



Amended and Restated Bylaws

Riverside County Children and Families Commission

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Amended October 1999
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Amended January 2021

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**AMENDED AND RESTATED BYLAWS
OF THE RIVERSIDE COUNTY
CHILDREN AND FAMILIES COMMISSION
(the “Commission”)**

In order to provide for an efficient and expeditious handling of public business, and of the business of the Riverside County Children and Families Commission (the “Commission”), the following bylaws are promulgated. Whenever possible, the rules and procedures shall be construed generally and failure to observe them shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting otherwise held in conformity with the law.

I. BACKGROUND OF THE COMMISSION

The Riverside County Children and Families Commission (the “Commission”), was established pursuant to California Health and Safety Code Section 130110 et seq. (“Children and Families Act”) and Ordinance 784 of Riverside County (“Ordinance 784”), introduced December 22, 1998 and effective February 4, 1999, incorporated herein by reference, and as may be amended from time to time. The Commission is a department of the County of Riverside with independent authority over its Strategic Plan and Trust Fund, consistent with statutory requirements and Ordinance 784.

II. PURPOSE AND INTENT OF THE COMMISSION

The purpose and intent of the Commission is to implement a comprehensive, collaborative, and integrated system of information and services to promote, support, and optimize early childhood development from the prenatal stage through five years of age, as set forth in section 1 of Ordinance 784, which may be amended from time to time.

III. MEMBERSHIP AND OFFICES OF THE COMMISSION

A. Members of the Commission

The membership of the Commission shall consist of nine (9) members and one (1) alternate member as established pursuant to section 7 of Ordinance 784, as may be amended from time to time. The appointment, term, vacancies and removal of members shall be as set forth in sections 8 and 9 of Ordinance 784.

B. Election of Chairperson and Vice-Chairperson of the Commission.

At the first meeting of the Commission each year, the members of the Commission shall elect a Chairperson, pursuant to section 8 of Ordinance 784, and shall elect a Chairperson and a Vice-Chairperson. Nominations, including self-nominations, shall be submitted to County Counsel and the Commission Coordinator up to one (1) week prior to the first meeting of the year after notice by the Commission Coordinator. The Executive Director shall contact each nominee to confirm acceptance of nomination. During the first meeting of the year, the Executive Director shall announce the slate of all nominees who have accepted their

nominations. Election for both Chairperson and Vice-Chairperson shall be conducted by roll call. The newly elected Chairperson shall assume office immediately upon election and preside over the meeting; if the newly elected Chairperson is unavailable, the Vice-Chairperson shall conduct the meeting. The Chairperson shall preside over all meetings of the Commission. The Vice-Chairperson shall preside over any meetings of the Commission in the absence of the Chairperson.

Either the Chairperson or the Vice-Chairperson shall attend each meeting of the Commission.

In meetings of the Commission where both the current Chairperson and current Vice-Chairperson are unable to act in their official capacities, the immediate past Chairperson of the Commission is authorized to call the meeting to order and conduct the Commission business of the meeting. In the event that the immediate past Chairperson of the Commission is unable to conduct business as Acting Chairperson, the order of succession for the Acting Chairperson shall be by seniority of the members present with the most senior member present authorized to be the Acting Chairperson and continuing down in seniority if there is a declination of the duties by any member present.

C. Appointing the Secretary to the Commission

The Commission shall appoint a Secretary to the Commission, said Secretary to be an employee of the Commission.

IV. MEETINGS OF THE COMMISSION

- A. Regular meetings of the Commission shall be held on the 2nd Wednesday of each month at 2:00 p.m. at the Commission business office located at: 585 Technology Court, Riverside, CA 92507. The Commission may adjourn a regular meeting to a time and date and the Executive Director or designee in conjunction with the Chair and/or Vice Chairperson may cancel or continue a meeting in the case of a lack of quorum or a lack of business to be transacted.
- B. Special meetings may be called by the Commission's, Executive Director or designee in conjunction with the Commission Chairperson and/or Vice Chairperson.
- C. All meetings of the Commission, except those closed sessions permitted by law shall be open and governed subject to the Ralph M. Brown Act (hereinafter referred to as "Brown Act," Government Code Section 54950 et seq.), as may be amended from time to time.
- D. Meetings of the Commission shall be presided over by the Chairperson of the Commission, or in his or her absence, by the Vice Chairperson of the Commission. In the event both the Chairperson and Vice Chairperson is absent, the meeting will be presided in accordance with Section III. B. of these Bylaws.
- E. All meetings of the Commission shall be recorded for the purpose of transcribing the official, written minutes of the Commission.

