

Inyo County
**CHILD ABUSE PREVENTION COUNCIL
BYLAWS**

ARTICLE I – PURPOSE

Section 1. Purpose

Pursuant to Section 18980, et seq. of the Welfare and Institutions Code (also known as the Child Abuse Prevention Coordinating Council Act), the purpose of the Inyo County Child Abuse Prevention Council (CAPC) is to coordinate the community's efforts to prevent and respond to child abuse and neglect.

Section 2. Mission Statement

The mission of the Inyo County Child Abuse Prevention Council (CAPC) is to eliminate child abuse and neglect and the adversity it causes by ensuring a safe and nurturing home environment for all children. The CAPC stands firmly in the belief that all children deserve support and advocacy, especially in regard to race, color, gender, gender identity or expression, sexual orientation, or disability.

ARTICLE II – FUNCTIONS

Section 1. Functions

The functions of the CAPC, in accordance with Welfare and Institutions Code 18982.2, shall include, but not be limited to, the following:

1. Provide a forum for interagency cooperation and coordination in the prevention, detection, intervention, treatment, and legal processing of child abuse cases;
2. Promote the public awareness of abuse and neglect and the resources available for intervention and treatment;
3. Encourage and support programs that provide positive childhood experiences to promote healthy development;
4. Refer professionals to trainings in the prevention, detection, intervention, treatment, and legal processing of child abuse and neglect;
5. Recommend improvements in services to families and victims; and
6. To serve as an advocate for children and families in Inyo County

The CAPC shall provide yearly reports to the Inyo County Board of Supervisors, and the Office of Child Abuse Prevention.

ARTICLE III - MEMBERSHIP

Section 1. Composition of the CAPC

Members of the CAPC will be appointed by the majority of the CAPC and will exercise decision making responsibility for CAPC functions as described in Section 18980, et seq. of the Welfare and Institutions Code, as well as hold voting rights on all CAPC business and policy recommendations.

The CAPC shall consist of a minimum of five (5) members, but no greater than eleven (11) members, as determined by CAPC bylaws. As the prevention of child abuse encourages the involvement of the entire

community, the CAPC shall seek to obtain representation from a wide range of agencies, organizations, and the community at large. Participation of one or more representatives from the following organizations and groups shall be encouraged:

- Public child welfare services
- Public or private schools
- Medical and mental health providers
- Criminal justice system
- Tribal representation
- Latinx representation
- Prevention and treatment services
- Community representatives; community volunteers, civic organizations, religious communities
- Parent or primary caregiver

In the event there exists an underrepresentation in one or more of the above mentioned categories, the CAPC shall make a concerted effort to recruit in those areas. Should the CAPC be unable to recruit adequate representation in one or more of the categories, the CAPC may fill the vacancies with at-large members. Alternatively, the open CAPC seats may remain unfilled at the CAPC's discretion until such time the CAPC recruits adequate representation. Should the number of CAPC members temporarily fall under the required minimum number of five members, the CAPC shall not be considered necessarily in non-compliance with the bylaws.

If in the event that a board member is unable to attend a meeting, the board member may appoint an alternate to attend in their place. The alternate must be listed on the member's application, and must be approved by the CAPC.

Section 2. Selection of Members

Individuals interested in applying for membership must submit an application to the Inyo County Clerk, who will direct the application to the CAPC Coordinator. The CAPC Coordinator will then present the application to the rest of the membership to be discussed and voted upon. Each member shall be designated as representing one or more of the groups or organizations listed in Article III. Section 1.

Once members have been accepted by the CAPC, the Inyo County Board of Supervisors will review for final approval.

Section 3. Community Advisory Members

Anyone with an interest in, and commitment to, improving child abuse prevention and intervention services in Inyo County may apply to be a community advisory member of the CAPC. Community advisory members are entitled to receive agendas, minutes, and other materials related to the CAPC and may participate in the meetings and all activities of the CAPC. Community advisory members may not vote or hold office, but may serve as the Chairperson of a committee or task force.

Community advisory members are first accepted by the CAPC, and receive final approval from the Inyo County Board of Supervisors. Advisory members are expected to complete the same application process and membership guidelines as council members.

