



CAPC BYLAWS

Article I – Organization

SECTION 1. NAME

The official name of this organization shall be the CHILD ABUSE PREVENTION COUNCIL OF MONTEREY COUNTY. For usage in the bylaws, it shall be referred hereinafter as the Council.

SECTION 2. MISSION

The purpose of this Council is to reduce the incidence of child abuse and neglect in Monterey County. The roles of CAPC is to act as the catalyst, convener and coordinator of prevention efforts throughout the county of Monterey.

SECTION 3. METHODOLOGY

- (a) To provide a forum for program and service development to support and promote child and family well-being.
- (b) To promote a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of child abuse cases.
- (c) To promote and increase public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
- (d) To encourage and facilitate training of professionals and the community in the detection, treatment, and prevention of child abuse and neglect.
- (e) To review and recommend improvements in services to families and victims.
- (f) To encourage and facilitate community support and education for child wellness, child abuse and neglect programs.

SECTION 4. STRUCTURE

- (a) Public: advisory reporting to the Board of Supervisors through Department of Social Services.

- (b) Staffing: Full-time Child Abuse Prevention Council Director, clerical support through DSS-FCS as needed. Additional paid staff as required.

Article II – Membership

SECTION 1. COUNCIL MEMBERS:

- (a) The Council shall consist of a representation from the following agencies or organizations plus up to four citizens-at-large.
- Monterey County Department of Social and Employment Services
 - Monterey County Health Department
 - Monterey County District Attorney’s Office
 - Monterey County Office of Education
 - Monterey County Counsel’s Office
 - Monterey County Sheriff’s Office
 - Natividad Medical Center
 - Monterey County Probation Department
 - Monterey County Citizen Community Member at Large.
 - Monterey County Citizen Community Member at Large
 - Monterey County Citizen Community Member at Large.
 - Monterey County Citizen Community Member at Large.
 - Monterey County Citizen Community Member at Large (optional).
 - Monterey County Citizen Community Member at Large (optional).
- (b) Monterey County public agencies shall nominate members to the Council from the list above; alternates from the public agencies will also be identified. The Council will approve all nominations.
- (c) Council Membership shall be for four calendar years (January 1 through December 31)
- (d) Membership for all is renewed every *four years*, with a written notification of intent, or a verbal notice of intent at the last Council meeting for the calendar year, prior to December 31 of the calendar year. Members are encouraged to seek out others with similar experiences or background, should they need to vacate their position prematurely. Final approval of any Board Member; interim or full appointment, will be brought to the Council for final consideration.
- (e) Four to six seats will be available for citizens-at-large representatives. Priority will be given to members representing personal life experiences, local clergy, victim serving and family serving entities. Membership will be based on a citizen’s professional and personal experiences in the local community as it relates to Child and Family Well-being and Protection. Citizen-at-large seats will be selected after announcement of openings by the CAPC Director, review by the Executive team and approval by the Council.
- (f) For membership, consideration a current resume or dossier will be provided to the Council Executive Team prior to being brought to the full Council for consideration.

Article III – Meetings

SECTION I - COUNCIL MEETINGS

- (a) Regular meetings of this Council will be held not less than quarterly at a time designated by the Executive Committee or by a majority vote of the general membership. The meetings shall be in person or via Zoom or another similar meeting platform determined by the Council. The CAPC Director will notify the membership at least five days in advance of any meeting. At the final meeting of the calendar year, the Council will determine the date, frequency and time of the Council meetings for the upcoming year.
- (b) The Chairperson may call special meetings of this Council when a petition is signed or e-mail confirmation is provided by at least ten (10) members is presented in good standing. When such petition is presented to the Chairperson, she/he shall forthwith call a special meeting subject to the provisions below:
 - (1) No special meeting shall be called without five days' notice given to the membership by the secretary or CAPC Director.
 - (2) The notice of this special meeting shall enumerate the matters to be discussed and no other business shall be taken up, discussed, or decided upon by the membership at any special meeting unless it is enumerated in the notice.
 - (3) A Council member is entitled to one vote on each item requiring action. The member's alternate may vote only in the absence of the regular member. A quorum, one-half of the total members plus one must be present for the Council to take action on business items. All Business matters requiring immediate attention in the period between regular scheduled Council meetings may be decided in person or by an electronic vote of the Executive Committee.

SECTION 2 – RULES FOR MEETINGS

The rules contained in “Roberts’ Rule of Order” shall govern all meetings of the Council and its committees.

Article IV – EXECUTIVE COMMITTEE

SECTION 1 – MEMBERS

The Executive Committee of the Child Abuse Prevention Council shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer and the immediate Past Chairperson.

SECTION 2 – POWERS OF THE EXECUTIVE COMMITTEE

The administrative authority of this Council shall be vested in the Executive Committee in the interim periods between regular meetings.

A quorum of the Executive Committee shall be the majority of the appointed Committee Members and shall be required in or for the Committee to take actions on its business. However, the Executive Committee may authorize expenditure of funds necessary for

Council purposes with a majority vote. Members may vote in person, at a meeting called by the Executive Council. They may also may vote via a Zoom meeting (or similar platform) or can agree/vote on an action as an Executive Committee via electronic communication. These electronic communications will be shared with all members of the Executive Committee at the next Council meeting.

