

**FRESNO COUNTY FOSTER CARE
STANDARDS AND OVERSIGHT COMMITTEE**

BYLAWS

ARTICLE I – NAME

The name of the body shall be the Fresno County Foster Care Standards and Oversight Committee, referred hereinafter as the “FCFCSOC”.

ARTICLE II – AUTHORITY

The authority for the formation and operation of the FCFCSOC is under the auspices of the Fresno County Board of Supervisors.

ARTICLE III – STATEMENT OF PURPOSE

The purpose of the FCFCSOC is to exercise oversight and review of systems and services which affect children focusing on, but not limited to, the foster care system. To that end, the FCFCSOC shall do the following:

- A. Advise and make recommendations for continuous and lasting systems improvements, and
- B. Provide a forum for community input related to the FCFCSOC purpose.

Additionally, the FCFCSOC Chairperson, or the FCFCSOC member designated by the Chairperson, shall participate in lawfully constituted multi-disciplinary review teams that review cases involving child abuse or neglect and participate in Department of Children and Family Services internal review committees.

ARTICLE IV – COUNTY RESPONSIBILITY

The County of Fresno shall provide staff support for the work of the FCFCSOC.

ARTICLE V - MEMBERSHIP

Section 1. Composition.

The composition of the Committee will consist of those members appointed by the Board of Supervisors. Each member of the Board of Supervisors may appoint at least one member and no more than three members. In addition, the Board shall designate one of its members as a committee member with the same duties and responsibilities as other committee members. The number of members shall not exceed sixteen.

Section 2. Term of Office.

The term of office of each committee member will coincide with the term of the Supervisor who appointed him or her. An appointee may remain in office until a replacing member is appointed.

Section 3. Conflicts of Interest.

Members will comply with Government Codes Section 1090 and Section 87100 concerning conflict of interest. Furthermore, members shall comply with the intent of Fresno County Board of Supervisor's Administrative Policy 35 – Conflict of Interest, a copy of which is attached.

Section 4. Attendance at Meetings.

- (a) Members are expected to attend all meetings of the FCFCSOC. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend to the Chairperson of the FCFCSOC or the Department of Social Services administrative support staff.
- (b) Members are subject to the attendance requirements set forth in Fresno County Ordinance Code, Chapter 2.68. Currently, Section 2.68.010, states that "Except as otherwise specifically provided by this Ordinance Code, a non-elected member of any board, commission, committee or council appointed by the Board of Supervisors shall be deemed to have resigned his or her membership for absences in excess of the following:
 - 1. Two regular meetings in a calendar year if the board, commission, committee or council has six or fewer regular meetings per calendar year; or
 - 2. Two consecutive regular meetings or three regular meetings in a calendar year if the board, commission, committee or council has from seven to twelve regular meetings per calendar year; or
 - 3. Three consecutive regular meetings or five regular meetings in a calendar year if the board, commission, committee or council has thirteen or more regular meetings per calendar year."
- (c) The secretary to the FCFCSOC shall give prompt written notice to a member who will be deemed to have resigned his or her membership upon the occurrence of one additional absence. Such notice shall contain a statement advising the member of the absences and the consequences thereof together with a copy of Chapter 2.68 of the Fresno County Ordinance Code. Failure of the secretary to give notice or failure of the member to receive notice shall not alter the automatic resignation provisions of Section 2.68.010 of the Fresno County Ordinance Code.
- (d) Where a member has been absent from meetings such that one additional absence will result in an automatic resignation, that member may petition the board of supervisors for a waiver of one or more of the prior absences. Such petition may only be made once per calendar year. The granting of such petition shall be based on good cause as determined in the sole discretion of the board of supervisors.

- (e) Only the Board of Supervisor member shall promptly appoint a single proxy to represent him or her in committee affairs and to vote on all matters when the Board of Supervisor member is not in attendance. The proxy shall be designated in a signed written instrument which shall be kept on file with the committee support staff, and the proxy shall serve at the pleasure of the Board of Supervisor member. A vacancy in the office of proxy shall be filled promptly by appointment of a new proxy.

Section 5. Compensation

Members of the Committee shall not receive any compensation, salary, or stipend for serving on the Committee and shall not be entitled to reimbursement for expenses on behalf of the Committee. Accordingly, Committee members are not required to participate in AB 1234 ethics training pursuant to Government Code section 53235.

ARTICLE VI – OFFICERS

Section 1. Election of Officers.

