



The San Diego Regional Human Trafficking & Commercial Sexual Exploitation of Children Advisory Council Bylaws



ARTICLE 1 PURPOSE AND AUTHORITY

SECTION A. ESTABLISHING AUTHORITY

The San Diego Regional Human Trafficking & Commercial Sexual Exploitation of Children (CSEC) Advisory Council, hereinafter “HT CSEC Advisory Council,” was established by the San Diego County Board (Board) of Supervisors on June 14, 2011(9), and affirmed by the Board in February 2026 through a County of San Diego Ordinance to add the HT CSEC Advisory Council to the County Administrative Code. The HT CSEC Advisory Council serves as a catalyst toward comprehensive, systematic change addressing human trafficking and commercial sexual exploitation of children at a countywide, interdisciplinary level. The council serves the geographic region of the County of San Diego as an advisory committee to the Board of Supervisors.

SECTION B: BOARD OF SUPERVISORS POLICY A-74

The HT CSEC Advisory Council shall conform with the County of San Diego Board of Supervisors Policy A-74 (Citizen Participation in County Boards, Commissions and Committees).

SECTION B. PURPOSE

The HT CSEC Advisory Council’s vision is a united San Diego region working collaboratively to create long-term, systematic change effectively addressing human trafficking and the commercial sexual exploitation of children.

The HT CSEC Advisory Council’s purpose is to provide recommendations and coordinate actions that are consistent with the charge given by the Board of Supervisors: “The goal of the HT CSEC Advisory Council is to implement a holistic, countywide approach integrating the Four P’s Model of the U.S. Department of Justice: Prevention, Protection, Prosecution, and Partnerships. It will focus on identifying best practices and promising trends in addressing the root causes of trafficking and exploitation, advance public policy, standardize training and protocols, and enhance victim services by creating an optimized, seamless service delivery system.”

Thus, the HT CSEC Advisory Council is tasked with identifying and coordinating best practices for combating human trafficking and with making recommendations to the Board of Supervisors regarding countywide anti-trafficking policies.



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SECTION C. NON-PARTISAN

The HT CSEC Advisory Council is a non-partisan, non-sectarian, non-profit advisory Council. It does not take part officially in, nor does it lend itself to any political issues.

SECTION D. ADVISORY COMMITTEE

The HT CSEC Advisory Council serves as an advisory body to the Board of Supervisors only. The Council is not empowered by statute, 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 TERMS OF OFFICE

SECTION A. MEMBERSHIP

Biennial selections for the HT CSEC Advisory Council voting membership will take place through the following process:

- In March of the biennial year, an announcement will be made encouraging applications for new two-year terms on the HT Council through County websites and the HT Council email list
- April-June: Applications will be reviewed by the Chief Administrative Officer (CAO) or their designated Deputy, who will consult with the current HT CSEC Advisory Council Chair and Vice-Chair and any sector or subject matter experts they identify, to select qualified appointees
- Simultaneously, appointing authorities will be determining appointees for the Child and Family Well-Being, Law Enforcement, and Prosecution seats
- June: Newly selected voting members will be announced at the HT CSEC Advisory Council meeting
- August: The newly established HT CSEC Advisory Council voting members will officially begin their two-year terms as the HT CSEC Advisory Council voting body
- At the beginning of the August meeting, the staff coordinator will coordinate the elections process for the Chair and Vice Chair of the HT CSEC Advisory Council
- The newly elected Chair and Vice Chair will officially begin their two-year terms

Applications will be accepted and reviewed by the Chief Administrative Officer (CAO) or their designated Deputy, who will consult with the current HT CSEC Advisory Council Chair and Vice Chair and any sector or subject matter experts they identify, to select qualified appointees and



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fill the vacant seat. If the vacancy falls within a sector with a specific appointing authority, that authority will be responsible for filling the vacancy.

SECTION B. COUNCIL SIZE

The HT CSEC Advisory Council consists of twenty (20) voting members, representing ten community-based or public sector points of view. Membership is determined through an application and appointment process by the Chief Administrative Officer or through their designated Deputy and other specified appointing authorities.

Sector	Number of Representatives on the HT Advisory Council	Appointing Authority
Business	2	Chief Administrative Officer
Child and Family Well-Being	2	Director of Child and Family Well-Being
Community	2	Chief Administrative Officer
Education	2	Chief Administrative Officer
Behavioral Health or Healthcare field	2	Chief Administrative Officer
Law Enforcement	2	San Diego Human Trafficking Task Force or Chief Administrative Officer
Prosecution	2	San Diego District Attorney and San Diego City Attorney
Research & Data	2	Chief Administrative Officer
Survivor Services	2	Chief Administrative Officer
Survivor Voices	2	Chief Administrative Officer

SECTION C. TERMS OF OFFICE

The HT CSEC Advisory Council establishes two-year terms for voting members.

SECTION D. VACANCIES



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A vacancy shall occur if any of the following events take place before the end of the term;

1. The death of the incumbent,
2. The resignation of the incumbent from the Council
3. The removal at the pleasure of appointing authority
4. If the incumbent ceases to reside in the County of San Diego or
5. Unexcused absences from more than half of the regularly scheduled full Advisory Council meetings in any twelve (12) month period.