- (a) Each member of the Executive Committee shall have and possess one vote only at the meeting of the Executive Committee. No voting by proxy shall be allowed at any meeting of the Executive Committee.
- (b) Decisions made by the Executive Committee will be shared with the full CAPC Committee via electronic communication.

Article V – OFFICERS

SECTION 1- CHAIRPERSON

The Chairperson shall be the Chief Executive Officer of the Council. The Chairperson will be subject to the oversight and direction of the Executive Committee and the general membership. The Chairperson shall be responsible for the supervision, direction and control of the business of the Council. She/he shall reside over the general and executive meetings and shall decide questions of order and enforce observance of these bylaws. The Chairperson shall perform and have all such powers and duties as may be necessary to carry out the actions approved by the Council. She/he shall appoint committees as necessary and shall be an ex officio member on all Council committees.

SECTION 2 -VICE CHAIRPERSON

The Vice-Chairperson shall assist the Chairperson in the execution of the duties of the Chairperson and shall perform such other duties as described by the membership. In the absence or inability of the Chairperson to act, all powers and duties of the office shall devolve upon the Vice-Chair. The Vice-Chairperson will resume the role of CHAIRPERSON upon the completion of the term or resignation of the CHAIRPERSON.

SECTION 3 - SECRETARY

The Secretary shall assure that an accurate and complete record of all meetings of the Council is maintained. Council meetings, whenever possible, will utilize a DSS clerical support note taker for General Council meetings. A primary role of the Secretary will be to review the minute drafts, along with the CAPC Director, prior to being sent to the full committee for approval. The Secretary shall assure that the By-Laws are maintained and review by the Executive Committee every three years.

SECTION 4 - TREASURER

The Treasurer will work in partnership with the CAPC Director to assure that true and accurate financial records are maintained on behalf of the Council.

SECTION 5- IMMEDIATE PAST CHAIR

The immediate past Chairperson shall assist the Chairperson and the other Executive Committee members with the execution of Council business and shall perform such duties as described by the membership.

SECTION 6- CHAIRPERSONS of STANDING COMMITTEES (optional)

As the need for time-limited Standing Committees arises in the CAPC Council, the Standing Committee shall identify a Chairperson of the Subcommittee to assure and conduct the purpose of the Subcommittee. In addition, she/he shall assist the Council Chairperson and the CAPC Director with the execution of Council business and shall perform such duties as described by the membership.

SECTION 7 TERM OF OFFICE

- (a) Chairperson: The chairperson may serve no more than two consecutive years. If there is a time when a Chairperson must resign prior to the end of their term, the full CAPC Council may extend the Vice –Chairperson’s appointment as Chairperson to complete the vacated term and then continue in their prescribed two year term.
- (b) All other Executive Committee members shall serve until succeeded by their appointed successor. In order to maintain continuity in services and decision-making. The position of Chairperson will be assumed by the Vice-Chairperson at the completion of the Chairperson’s term of office, or when the position has been vacated for other reasons. The CAPC Council will then appoint a new Vice-Chairperson to complete the vacated term.
- (c) The Executive Committee will appoint other Executive Committee positions (Chairperson, Vice-Chairperson, Secretary or Treasurer position to complete any vacated term. Immediate Vice-Chairperson is the one position that may remain vacated until the current Chairperson completed their full term.
- (d) The terms of office of sitting officers may be extended by action of the full Council.

SECTION 8 - INSTALLATION

Executive Committee members shall take office on January 1 after the last meeting of the calendar year.

SECTION 9 - ELECTION

- (a) Officers of the Council:
 - (1) All nominations for offices of this Council shall be made to the CAPC Director in October of each year.
 - (2) The CAPC Director in partnership with the Chairperson will present recommendations of nominations to the Council

- (3) The Chairperson shall at a regular meeting in the month of October or November will announce the nominations for the officers of this Council and cause a vote of the members present.

Article VI - COMMITTEES

- (a) When a time-limited committee is created within the CAPC Council, the nomination for the Committee Chairperson will be done with the identified Committee Members.
- (b) The Committee Chairperson will report to the Council recommendations of the Committees.
- (c) Examples of short-term committees include, but are not limited to
 - (1) Marketing and Media
 - (2) Nominating Committee
 - (3) Child Abuse Prevention Month Planning
 - (4) Quality Assurance
 - (5) Specific CAPC initiative

Article VII – BUDGET

SECTION I

The Department of Social and Employment Services Financial Division shall maintain all Council fiscal records. An accounting of the budget will be presented to the Council not less than quarterly.

SECTION 2

Financial obligations may be incurred and disbursements made only upon the approval of the Council or Executive Committee. The Council, at a subsequent meeting of the full Council, shall ratify all Expenditures approved by the Executive Committee.

Article VIII AMENDMENTS

The bylaws may be amended by a two-thirds (2/3) vote of the regular membership with approval by the Board of Supervisors. Each member of the Council will be notified of the proposed amendments no less than thirty days prior to the Council meeting. Said notice shall contain a copy of the proposed amended bylaws.