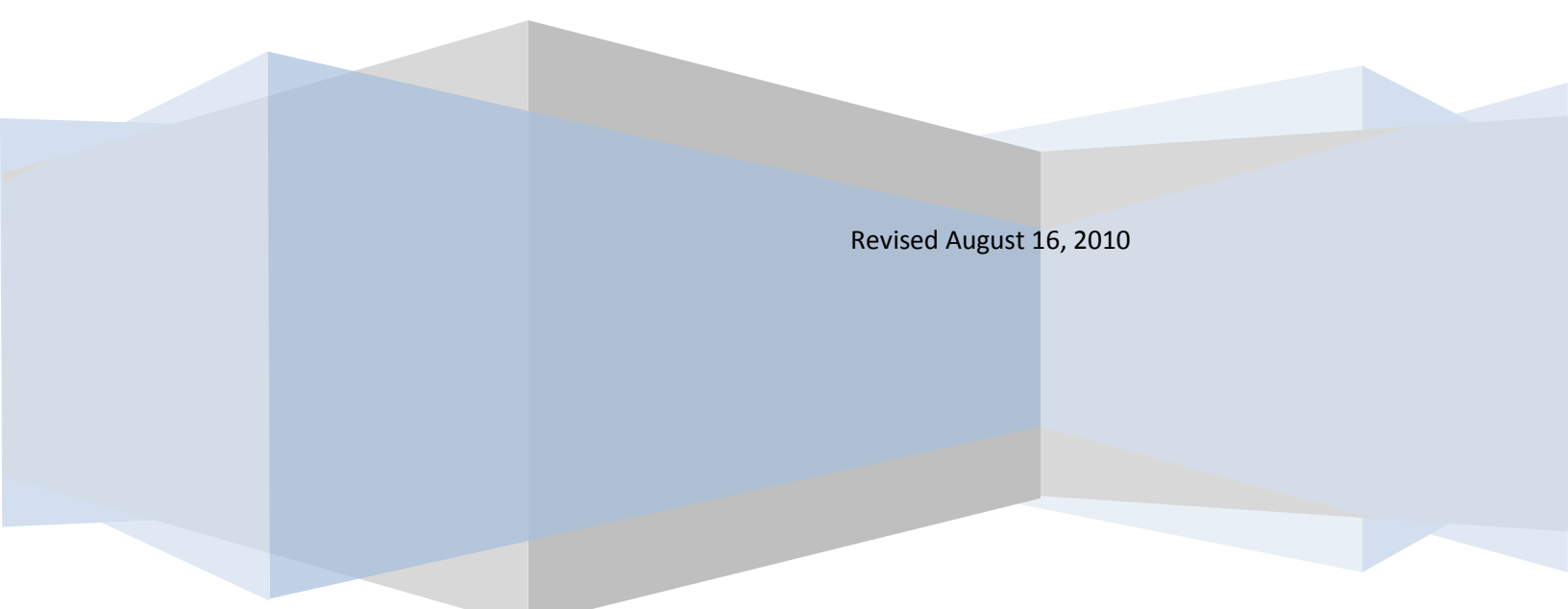


Amador Child Abuse Prevention Council

Policies & Procedures

Revised August 16, 2010



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1. Membership

A. Members

1. All members shall have applications approved by the council. Membership approval shall be based on compliance with the guidelines of the Code of Conduct & Responsibilities established by the membership committee. Members must be residents of Amador County or work within a service agency, organization, or business serving the needs of children and families of Amador County and must be at least 14 years of age. (Minors must have signed permission from a parent or guardian.)
2. All approved members shall have voting rights.
3. The number of members is limited to the number of approved membership applications on file. A quorum exists when five members are in attendance in person or through a proxy.
4. Members must commit to serve on the Council for a minimum of 12 months and must commit to attend at least four out of six full council meetings per year. If a signed proxy form is submitted prior to a meeting it is considered that member attended the meeting.
5. Three absences from council meetings in one year or inactivity on a committee are grounds for membership termination. Members who do not comply with attendance requirements will be considered Associate Members and will no longer have voting rights.
6. The process for resignation of membership is as follows: Council members will notify the Council Chair in writing that they are no longer members.

