

BYLAWS  
OF  
SOLANO CHILDREN’S ALLIANCE

ARTICLE I. NAME

The name of this organization shall be the Solano Children’s Alliance (ALLIANCE), supported by the Children’s Network of Solano County (CHILDREN’S NETWORK), and acting as the Solano County Child Abuse Prevention Council (CAPC) and the County’s Interagency Children’s Services Coordinating Council.

ARTICLE II. AUTHORITY

The Solano County Board of Supervisors designated the ALLIANCE as the statutorily required “local volunteer commission” to complete all tasks required by AB2994 (CAPIT) and AB1733 (Children’s Trust Fund).

ARTICLE III. PURPOSE

The purpose of the ALLIANCE is to join representatives from city and county agencies, private and community-based organizations, and concerned citizens to sustain and improve the quality, quantity and integration of services and programs available to Solano County children and their families.

Inherent to this purpose is:

- A. Increasing communication, coordination, collaboration and cooperation among public, private, and community service providers.
- B. Identifying and supporting strategies to prevent and respond to child abuse and neglect.
- C. Minimizing service duplication.
- D. Identifying gaps between needs and services provided.
- E. Enriching existing services.
- F. Prioritizing needed services.
- G. Researching the development of new services.
- H. Recommending funding for services and programs.
- I. Researching, monitoring and advocating for legislation relating to children, youths and families.
- J. Researching, monitoring and advocating for legislation to prevent child abuse and neglect.
- K. Consulting on and reviewing County-wide protocols on child abuse and neglect and other protocols that effect children, youth and families.

## ARTICLE IV. ROLES AND RESPONSIBILITIES

### Section I – ALLIANCE/Solano County Board of Supervisors

The ALLIANCE is responsible to the Solano County Board of Supervisors in carrying out its assigned tasks, including duties related to CAPIT and the Children's Trust Fund. Recommendations for funding, services, programs, and legislation shall be reviewed by the ALLIANCE and submitted by the Executive Committee directly to the Solano County Board of Supervisors, who shall have the final approving authority.

### Section II – ALLIANCE/CHILDREN'S NETWORK

The CHILDREN'S NETWORK is a separate, incorporated non-profit agency whose responsibilities include, but are not limited to, providing staff support to the function of the ALLIANCE through a contractual agreement between the CHILDREN'S NETWORK and the Solano County Board of Supervisors.

## ARTICLE V. MEMBERSHIP

### Section I – Voting Members

The ALLIANCE shall consist of twenty (20) voting members appointed by the Board of Supervisors. The voting members shall include:

- A. Health and Social Services, with at least one representative from Child Welfare Services:  
Two
- B. Probation, Juvenile Division: One
- C. Local child serving public membership agency: One
- D. Presiding Judge of Juvenile Court, or their designee: One
- E. Superintendent of County Office of Education, or their designee: One
- F. Superintendent of a local school district, or their designee: One
- G. The District Attorney, or their designee: One
- H. Representatives of community-based organizations that provide services to Solano County children and/or their families, that may include child abuse prevention: Five
- I. Board of Supervisors Member, or their designee: One
- J. Representative of law enforcement: One
- K. Representative of the Regional Center: One
- L. Representative of the Child Care Resource and Referral or Child Care Planning Council: One
- M. Representative of community-based organizations with ties to vulnerable communities: One
- N. Members at large (individuals not paid to work on children's service programs in Solano County, community representatives, parents, grandparents and/or consumers): Two

## Section II – Terms of Office

- A. Except for the Board of Supervisors Member or their designee, all voting members shall serve a term of four years (4), upon date of appointment.
- B. The Board of Supervisors shall appoint the Board of Supervisors Member or their designee for a one-year appointment coinciding with the calendar year.
- C. A voting member whose appointment has expired may continue to serve in their capacity until a new appointment is made, or until the Solano County Board of Supervisors declares the position vacant.
- D. Terms are renewable at the request of the ALLIANCE and with the approval of the Board of Supervisors. Except for the Board of Supervisors Member or their designee, all voting members must apply for reappointment.

## Section III – Requirements and Responsibilities of Voting Members

- A. It shall be the duty of each ALLIANCE member to attend all meetings. In case of illness or other compelling commitments, the Executive Committee may excuse a member's absence. Such absences will be recorded in the minutes.
- B. Each ALLIANCE member may propose one person to serve as their alternate. Proposals shall be provided to the Executive Committee, and appointed by the Solano County Board of Supervisors before they may attend, participate, and vote on the member's behalf in the regularly scheduled ALLIANCE meetings. The termination date of the alternate's term of service will coincide with the termination date of the primary ALLIANCE member for whom they serve as the alternate.
- C. Should a member fail to attend two (2) meetings in one (1) calendar year without their absence being excused by the Executive Committee, regardless of their alternate's attendance, the Executive Committee will recommend removal of the member to the Solano County Board of Supervisors.

## Section IV – Resignations

Any voting member may resign by filing a written resignation with the Executive Committee. A thirty (30) day advance notice shall be submitted whenever possible.

## Section V – Termination of Membership

Except for the Board of Supervisor Member or their designee, the Executive Committee may recommend to the Solano County Board of Supervisors that a vacancy be declared for a voting member due to failure to meet the attendance requirement, or conduct which is inconsistent with the mission of the ALLIANCE.

The voting member will be contacted in writing about their lack of attendance or conduct prior to the Executive Committee taking any action to the Solano County Board of Supervisors.

