

**Colusa County Office of Education
Foster Youth Services Coordinating Program
Foster Youth Executive Advisory Council, By-Laws**

By-Laws

I. OVERVIEW AND MISSION

The Colusa County Office of Education (CCOE) Foster Youth Executive Advisory (FYEА) Council is charged with providing a forum for communication for the implementation of the Foster Youth Services Coordination Program (FYSC) Plan. The FYEA Council will provide a forum for discussing the plan to improve educational outcomes of Foster Youth by providing advice and input on the operations of the FYSC program and program development.

The FYEA Council will encourage all community members to participate in discussions and attend meetings, provide input, and voice concerns to the FYEA Council.

II. PURPOSE

The purpose of the FYEA Council is to provide leadership and guidance in fulfilling the policy and program goals articulated in the CCOE Foster Youth Services Coordinating Program Plan.

The goals of the Foster Youth Executive Advisory Council are to:

- Increase educational outcomes of foster youth through innovative planning and programs.
- Increase collaboration and communication among foster youth serving agencies.
- Increase community knowledge about foster youth issues.

Additionally, the FYEA Council facilitates communication between/among FYEA Council members and connects to relevant resources.

III. FUNCTIONS AND TASKS

FYEA Council members will commit to:

- Accomplish the FYEA Council mission and purpose.
- Represent the needs and concerns of the foster youth community.
- Encourage and develop public understanding and education on Foster Youth issues in relationship to the FYSC Program Plan.
- Vote on issues that arise at FYEA Council meetings.
- Be aware and informed of the programs and activities that contribute to the mission of FYEA Council.
- Assess effectiveness, quality, efficiency, access, and availability of Foster Youth services throughout the county.
- Facilitate and support the development of funds and resources for Foster Youth services in Colusa County in the partnership with other agencies located in Colusa County

IV. MEMBERSHIP AND ELIGIBILITY CRITERIA

A. In General

- An individual must submit application to be a part of the Colusa COE Foster Youth Services Coordinating Program Executive Advisory Council to become a part of council.
- A member must contribute unique expertise, opinions, and viewpoints on Foster Youth issues.

- All members of the FYEA Council must reside in or be employed in Colusa County
- All members of the FYEA Council shall demonstrate a professional interest or personal commitment to addressing and alleviating the impact foster care has on children and youth in the County of Colusa.

B. Alternate Representative

Members may designate one alternate representative for their organization per fiscal year. The member must inform the FYEA Council Chair if they intend to have an alternate representative for their organization in writing (which includes email). The alternate representative must be identified before attending any Council meeting.

- Alternate representatives must meet Membership and Eligibility Criteria Section A and C.
- Alternate representatives must stay current on FYEA Council meetings.

C. Categories of Membership

FYEA Council will be as shown in the chart below. Each seat will have a term of two years with the option for renewal:

Area of Representation
County Office of Education
School Districts
Department of Health & Human Services
Probation
Post-Secondary
Workforce Agency- Colusa One Stop
Community Organizations
Foster Youth

V. WHEN A SEATED MEMBER NO LONGER MEETS THE ELIGIBILITY CRITERIA:

If a seated FYEA Council member no longer meets the residency requirements or other eligibility criteria the FYEA Council:

- May request the FYEA Council member to submit a statement of resignation to the FYEA Council within 30 days of the change.
- May recommend to the FYEA Council the removal of the member and the subsequent appointment of an eligible nominee selected by the FYEA Council.
- May, where is no apparent candidate to fill the seat, continue the seated member's participation, with or without limitation, until an eligible candidate is found.

All members appointed serve at the pleasure of the FYEA Council and may have their appointments rescinded by majority vote of the FYEA Council.

VI. DECISION MAKING PROCEDURES

FYEA Council members have voting rights and decisions will be decided by a majority vote ruling of those members present. A quorum shall be necessary to transact business; 50% plus one of the members shall constitute a quorum. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal and nonbinding.

1. Alternate representative

An alternate representative may only cast a vote on behalf of their organization if requested in writing (which includes email) by the designated representative. They may serve as a voting member only in the absence of the regular member representative, including when the

corresponding member has recused him/herself on an item. They may only move or second action items only when the corresponding member is not present.

