meet at least once every three months or as scheduled by the Committee chair;
5. Members shall include representatives of other state agencies, representatives of professional or civic or other public or private organizations, other branches of government, representatives of private citizens interested in child welfare services and recipients of assistance or service or their representatives;
6. As resources permit, DHS may provide parking passes to Committee members to attend Committee and Subcommittee meetings held at the DHS/CAF-CHS Central Office.

## **Section 2 - Terms of Office, Vacancies and Reappointments**

1. Members shall serve terms of two (2) years beginning with the first meeting of their appointed service;
2. Members may serve consecutive terms, with recommendation from the DHS/CAF-CHS Assistant Director and approval by the DHS Director;
3. Positions vacated at the end of a term will be filled as described in Section 1 of this Article;
4. Members wishing to withdraw from the Committee shall notify the DHS Director and DHS/CAF-CHS Assistant Director in writing;
5. Members are expected to attend all meetings of the Committee. Absences must be noted to the Chair or the Chair's designated DHS staff in advance. Failure to attend three or more meetings without notifying the Chair or designated staff may result in removal from the Committee. In most instances, the member may send a designated person to sit in for the appointed member and this will be considered as the member attending that meeting;

6. Appointments to fill unexpired terms will be made as outlined in Section 1 of this Article. An individual who is appointed in such manner will serve the remainder of the original appointee's term;
7. Members shall be appointed by and serve at the pleasure of the DHS Director.

### **Section 3 - Voting**

Members will have voting privileges and shall be expected to act as a link to the broader community of interest outside of DHS. Proxy voting may be permitted with approval from the CAF and CHS Assistant Director.

### **Section 4 - Interested Persons**

All persons with an interest in the activities of the Committee are encouraged to attend meetings, receive information, or serve on subcommittees. Such individuals shall not have voting privileges at Committee meetings.

## **ARTICLE IV - Meetings and Procedures**

### **Section 1 - Meetings**

The Committee shall meet the second Wednesday of each month, unless otherwise specified by the Chair.

### **Section 2 - Quorum**

General business can be conducted by a majority of members present at the meeting.

### **Section 3 - Procedures:**

1. The official year of the Committee begins on January 1 and ends on December 31 of each year;
2. Committee action shall be by consensus; formal voting will be used when necessary;

3. Procedural conflicts shall be resolved according to Roberts Rules of Order;
4. Minutes of each Committee meeting and all meetings of the subcommittees shall be taken and distributed.

## **ARTICLE V - Officers**

### **Section 1 - Officers:**

The officers shall consist of the Chair and Vice Chair each appointed by the DHS Director for a two-year term.

1. Duties of the Chair:

Preside over regular Committee meetings  
Serve as Chair of the Committee  
Make subcommittee assignments  
Serve as an ex officio member of all subcommittees

2. Duties of the Vice-Chair:

Preside over meetings in the absence of the Chair  
Assist the Chair; perform duties of the Chair in Chair's absence  
Serve as a member of the Committee

## **ARTICLE VI - Subcommittees**

### **Section 1 - Subcommittees**

1. The subcommittees shall consist of, at least, one DHS representative and other appointments by the Chair.
2. Subcommittees shall be formed at the recommendation of the committee members and the approval of the CAF-CHS Assistant Director.

3. Subcommittees may include participants outside of the Advisory Committee members with approval of the DHS/CAF-CHS Assistant Director.
4. Subcommittees shall follow state and federal laws related to the work they perform whenever applicable (e.g., Children's Justice Act Subcommittee).

#### **ARTICLE VII - Conflict of Interest**

Committee members shall declare any direct interest or potential financial gain for any issue to be discussed. Conduct of members shall be consistent with ORS 244.010 - 400 and the Oregon Government Standards and Practices Laws.

#### **ARTICLE VIII - General**

These bylaws may be amended by a majority vote of the members present at a regularly scheduled meeting.

Committee members shall have two weeks' notice prior to voting on proposed amendments to the bylaws.

The Chair may appoint an Ad Hoc Bylaws Review Subcommittee as needed.