If a midterm vacancy occurs, a new appointee shall serve for the balance of the unexpired term. Vacancies shall be filled by the applicable authority specified in Article 2, Section B or through the application process with an announcement of the vacancy and selection from the CAO or their Deputy.

ARTICLE 3 DUTIES

The HT CSEC Advisory Council shall have the responsibility to do the following:

1. Provide recommendations to the Board of Supervisors for combating human trafficking in San Diego.
2. Provide a forum for interagency cooperation on human trafficking related issues.
3. Promote public awareness of human trafficking and the resources available for intervention.
4. Encourage and facilitate training of professionals in the prevention, protection from, and prosecution of human trafficking.
5. Recommend improvements in services to families and victims of human trafficking and those who may be at risk.
6. Encourage and facilitate community support for human trafficking support programs.
7. Collaborate and communicate with other advisory boards on issues of mutual concern.

ARTICLE 4 OFFICERS

SECTION A. ELECTION OF OFFICERS

Pursuant to its establishing authority, the HT CSEC Advisory Council's officers shall be the Chair and Vice Chair.

SECTION B. ROLE OF CHAIR



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The Chair shall supervise and direct the Council's activities, affairs, and officers, and preside at all Council meetings. The Chair shall have such other powers and duties as the establishing authority, Council or bylaws may prescribe. The Chair or Vice Chair is authorized to speak on behalf of the entire HT CSEC Advisory Council.

SECTION C. ROLE OF VICE CHAIR

In the absence of the Chair, the Vice Chair will assume the duties and responsibilities of that office. If either office becomes vacant, the Chair may temporarily appoint a member of the HT CSEC Advisory Council to serve in the role until a formal election is held. The election to fill the vacancy shall occur at the next scheduled HT CSEC Advisory Council meeting following the temporary appointment.

SECTION D. ASSIGNED STAFF

The assigned staff records the minutes of all HT CSEC Advisory Council meetings and handles correspondence. The 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. The assigned staff also posts notices and materials in a publicly accessible place 72 hours prior to the committee meeting in compliance with the Brown Act.

ARTICLE 5 ORGANIZATION PROCEDURES

SECTION A. GOVERNANCE

All proceedings of the HT CSEC Advisory Council and any other committees established by the HT CSEC Advisory Council shall be conducted by clear procedures outlined on published agendas or according to the rules contained in the most recent edition of Robert's Rules of Order.

SECTION B. VOTING

1. Any group voting at a duly noticed meeting is on the basis of one vote per person, and no proxy, telephone or absentee voting is permitted.
2. Unless otherwise specified, approval shall be by a majority of the quorum.

SECTION C. MEETINGS



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The HT CSEC Advisory Council will meet a minimum of five times annually, typically on the second Wednesday of February, April, June, August, October, and December. Meetings will typically take place at the County Administration Center, 1600 Pacific Highway, San Diego, CA 92101. A schedule identifying the specific dates, times, and locations will be adopted annually and kept with the County-assigned staff and be made available upon request. Additional meetings will be arranged as needed. All organized HT CSEC Advisory Council meetings will follow Brown Act requirements and be duly notified to the membership and the public.

SECTION D. QUORUM

A quorum shall be defined as a simple majority of members currently appointed (i.e. over fifty percent of members). The definition of members excludes unfilled positions and those vacated by resignation or removal. A quorum is required to hold and conduct any meetings of the HT CSEC Advisory Council.

SECTION E. MINUTES

The HT CSEC Advisory Council shall keep written minutes of their meetings, a copy of which shall be filed with the County-assigned coordinator. It shall be the responsibility of the County-assigned staff to keep the minutes, file them accordingly, and make them available to the public upon request.

ARTICLE 6 AMENDMENTS

These bylaws may be amended at any regular business meeting by a two-thirds vote of the currently appointed membership of the HT CSEC Advisory Council. Bylaws may be reviewed by the Chair and Council members as needed. The amendment must be submitted in writing to the Board of Supervisors for approval.

ARTICLE 7 COMPENSATION AND CONFLICT OF INTEREST

SECTION A. COMPENSATION

Members of the HT CSEC Advisory Council and alternates shall serve without compensation.

SECTION B. CONFLICT OF INTEREST

HT CSEC Advisory Council Members shall abide by all applicable state and local laws, rules, regulations, and policies regarding conflicts of interest.



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ARTICLE 8 RECOMMENDATIONS TO THE BOARD OF SUPERVISORS

The HT CSEC Advisory Council shall coordinate with the CAO or the CAO's designee to submit any reports or recommendations related to human trafficking to the Board of Supervisors. All communications to the Board shall be transmitted through the CAO.

ARTICLE 9 EFFECTIVE DATE

These bylaws shall become effective upon adoption by the San Diego Regional Human Trafficking and Sexual Exploitation of Children Advisory Council and approval by the Board of Supervisors.