

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 meetings 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, program and practice, 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 policy, program and practice;
3. consult with the Committee in making decisions that affect child welfare program, policy and practice;
4. provide staffing for the Committee meetings and the subcommittee meetings including needed administrative support.

5. respond to the Committee's written recommendations regarding advice for policy, program and practice and provide regular updates to the Committee as appropriate.

Section 3 - Role of Committee members

Committee members who serve on Committee shall:

1. promote the safety, permanency and well being of children when advising DHS on policy, program and practice.
2. represent the interest and experience of their agency, institution, branches of government and/or community and keep them informed of the work of the Committee;
3. provide to the Committee timely, accurate information regarding the impact of program, policy, practice, budget and legislation changes with their agencies, branches of government, institutions, and/or communities that affect child welfare services;
4. develop recommendations for consideration by DHS/CAF Assistant Director in the area of child welfare;
5. abide by the operating procedures adopted by the Committee.

ARTICLE III - Membership, terms, vacancies and voting

Section 1 - Membership

1. Membership shall consist of no more than twenty-one (21) voting members from stakeholders' groups and, in addition to the twenty-one members, DHS staff recommended by the Assistant Director for CAF and appointed by the DHS Director. DHS membership may include representatives from CAF, Mental Health, Alcohol and Drug and other program areas of DHS. DHS staff will not have voting rights;

2. The 21 voting 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;
3. Members shall receive no compensation for their services;
4. Members of the Committee other than members employed in full-time public service shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties by the department. Such reimbursements shall be subject to the provisions of ORS 292.210 to 292.288. Members of the advisory committee who are employed in full-time public service may be reimbursed for their actual and necessary expenses incurred in the performance of their duties by their employing agency.

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 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 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/CAF 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. Members shall be appointed by and serve at the pleasure of the DHS Director.

Section 3 - Voting

Members (non-DHS staff) will have voting privileges. Proxy voting is permitted.

When voting, members will declare any conflicts of interest.

The Chair will vote only in the event of a tie.

Formal voting will be used when necessary as determined by the Chair.

Telephonic or email voting is permitted.

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

Per statute, members shall meet at least once every three months or more frequently as scheduled by the Committee chair.

Section 2 - Quorum

General business can be conducted when there is a majority of voting members present at the meeting.

Section 3 - Procedures:

1. Procedural conflicts shall be resolved according to Roberts Rules of Order;

2. Minutes of each Committee meeting and all meetings of the subcommittees shall be taken, approved 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:
 - A. Preside over Committee meetings
 - B. Set the agenda and frame issues for effective deliberation in consultation with the DHS/CAF Assistant Director or designee
 - C. Make subcommittee chair assignments
 - D. Serve as an ex officio member of all subcommittees
 - E. Speak on behalf of the committee
2. Duties of the Vice-Chair:
 - A. Assist the Chair as requested by the Chair in executing the duties of the Chair.
 - B. Perform duties of the Chair in Chair's absence

ARTICLE VI - Subcommittees

Section 1 - Subcommittees

1. The subcommittees shall consist of, at least, one DHS/CAF representative and other appointments by the subcommittee chair.
2. Subcommittees shall be formed at the recommendation of the committee members and the approval of the DHS/CAF Assistant Director in consultation with the Chair.

3. Subcommittees may include participants outside of the Advisory Committee members with approval of the DHS/CAF Assistant Director.

ARTICLE VII - Conflict of Interest

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.

Adopted: August 13, 2008