- F. The agenda of the meeting shall be posted in the manner required under the Brown Act by the Secretary to the Commission. The agenda shall be posted at a physical location and on the website of the Commission prior to the meeting.
- G. Any agenda item not considered at a meeting of the Commission shall be either: (1) continued to the next regularly scheduled meeting, or (2) adjourned to a date and time as designated by the Commission.
- H. A quorum is necessary for any regular or special meeting of the Commission. A quorum of the Commission shall consist of a majority of the appointed voting members (50% + 1).
- I. The Secretary to the Commission, or his or her designee, shall attend all meetings of the Commission, unless excused, and shall transcribe the minutes of each meeting of the Commission, except closed sessions. County Counsel shall attend and prepare confidential minutes from Closed Sessions as permitted under Government Code section 54957.2
- J. Meetings may be adjourned by either less than a quorum of members, or by the Secretary to the Commission when all members are absent, as provided by the Brown Act.

V. AGENDAS

- A. Agendas for the Commission shall be prepared by the Secretary to the Commission, subject to review by the Executive Director. The Executive Director, in consultation with the Chairperson and Vice-Chairperson shall be responsible for determining when and what items are to be included on the agenda; provided, however, that any Commission member may include an item on the agenda, in accordance with the provisions of the Brown Act.
- B. Items to be included on the agenda for a meeting of the Commission shall be submitted to the Executive Director no later than ten (10) business days before the date scheduled for the meeting.
- C. Items for a special meeting of the Commission shall be submitted to Executive Director on or before such time and date as he or she directs.
- D. No action or discussion shall be taken on any item not appearing on the posted agenda, except that Commission members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, Commission members, on their own initiative, or in response to questions posed by the public, may ask a question for clarification, provide a reference to staff, to any of the various committees established by the Commission, or to other resources for factual information, or request staff to report back to the Commission at a subsequent meeting concerning any matter. Furthermore, a Commission member, or the Commission, may take action to direct staff to place a matter of business on a future agenda.

- E. Notwithstanding Section V. D., any item not on the agenda may be considered by the Commission by an affirmative vote of five (5) members under the following conditions (prior to discussing any such item, the Commission shall publicly identify the item):
1. Upon a determination by a majority of the Commission that an emergency exists, as defined by the Brown Act; or
 2. Upon a determination by two-thirds of the Commission members present that there is a need to take immediate action and the need for action came to the attention of the Commission subsequent to the agenda being posted.
 3. The item was previously posted for a meeting, which was held not more than five (5) days earlier, and at the prior meeting, the item was continued to the meeting at which action is being taken.
- F. All actions, resolutions, agreements, leases, contracts and any other legal documents shall be reviewed and approved as to form by the Office of County Counsel prior to submission to the Commission.

VI. MINUTES

- A. Minutes shall be recorded and transcribed of all meetings of the Commission, ~~except closed sessions~~. Minutes shall include, without limitations, the date, hours and place of the meetings, notice of the meeting, names of the Commission members, alternate member and executive staff present and absent, and any action taken by the Commission. Minutes for closed sessions shall be confidential in accordance with Government Code section 54957.2.
- B. If any Commission member arrives after the meeting has commenced or departs before the adjournment, the minutes shall indicate such time of arrival and departure.
- C. Written reports or other written forms of communication submitted at a Commission meeting shall be referenced in the minutes with a record of action, if any, taken by the Commission on the report or other written communication.
- D. A summary of the oral reports and other forms of oral communication shall be included in the minutes.
- E. The titles and numbers of resolutions, minute orders, other formal actions and other matters shall be included into the minutes.
- F. The time of commencement and adjournment of all meetings of the Commission shall be entered into the minutes.
- G. Any Commission member shall have the right to have his or her dissent from, or his or her protest against, any action taken by the Commission entered into the minutes by requesting that his or her remarks be made "of record" at the time such dissent or protest is made.

- H. Unless the reading of the minutes of the Commission meeting is requested by a Commission member, such minutes may be approved without reading if a copy thereof has been previously provided to each Commission member.

VII. DUTIES OF THE COMMISSION

The duties of the Commission are those duties set forth in Ordinance 784, as may be amended from time to time, and the Commission may exercise those duties as set forth by the legislature in Health and Safety Code section 130100 et seq. (the California Children and Families Act of 1998), as may be amended from time to time, or in any other related legislation.

VIII. OFFICIAL ACTION

All official action of the Commission shall be by action summary, resolution, minute order, or other formal action.

IX. PUBLIC COMMENT

- A. Any person may comment and otherwise address the Commission regarding any matter relating to the Riverside County Children and Families Commission, in accordance with the provisions as set forth herein. Such comment(s) shall be made during the time set aside for public comments on the agenda, except, when otherwise allowed by the Chairperson of the Commission. Preference will be given to those persons who have first submitted a request in writing to the Secretary of their desire to make a comment, or otherwise address, the Commission.
- B. Each person addressing the Commission shall:
 - 1. Be asked to state his or her name. Failure to state name shall not preclude the person from addressing the Commission
 - 2. Limit comments to three (3) minutes unless additional time is allowed by the Chairperson of the Commission.
 - 3. Address comments to the members of the Commission.
- C. If an identifiable group of persons desires to address the Commission on the same subject matter or agenda item, the Chairperson of the Commission may request that a spokesperson be selected by the group to address the Commission. If different issues are to be presented on the subject matter or agenda item by any other member of the group, the Chairperson may limit the number of persons and time period for speaking as he or she deems appropriate in order to avoid unnecessary repetition of issues.
- D. Any person, or group of persons wishing to speak may be required to state for the record any contributions, in excess of \$250.00, or the then required contribution limit, made in the past twelve (12) months, made to any Commission member or alternate member, the Commission

member or alternate member receiving the contribution, and the matter of consideration with which they are involved.