B. Procedures for Obtaining Membership

1. Prospective members must attend at least one Council meeting prior to an application being submitted. Once a prospective member has had an opportunity to review the Council Code of Conduct and Responsibilities they may submit an application with the signed copies of the Code of Conduct & Responsibilities and Self Disclosure Statement. Membership Committee reviews the applications and makes its recommendations based on the requirements outlined in the Welfare and Institutions Code (Section 18982).
2. Membership Committee presents its recommendations to the Council for approval at the first regular Council meeting after the submission of applications has been made.
3. New Council members will be inducted at the first regular Council meeting following the appointment.

C. Associate Members

1. Anyone with an interest in and a commitment to improving child abuse prevention and intervention services in the county may become an associate member of the council.
2. An individual wishing to be an associate member will sign the roster of the meeting they attend, provide contact information, and participate.
3. Associate Members do not have voting rights.
4. Associate members are requested to be actively involved with furthering the mission, goals and objectives of the Council.

D. Roles and Responsibilities of all Members

1. Members are required to be actively involved with furthering the mission, goals and objectives of the Council.
2. Members shall be active on at least one committee or task force.
3. Members are responsible for maintaining their member binders and returning them to council staff upon resignation or termination of membership.
4. Members are privy to information regarding agencies, individuals, agency staff, and fiscal situations, which require that members maintain strict confidentiality. All members and meeting attendees will provide contact information and initial a sign-in sheet acknowledging the requirement to maintain confidentiality.
5. Resignation from the Council shall be done in writing to the Council Chair.
6. Conflict of interest issues arise when a Council member has a pecuniary or indirect pecuniary interest in any matter and is present at a meeting (including a committee meeting) of the Council. Under such circumstances in which such matters are the subject of consideration, members shall:
 - a. Prior to any consideration of the matter at the meeting, disclose his/her interest and the general nature thereof;
 - b. Not take part in the discussion of, or vote on any question in respect of the matter, and
 - c. Not attempt in any way before, during or after the meeting to influence the voting on any such matter.
 - d. If a member has a potential conflict of interest he/she must announce what the interest is that creates the potential conflict and leave the room, except that the member may address the members as to his/her own interest. NOTE: If a member has an interest in a contract that the council is considering, the contract may not be entered into until a review of our County Counsel analyzes the specific facts involved and provides an opinion. NOTE: A member is not in conflict by reason of holding an interest "in common" with voting members generally, or when the matter is so remote or insignificant in nature that it cannot reasonably be regarded as likely to influence the member.

2. Committees

A. Committee Structure

1. Committees perform the basic work of the Council through the ascertaining of community needs, assessing the needs and or gaps in services in regards to child abuse prevention and intervention services, raising community awareness, conducting trainings, and monitoring existing publicly funded programs.
2. The following shall be maintained to conduct the ongoing work of the Council:
 - a. Membership/Board Development Committee for conducting all council business associated with membership including the selection and retention of members, conducting membership campaigns and planning for new member orientations.
 - b. Public Awareness Committee for the oversight of all public awareness activities of the council including all publications and activities for the promotion of community education and awareness.
 - c. Executive Committee made up of the Council Program Coordinator, Chair, Vice-Chair and past Chair for the coordination and oversight of all regular Council business including financial accountability and de facto decision making, (including approval of expenditures up to \$300), in the absence of Council or other committee approval as necessary for the advancement of the goals of the Council.
 - d. Finance/Fund Development Committee will review the quarterly fiscal report the Coordinator provides and will build an annual detailed budget justification that will be presented to the Council for approval at the May meeting. The Children's Trust Fund Liaison will serve in the capacity of an advisor in regards to fiscal management and communication with the Board of Supervisors. The Council may request the Liaison attend committee meetings.
 - e. Personnel Committee shall be comprised of the Chair, Vice-chair and past Chair and will oversee all administrative duties related to the hiring, evaluation, retention and termination of staff.
3. Ad Hoc committees may be formed at the discretion of the Executive Committee. Tasks undertaken by an Ad Hoc committee shall be specific and short term in nature.

B. Committee Practice

1. Each council member shall participate on Council Committees.
2. Committees will keep meeting notes or minutes of all meetings.
3. Committees will report at each Council meeting and make appropriate recommendations to the Council.

3. Conducting Council Business

A. Administrative Organization

1. All Council related business materials shall be maintained by the Program Coordinator and be made available to Council officers upon request.

B. Meetings

1. The Council will meet at 10:00 am bi-monthly on the 3rd Monday of odd months of the year. Agendas will be provided via electronic mail at least three working days in advance to the council members and adhered to during the meeting.
2. Attendance in person or by proxy of five members shall constitute a quorum for the transaction of business at any Council meeting. In a voting situation, a majority of members present carry any vote.
3. The Council minutes shall be sent to all council members.
4. If the meeting is public, it must be in a place that is ADA compliant.
5. Robert's Rules of Order shall be utilized to guide meeting structure and procedures.