## Section VI – Vacancies and Selection Criteria

- A. Except for the Board of Supervisor Member or their designee, when a vacancy of a voting member exists because of the expiration of a term, resignation, termination, or any other reason, the Executive Committee shall receive and review applications as vacancies occur and make recommendations for appointments to the Solano County Board of Supervisors.
- B. Primary consideration is based on the contents of the prospective member's application. Each application shall identify the community, system, service organization, agency or department the applicant represents.
- C. Only the Solano County Board of Supervisors may remove or appoint the Board of Supervisors Member or their designee.

## ARTICLE VI. MEETINGS

### Section I – Open and Public

- A. The Ralph M. Brown act shall govern the ALLIANCE meetings, but not the meetings of the Executive Committee.
- B. Items that qualify as an emergency can be added to the agenda at the meeting by a two-thirds (2/3) vote.
- C. Robert's Rule of Order shall guide the ALLIANCE in its proceedings.

### Section II – Regular Meetings

- A. The ALLIANCE shall hold ten regularly scheduled meetings per year. Unless otherwise determined the membership, the meeting shall be held on the first Wednesday of each month at a site identified in writing in advance of the meeting. Public notice shall be made available through email, and physically posted at the Children's Network and at designated meeting location.
- B. At least seventy-two (72) hours before each regular meeting, members of the ALLIANCE shall receive by mail or email the minutes of the previous meeting, and the agenda for the meeting.

### Section III – Special Meetings

Special meetings may be called by the ALLIANCE President. The public and members of the ALLIANCE shall be provided at least twenty-four (24) hours' notice before each special meeting.

### Section IV – Quorum and Voting Requirements

- A. A majority of the of the filled ALLIANCE members shall constitute a quorum. A quorum shall be necessary to conduct ALLIANCE business.
- B. Each voting member of the ALLIANCE shall be entitled to one vote. The voting member or their alternate must be present at an appropriately noticed meeting to cast their vote.
- C. All action and decisions of the ALLIANCE shall require a simple majority vote of the quorum for approval.

## ARTICLE VII. OFFICERS

There shall be the following officers of the ALLIANCE: a President, and a Vice President.

### Section I – Powers and Duties of Officers

#### A. President

The President shall be the principal executive officer of the ALLIANCE and shall in general supervise and control all of the business and affairs of the ALLIANCE. He/she shall preside at all meetings of the ALLIANCE; call special meetings of the ALLIANCE as necessary and subject to Brown Act requirements; cancel meetings as necessary; and in general shall perform all duties incident to the office of President and such other duties as may be assigned by the ALLIANCE from time to time.

#### B. Vice President

The Vice President shall in the absence of the President, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President. The Vice President shall routinely chair the Executive Committee meetings to gain experience in leadership and in managing the meeting agenda.

### Section II – Officer Vacancies

If one or both officer positions become vacant mid-term, the Executive Committee may fill the vacant office by appointment of an Executive Committee member subject to ratification by the general membership.

### Section III – Nomination and Election of Officers

#### A. Nominations

1. The Nominating Committee shall be composed of current ALLIANCE Officers and all Committee Chairpersons. The Nominating Committee shall solicit from the voting membership names of candidates to be proposed for office.
2. The Nominating Committee shall present the recommended slate of officers to the full membership at the April meeting each year.
3. The Nominations Committee may not nominate any of its members for any office, although a Nominations Committee member may be nominated from the floor.

#### B. Elections

1. The election of officers shall be held at the May meeting each year.
2. Voting rights are limited to members of the ALLIANCE. Voting is conducted by means of a secret ballot.
3. If no candidate for office obtains a majority off a quorum, a run-off between the top two candidates shall be held immediately following the vote count.

4. Newly elected officers shall begin their responsibilities at the June, or the next scheduled ALLIANCE meeting.

Each elected officer shall serve for a term of two (2) years and may be re-elected for no more than two consecutive terms in the same office.

## ARTICLE VIII. COMMITTEES

### Section I – Operational Committees

#### A. Executive Committee

Executive Committee shall include the President, the Vice President, and the immediate past President. Additionally, the Chairpersons of each standing committee of the ALLIANCE shall be made members of the Executive Committee upon the request of the standing committee chair.

The Executive Committee shall:

1. Set overall procedures and policies for conducting meetings
2. Set agendas
3. Review proposals of funding for new programs
4. Make reports to the Solano County Board of Supervisors
5. Review member applications and make recommendations for approval to the membership and the Solano County Board of Supervisors.
6. Review ALLIANCE Bylaws and recommend changes for approval to the membership and the Solano County Board of Supervisors.
7. Review County-wide protocols that effect children, youth, and families and recommend for approval to the membership and the Solano County Board of Supervisors.

#### B. Nominating Committee

To perform the functions as outlined under Article VII, Section III, A. Nominations.

### Section II – Program-related Standing Committees

The ALLIANCE, by Resolution adopted by a majority, may designate and appoint one or more committees each of which may consist of two or more ALLIANCE members. Such committees will make recommendations to the ALLIANCE and cannot independently exercise the authority of the ALLIANCE except when specifically authorized to do so. Possible categories for committees include:

- A. Preventing, detecting, and treating child abuse and neglect through education, awareness, and other activities.
- B. Gathering data to develop and maintain information on programs.
- C. Researching new services and programs.
- D. Reviewing and monitoring legislation.
- E. Advocating for effective children's services.
- F. Providing a slate of officers at the time of the election of the Executive Committee

Each committee may include non-ALLIANCE members. Each committee shall have a Chairperson who shall be an ALLIANCE member.

#### ARTICLE IX. BYLAWS

These by-laws shall be approved, and may be amended by a majority vote of those members of the ALLIANCE constituting a quorum, provided that the recommended amendments shall have been submitted in writing with a minimum of one month's notice to the ALLIANCE's total membership for review. These by-laws shall become effective immediately upon the approval of the ALLIANCE County Counsel, Children's Network, and/or Solano County Board of Supervisors.