Section 4. Terms of Appointments

The term of each member is two years. Members may serve unlimited consecutive terms. Members must apply for each additional term they wish to serve.

Section 5. Vacancies

The CAPC shall comply with the system for new appointments, resignations, and replacements specified in Article III Section 2 and Section 6

Section 6. Resignation

Any member may resign by giving written notice to the CAPC Coordinator. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If the resignation is effective at a future time, a successor may be selected before such time to take office when the resignation becomes effective.

Section 7. Attendance

A membership seat will be considered vacant when any member misses three meetings in a row, or four meetings in one year. A leave of absence will be considered upon the request of a member and will be reviewed by the CAPC Coordinator with a recommendation to the full membership for appropriate action.

Each CAPC member may, from time to time as deemed necessary, request their approved alternate take their place, who shall exercise the same rights as the member in the member’s absence.

Section 8. Removal

Any member may be removed or suspended from his or her appointment for the good of the CAPC on the recommendation of a majority of the membership and approval by a majority vote of the members in attendance at a regular or special meeting of the members.

ARTICLE IV –VOTING

Section 1. Voting Requirements and Procedures

Each Member of the CAPC shall have one vote. Approved alternates may vote when they are representing an absent member. Correspondence germane to the agenda from absent members is to be read aloud and considered as part of the discussion. A quorum is needed to move an item forward.

Section 2. Quorum

A quorum shall consist of a majority of elected CAPC members. A quorum shall be required to conduct business.

ARTICLE V – MEETINGS

Section 1. Regular Meetings of the CAPC

All meetings of the CAPC shall be open to the public. A minimum of four meetings per year at a time and date designated by the CAPC or upon the call of the CAPC Chair and will be held at a place identified on the meeting agenda.

All meetings of the CAPC will be conducted in accordance with the provisions of the California Government Code Sections 54950 et seq. (The Ralph M. Brown Act).

Section 2. Order of Business

Time will be allotted at each CAPC meeting for public comment. CAPC members wishing to present agenda items at meetings should consult with the CAPC Coordinator at least seven (7) days prior to the next scheduled meeting.

Section 3. Minutes

Records will be kept and made available to the public. Minutes will be posted following each CAPC meeting on inyocounty.us

ARTICLE VI - CAPC COMPOSITION AND DUTIES

Section 1. Liaisons

The CAPC Coordinator shall be *ex officio* member of the CAPC without voting powers.

Section 2. Officers

The officers of the CAPC shall consist of:

- Chair
- Vice-chair

These officers shall be selected by majority vote from the membership present at the first meeting of the year of the CAPC and shall serve for one calendar year. Officers may be re-elected. It shall be the duty of the chair and/or vice-chair to call meetings, and preside over meetings of the CAPC. The vice-chair will assume the duties of the chair in his or her absence. The CAPC Coordinator shall be responsible for keeping the minutes at CAPC meetings.

Section 3. Board Updates

Pursuant to Welfare and Institutions Code Section 18983.6 the CAPC shall provide yearly reports to the County Board of Supervisors.

ARTICLE VII – FINANCIAL SUPPORT

Section 1. Financial Support

CAPC members shall serve without compensation, except for the reimbursement of pre-approved actual and necessary travel costs.

ARTICLE VIII - CONFLICT OF INTEREST

Section 1. Conflicts of Interest Code

The CAPC shall adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code Section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations, which contain the terms of the Conflict of Interest Code (California Code of Regulations (CCR), Title 2, Sec. 18730).

The standard regulations, enumerated in CCR, Title 2, Section 18730, are hereby incorporated by reference. The membership, as appointed by the County Board of Supervisors and designated employees shall abide by the terms of the standard regulation. Statements of economic interests shall be filed with the County Board of Supervisors, pursuant to Section 4 of the standard regulations.

ARTICLE IX - AMENDMENT TO BY-LAWS

Section 1. Amendment to By-Laws

Changes/suspension to the By-Laws shall be by motion and shall require an affirmative, recorded vote of a majority of the members of the CAPC. Bylaws shall be reviewed every three years, or as needed.