2. By-Laws

By-Law amendment requires an affirmative vote of a quorum of the FYEA Council for passage of the amendment. An amendment takes effect only upon approval by the FYEA Council.

3. Agenda Setting

FYEA Council meeting agendas will be set by FYEA Council. FYEA Council members may recommend agenda items during regular meetings and by contacting the FYSCP Coordinator. In accordance with the Brown Act, agendas will be posted 72 hours in advance on the CCOE Website.

VII. MEETINGS AND ATTENDANCE

The FYEA Council will set an annual meeting schedule on a calendar year basis.

1. The FYEA Council shall adjourn from time as in their judgment may deem proper, provided that whenever any such day of meeting shall fall on a legal holiday; the regular meeting shall not be held on that day.
2. Special meetings of the FYEA Council may be called by the Chairperson or the FYEA Council members as set forth in the Brown Act.
3. FYEA Council meetings shall be held at the CCOE or at location designated by the FYEA Council Chair.

A. Alternate representative

An alternate representative may only attend two out of four meetings in a fiscal year. If the alternate representative attends more than two meetings the member's continuance on the FYEA Council must be placed on the agenda for the next FYEA Council meeting. Continuation of the member's membership requires a two-thirds vote of the quorum.

Two absences from the regularly scheduled FYEA Council meeting in a rolling 12-month period will warrant inquiry from the FYEA Council as to ability and interest of the individual in continuing as a member. Three absences within rolling 12-month period from time of appointment will result in the question of that person's continuance on the FYEA Council must be placed on the agenda for the next FYEA Council meeting. Continuation of that person's membership requires a two-thirds vote of the quorum.

- Any FYEA Council member unable to attend a meeting should notify the Administrative Assistant in the CCOE Foster Youth Service Coordination Program.
- The Administrative Assistant will maintain attendance records and inform any member by letter when he/she has two absences.

VIII. CONFLICT OF INTEREST

The purpose of this clause is to protect the integrity of the FYEA Council decision-making process, to enable our constituents to have confidence in our integrity, and to protect the integrity and reputations of our members. This policy is meant to supplement good judgment, and all members will respect its spirit as well as its wording. Conflicts of interest include, but are not limited to, situations and decisions where members stand to benefit personally, or professionally from the decisions where members stand to benefit personally, financially, or professionally from the decision result.

Full disclosure of real or potential conflicts of interest is required as a condition of membership. Members with conflicts of interest are still eligible for Membership. In the course of meetings or activities, members will publicly disclose any interests in a transaction or decision (including business or other nonprofit affiliations) where members, family, and/or significant others, employers, or close associates will receive a benefit or gain. Members are expected to disclose any potential conflicts of

asked to recuse themselves from FYEA Council discussion-making on decisions where members have conflicts including but not limited to those described above.

IX. OFFICERS

- A. The FYEA Council shall elect one chair and vice-chair to provide the operation and conduct of business. Terms for Offices shall be unlimited.
- B. Officers may recommend and implement policies governing the business and operation of the FYEA Council.
- C. The Chair of the FYEA Council shall provide oversight for the operation of the FYEA Council. The Chair shall preside over meetings of the FYEA Council. The Chair may call for special meetings of the FYEA Council or its committees.
- D. The Vice-Chair shall provide oversight for the operations of all FYEA Council sub-committees. If the Chair is absent, or the office is vacant, the Vice-Chair shall assume responsibility for the operation of the FYEA Council.

X. OPERATIONS PROCEDURES

- A. All meetings shall be conducted under the “Roberts Rules of Order”.
- B. The FYEA Council will review the By-Laws at least annually. Amendments to these By-Laws may be initiated at any FYEA Council meeting with prior notification to members. The revised By-Laws will be presented to the full membership for approval.
- C. The order of business which shall not be departed from, except as directed by the Chair, shall be as follows:
 - 1. Roll Call
 - 2. Approval and/or Correction of Minutes
 - 3. Review Agenda/Add Items/ Agenda Amendments
 - 4. Unfinished/Old Business
 - 5. Subcommittee and Member Reports
 - 6. New Business
 - 7. Suggested Topics for Next Meeting’s Agenda
 - 8. Announcements
 - 9. Public Comment
 - 10. Next meetings
 - 11. Adjournment