- (a) The FCFCSOC shall elect a Chairperson and Vice-Chairperson at the first meeting of the calendar year. Officers shall be elected to serve for one calendar year (or until their successors are elected).
- (b) Nominations for the offices of Chairperson and Vice-Chairperson shall be received at the first meeting of the calendar year, and a nominated Committee member shall be elected to each office by a majority of the members present at the meeting in which the election is conducted. In the case of a tie, the election shall be decided by lot. Results of the election will be announced, and the new officers will be installed at the end of the meeting in which the election is conducted.

Section 2. Filling Vacant Offices.

Should the Chairperson resign or be unable to serve, the Vice Chairperson shall ascend to the office of Chairperson for the balance of the calendar year or until a successor is elected. Should the Vice-Chairperson resign or be unable to serve, an election for the office of Vice-Chairperson shall be scheduled for the next regularly scheduled meeting for the balance of the calendar year or until a successor is elected.

Section 3. Officer Duties.

- (a) The Chairperson shall assist County of Fresno staff in preparing FCFCSOC meeting agendas; preside at all FCFCSOC meetings; act as the official spokesperson for the FCFCSOC or assign other members to do so as needed; and present the recommendations of the FCFCSOC to the Board of Supervisors or assign other members to do so.
- (b) The Vice-Chairperson shall perform the duties of the Chairperson at any meeting of FCFCSOC in the event of the absence of the Chairperson.

- (c) In the event of the absence of the Chairperson and Vice-Chairperson at any meeting of the FCFCSOC, the FCFCSOC shall elect one of its members as Chairperson Pro Tempore to preside over such meeting.

ARTICLE VII – MEETINGS

Section 1. Frequency and Time of Meetings.

The FCFCSOC shall meet regularly at a consistent hour, day and place as determined by the Committee. Each regular meeting of the Committee shall be noticed per the Brown Act and shall include the time, date, and place of the meeting and a copy of the meeting agenda. Staff provided by Fresno County shall be responsible for compliance with the Brown Act in regard to meeting notifications.

Section 2. Special Meetings.

The Chairperson or a majority of the FCFCSOC members may call special meetings pursuant to the provisions of the Brown Act.

Section 3. Public Participation.

All meetings of the FCFCSOC and meetings of all committees, subcommittees and joint committees shall be open to the public as provided by the Brown Act.

- (a) Matters not on the agenda – Members of the public may comment on any item not appearing on the agenda that is within the subject matter jurisdiction of the FCFCSOC. Matters presented under public comment that are not on the agenda cannot be discussed or acted upon by the FCFCSOC at that time, with few exceptions provided under the Brown Act.
- (b) Agenda items – For items appearing on the agenda, the public is invited to make comments relevant to the matter being heard at the time the Chairperson invites public comment for the agenda item.
- (c) The Chairperson may ask a member of the public to provide their comment within a reasonable time period to allow all members of the public time to present their comments.

Section 4. Agenda Items.

Requests for agenda items by FCFCSOC members shall be made to the Chair no later than 14 calendar days prior to the next meeting.

ARTICLE VIII – COMMITTEES

The FCFCSOC may form standing, ad hoc and /or joint committees. Standing committees may be established to address a continued area of focus or concern of the FCFCSOC as necessary to carry out its work. Standing committees shall be fully subject to Brown Act requirements. Temporary (ad hoc) committees may be established to address a specific task of the FCFCSOC as necessary to

carry out its work. Temporary (ad hoc) committees must only include less than a quorum of the members of the complete FCFCSOC and must be time limited. Temporary (ad hoc) committees will be dissolved once their specific task is completed. Temporary (ad hoc) committees are not subject to the Brown Act. Joint committees may be established with other agencies or boards, committees, and commissions to address specific needs or projects of the FCFCSOC as necessary to carry out its work. Such joint committees may be subject to the Brown Act depending on the circumstances.

ARTICLE IX – CONDUCT OF MEETINGS

Section 1. Authority.

The meeting of the FCFCSOC shall be conducted in accordance with the Brown Act and the usual semi-formal procedures for a committee, with a motion for action made by a member recognized by the Chairperson, a second, and a vote of the Committee. If any member makes a motion, such motion shall not be debated or further discussed or considered, or voted upon, until after a second to such motion is made by a member. In addition to these bylaws, the FCFCSOC may establish other rules for the conduct of its business. A technical defect in following the rules governing the FCFCSOC meetings shall not invalidate any official action taken.

Section 2. Quorum.

A quorum shall be one person more than one-half of the appointed members.

ARTICLE X – ADOPTION AND AMENDMENT

Section 1. Adoption.

These Bylaws shall become effective immediately upon approval by a majority of the membership of the FCFCSOC and approval by the Fresno County Board of Supervisors.

Section 2. Amendment.

The Bylaws may be amended by a majority vote of the FCFCSOC and subsequent approval by the Fresno County Board of Supervisors.