C. Decision Making

1. In general the Council as a whole makes the overall decisions concerning the goals and directions of the Council. Priority areas for each will be established from the Strategic Plan at the beginning of each fiscal year.
2. Committee activities are governed by the goals set by the Council and the overall mission of the council.
3. Committees may make recommendations for approval by the Council as a whole.

D. Officers

1. The officers shall consist of a Chair, and Vice-Chair. A Chair-Elect may be elected. All officers shall be elected and re-elected from the voting membership of the Council by a majority vote of the quorum. The election of officers shall take place annually in May. The Chair and Vice-Chair must commit to a term of at least one year. Terms are not restricted to one year. Officers may serve on a continuing basis thereafter if re-elected at the May Council meeting.
2. Roles and responsibilities of the Chair are as follows:
 - a) To work with the Program Coordinator to set the agenda for Council and Committee meetings.
 - b) To call special meetings of the Council as may be necessary.

- c) To cancel meetings as necessary.
 - d) To conduct Council meetings.
 - e) To carry out any duties or responsibilities prescribed by a vote of the membership.
 - f) To act as Chair of the Executive Committee.
 - g) To report to the Amador County Board of Supervisors.
 - h) Oversee the Program Coordinators compliance of the council dictates.
3. Roles and responsibilities of the Vice-Chair are as follows:
- a) To assume responsibilities the Chair may delegate.
 - b) To act in similar capacity in the absence of the Chair.
 - c) To assume the duties of the Chair if that position becomes vacant during the second half of the year. Vacancy in the first half of the year will be filled according to the regular election process.
 - d) To act as Vice-Chair of the Executive Committee.
4. Roles and Responsibilities of the Chair-Elect are as follows:
- a) To learn the roles and responsibilities of the Chair.
 - b) To attend Executive Committee meetings during the second half of the current Chair's term.

E. Staff:

- 1. The Program Coordinator shall serve in an administrative position and shall have the opportunity to influence Council decisions as a non-voting member.
- 2. The Program Coordinator shall act as a Spokesperson for the Council with the approval and support of the Public Awareness Committee.
- 3. The Program Coordinator shall under the guidance of the council work towards community development with designated organizations.
- 4. The Program Coordinator shall participate as a non-voting member of the Executive Committee.
- 5. The Program Coordinator will assume other responsibilities the chair and Vice-Chair delegate to maintain the business of the Council.
- 6. The Program Coordinator shall comply with the most current job description.

F. Policies and Procedures:

1. Any member may bring proposed changes to the Policy and Procedures to the Executive Committee. Changes will be considered by the Executive Committee and brought before the council for a vote at the committee's recommendation.

G. Funding and Finances:

1. Sources of funds will be acquired from, but not limited to, the following:
 - a. The Amador County Children's Trust Fund.
 - b. Monies set aside from Federal, State or County grants specific to the maintenance of Child Abuse Prevention Councils.
 - c. Self-generated funds that the Council engenders through its activities such as fund raising events, private donations or from applying to private foundations.
 - d. Any unspent unrestricted monies "rolled over" at the end of each fiscal year.

H. Council Budget Process:

1. The Executive and Finance Committee shall be responsible for the oversight of all Council funds.
2. The Children's Trust Fund liaison will provide an itemized bi-annual expenditure and revenue report of the Children's Trust Fund, to the Finance/Fund Development committee in September and March who will then present it to the council.
3. Quarterly fiscal reports will be given by the Finance/Fund Development Committee to the Council.
4. The Executive and Finance Committee will build an annual detailed budget justification that will be presented to the Council for approval at or before the beginning of the next fiscal year.
5. The approved budget will be provided to the Children's Trust Fund Liaison to be included in the annual county budget process.

I. Expenditures and Reimbursements:

1. All expenditures and reimbursements require prior approval from the Council Chair.
2. The Executive and Finance Committee may authorize expenditures of up to \$300 without prior council approval.
3. All reimbursements will be documented with a receipt and/or expenditure form.
4. Monthly receipts and travel expense forms will be submitted within two weeks of the end of the month to the fiscal agent and Council Chair.
5. The Program Coordinator will be responsible for providing the required documentation for expenditures to the Finance committee and/or the Amador Community Foundation, our fiscal sponsor.