

COUNTY OF SAN DIEGO CHILD ABUSE PREVENTION COORDINATING COUNCIL BY-LAWS

Article 1 **Purpose and Authority**

Section A The County of San Diego Child Abuse Prevention Coordinating Council (CAPCC) is established by County Administrative Code Article IIIo Sections 84.90 through 84.99.2 by Ordinance No. 10207, referred to hereafter as the Council.

Section B The purpose of the Council as set forth in the Administrative Code is to advise the Board of Supervisors as well as the Chief Administrative Officer in matters within its duties and responsibilities as related to its leadership role in coordinating the community’s efforts to prevent and respond to child abuse and neglect by identifying and addressing the needs of children and youth who are in the public charge, as well as children and youth whose safety and welfare may be at risk.

Section C The Council is a nonpartisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issues.

Section D The Council is advisory to the Board of Supervisors and the Chief Administrative Officer only. The Council is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

Article 2 **Membership and Term of Office**

Section A Membership, selection and appointment are set forth in the County Administrative Code Sections 84.91 and 84.92.

Section B Council membership is limited to five (5) at-large members, one (1) nominated by each Supervisor and confirmed by the Board of Supervisors in accordance with County Administrative Code Section 84.91 (a) and four (4) members nominated as follows and confirmed by the Board of Supervisors in accordance with County Administrative Code Section 84.91 (b): Deputy Director, Child Welfare; Chief Probation Officer, Designee; Juvenile Court Designee and Consumer.

Section C Council member’s term of office is set forth in the County Administrative Code Section 84.93.

Section D The filling of vacancies is set forth in the County Administrative Code Section 84.94.

Article 3 **Duties**

The duties and responsibilities of the Council are set forth in County Administrative Code Section 84.98. These include the specific duties contained in:

- (1) Welfare Institutions Code (W&I) Code Section 18967 as referenced in the County Administrative Code Section 84.98 (g).

Article 4 **Officers**

Section A The selection of officers is set forth in the County Administrative Code Section 84.95 (a).

Section B If an office is vacated, the Chair will temporarily appoint a member of the Council to fill the vacancy until a new officer is elected. Such election shall be held at the next possible Council meeting.

Section C The Chair provides general supervisory guidance to the Council and presides over its meetings. The Chair assigns coordinating duties to the Vice Chair as necessary. The Chair is the sole spokesperson for the Council unless this responsibility is delegated in writing.

Section D In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of that office.

Section E The Council shall establish a regular quarterly public forum and meeting schedule.

Section F The Secretary, or assigned staff, records the minutes of all Council meetings and handles Council correspondence as necessary. The Secretary, with the assistance of assigned staff keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of the Council's Support Staff to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the Council meeting occurs, to keep a record of such posting, and to reproduce and distribute the Council notices and minutes of all meetings.

Article 5 **Committees**

Section A The establishment of the Council's Committee structure is set forth in the County Administrative Code Section 84.96.

Section B The Council may select from its membership committee Chairs to carry out the purpose and scope of each committee.

Section C The purpose and scope of each committee shall be outlined in writing and approved by the Council.

Section D Each Committee Chair shall be responsible for the keeping of records of all actions and reports of the Committee, and shall submit these actions and reports to the Council on a regular basis. A Committee Chair shall not act as a spokesperson for the Council unless authorized to do so in writing as set forth in Article 4 Section C of these By-laws.

Article 4 **Organization Procedures**

Section A Robert's Rules of Order govern the operation of the Council in all cases not covered by these By-laws. The Council may formulate specific procedural rules or order to govern the conduct of its meeting.

Section B All voting by the Council and its Committees shall be conducted on the basis of one vote per person with no proxy, telephone or absentee voting permitted. Members who have designated an official alternate representative in accordance with County Administrative Code Section 84.91 (c) may have their alternate vote in their absence.

Section C All meetings of the Council and its Committees are open to the public to the extent required by the Ralph M. Brown Act and are to be held in an accessible, public place. Notice of all Council meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meeting. (Special meetings require 24 hour notice) In addition, such notice will be mailed on request.

Section D A quorum is defined in County Administrative Code Section 84.95 (c). No vote of the Council shall be considered as reflecting an official position of the Council unless passed by a majority of its quorum present at the specific meeting where the vote was taken.