- E. Any person making coarse, crude, impertinent, slanderous, profane or vulgar remarks, or who becomes disorderly, contemptuous, insolent, or `unruly while addressing the Commission, may be barred from further speaking and may be ejected if his or her conduct disrupts, disturbs, or impedes the orderly conduct of the meeting, in accordance with the provisions herein, and applicable law.
- F. In the event any meeting is willfully interrupted by a person or person(s) so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of the individual(s) who are willfully interrupting the meeting, the Chairperson, or Vice-Chairperson in the absence of the Chairperson, or other Acting Chairperson in accordance with Section III. B. may order the meeting room cleared and continue in session.

X. PROCEDURE

- A. In the event a dispute arises concerning conduct and/or procedural matters not specifically addressed herein, then the Chairperson, or the Vice-Chairperson in the absence of the Chairperson, or other Acting Chairperson in accordance with Section III. B., may resolve and otherwise rule on the matter(s), unless the Commission, by appropriate motion made and carried, deems otherwise.
- B. Procedure with respect to motions shall be as follows:
 - 1. When a motion is under consideration by the Commission, no other motion shall be received unless a decision has been made of one of the following:
 - a. to adopt and approve the motion
 - b. to continue to a certain date
 - c. to direct staff on the matter, and continue to a later date for consideration
 - d. to amend
 - e. to postpone indefinitely, to 'table' the motion
 - 2. When a motion is seconded, it shall be stated by the Chairperson before consideration of any other matter may begin.
- C. A Commission member called to order by the Chairperson shall relinquish the floor unless allowed to explain and the Commission, if appealed to, shall resolve the matter. If there is no appeal, the ruling of the Chairperson shall be final.
- D. Procedure with respect to voting shall be as follows:
 - 1. An affirmative vote of a majority of the appointed voting members (50% + 1) shall be necessary for the transaction of business, except with respect to those matters which, by law, require a higher percentage or number of affirmative votes.

Agenda Item E
Action Item: 21-01
Attachment 2

2. An abstention by any member casts no vote whatsoever, and hence, shall not be considered for purposes of determining whether an affirmative action was taken by the Commission.
3. A member may vote on a legislative or quasi-legislative matter, including but not limited to voting on entering the prior meeting's minutes as the official record of the meeting, even though he or she missed all or part of the discussion or public hearing.
4. A member may not vote on a judicial or quasi-judicial matter if he or she missed all or part of the public hearing, unless he or she considers and appraises the evidence prior to participating in the decision.
5. The alternate member may not participate in Commission decisions or votes unless substituting for his or her absent designated Commission member.

XI. PUBLIC HEARINGS

- A. Public hearings shall be held by the Commission when required by law and when called for by the Commission.
- B. Procedurally, a public hearing shall be opened by the Chairperson, and at the conclusion thereof, it shall be closed by the Chairperson.
- C. Any public meeting held by the Commission may also constitute a public hearing so long as the public hearing has been opened and closed.

XII. COMMITTEES

- A. There is established by the Board of Supervisors for Riverside County, an advisory committee to the Commission, whose members shall be appointed by the Board of Supervisors for Riverside County as established pursuant to section 14 of Ordinance 784.
 1. The duties and governance of the Advisory Committee are those set forth in Ordinance 784, Section 15, as may be amended from time to time, and the Advisory Committee may exercise those duties as set forth by the legislature in Proposition 10 (the California Children and Families Act of 1998), as may be amended from time to time, or in any other related legislation.
- B. The Commission may establish such other committees at such times as deemed necessary for the purpose of advising the Commission on matters which are deemed necessary and appropriate. The Commission may assign such other duties as deemed necessary to any advisory committee established by the Commission.

XIII. AMENDMENTS TO THE BYLAWS

The bylaws may be amended from time to time upon official action of approval by the Commission.

XIV. DISSOLUTION OF THE COMMISSION

The Commission may only be dissolved by action of the Board of Supervisors of Riverside County.

XV. SEVERABILITY AND INVALIDITY

If any provision of these bylaws, or any amendment thereto is found to be invalid, void or unenforceable by any court of competent jurisdiction, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way, shall be in effect only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions.

XVI. CONFLICT OF INTEREST FORMS

All members of the Commission, alternate member of the Commission, Advisory Committee, Executive Staff and any other individuals listed on the “Designated Officials and Employees” Appendix shall be required to complete the Conflict of Interest forms, entitled “Statement of Economic Interests for Designated Officials and Employees” Form 700 of the Fair Political Practices Commission (FPPC), in accordance with the requirements of the FPPC and in accordance with the requirements of the Conflict of Interest Code as adopted by the Riverside County Children and Families Commission.