

# HOWARD COUNTY LOCAL CHILDREN'S BOARD

## BYLAWS

AMENDED May 2013

### Article I: Name

The name of this organization is the Howard County Local Children's Board, hereafter referred to as the Board.

### Article II: Purpose

The Board ~~shall act as the planning, coordinating, and monitoring entity for services for~~  
~~children, youth, and families in Howard County.~~ neutral convener that facilitates interagency collaboration, youth empowerment, and community engagement to create and implement a shared vision for children, youth, and families in Howard County.

### Article III: Membership

A. Composition: The Local Children's Board shall have at least 19 members and no more than 29 members. The Board shall maintain at all times 51% public sector representation and 49% private representation. The membership of the Board shall reflect, as closely as is reasonable and practical, the profile contained in Title 12, Subtitle 3 of the Howard County Code.

B. Appointment of Members: Members of the Board shall be appointed by the County Executive and confirmed by the County Council. Members of the Board shall either reside or work in Howard County and shall demonstrate an interest in child well-being.

C. Terms: Appointments of non-public members will be for a ~~five-year~~five-year term except for the youth representatives who will serve two-year terms. Terms will be staggered as determined by the County Executive.

D. Attendance: Pursuant to the provisions of section 903 of the Howard County Charter, a member of the Board is deemed to have resigned after ~~unexcused~~ absences from 3 consecutive regular meetings of the Board. The chair or vice-chair of the Board shall notify the County Executive in writing when this occurs.

E. Proxy: No Board Member shall be represented by proxy for either voting or attendance purposes.

F. Voting: All members appointed to the Board shall be voting members. A simple majority of the Board shall constitute a quorum for the purpose of conducting business.

G. Resignation: A member of the Board who wishes to resign shall submit a written notice of resignation to the County Executive, the County Council, and the Director of the Local Children's Board.

H. Termination of Members: In accordance with Section 903 of the Howard County Charter, a member of the Board may be removed for incompetence, misconduct, or failure to perform the duties of the position.

Article IV: Conflict of Interest

Members of the Local Children’s Board shall be subject to the Howard County Public Ethics Law. A member of the Board shall declare the member’s interest in any matter before the Board. If there is any interest to a private sector member in a matter before the Board, the member may not participate in discussions or vote on the matter.

Article V: Roles and Responsibilities

A. The key roles and responsibilities of the Board include:

1. Strengthening the decision-making capacity at the local level;
2. Periodically conducting a community needs assessment and developing a community plan based on the results of the needs assessment;
3. Prioritizing, dDesigning and implementing strategies to achieve clearly defined results for families and children;
43. Maintaining standards of accountability for locally agreed upon results for children and families;\_
54. Influencing the allocation of resources across systems as necessary to accomplish desired results;
65. Coordinating children and family services within the County to eliminate fragmentation and duplication of services;
76. Creating an effective system of services, supports, and opportunities that improve outcomes for children, youth and families;
78. Operating based on locally agreed upon principles concerning service delivery;
98. Representing local residents, communities and State and local government; ~~and~~
9. ~~Shifting programmatic focus to prevention and early intervention strategies.~~

Article VI: Meetings

Frequency: The full Board shall meet a minimum of ~~eight-six~~ times per fiscal year (July 1 – June 30) at the times and places it determines. The Board may meet more often for special meetings at the call of the Chair and/or the majority of the members.

Open Meeting Law: Meetings are subject to the Open Meetings Act. This requires that 1) meetings must be open to the public; 2) notice of meetings must be provided, and 3) written minutes of meetings must be prepared, and maintained for a minimum of one year.

Annual Meeting: The annual meeting of the Board shall take place in June and shall be considered a regular meeting. The business of the annual meeting shall include election of Officers and the review of the activities of the Board during the fiscal year ending that month.

Article VII: Officers and Executive Committee

During the Annual meeting, the Board shall elect officers from among its members to serve ~~two~~one-year terms from July 1 - June 30. The officers shall consist of a chair and a vice-chair as well as three at-large members. A member may not be elected to the same office for more than three consecutive terms.

A. Chair. The Chair shall preside at all regular and special Board and Executive Committee meetings; shall appoint committee chairs as provided in these Bylaws; and shall represent the Board in dealings with the County Executive and the County Council and other public and private bodies. He or she may delegate these responsibilities as needed and appropriate.

B. Vice-Chair. The Vice-Chair shall carry out the duties of the Chair in the Chair's absence and other such duties as assigned. The Vice-Chair will automatically become chair after their two-year service as vice-chair unless the Board deems the Vice-Chair unable to carry out the duties as Chair. and shall carry out other such duties as the Chair or Board may from time to time require.

If a vacancy occurs in the position of ~~either any Officer~~Executive Committee member, the Board will hold a special election to fill the vacancy.

Article VIII: Committees

~~The Chair, Vice-Chair and the Chairs of any standing committees will serve as the Executive Committee.~~  
The Board may establish such committees and subcommittees to carry out its purpose and responsibilities.

The purpose and function of each committee shall be defined at the time it is established by the Board. The Board shall, on an annual basis, review its committee structure and may amend the number and purpose of its committees if deemed necessary to advance the goals of the Board. Membership of a committee may include both members of the Board and the community, but the Chair of the Committee shall be a Board member ~~or the Director of the Board.~~

~~A Nominating Committee will be appointed one month before~~During the Annual Meeting ~~whose charge the Board will be to~~bring nominations for officers to the full Board floor. ~~This Committee shall consist of three members with both public and private representatives. The Nominating Committee~~The Board shall present ~~its~~recommendations for Chair and Vice-Chair at the June Board meeting for a vote. ~~Members of the Board may also make nominations from the floor.~~

Article IX. Amendments

Proposed amendments to these bylaws may be presented by any member of the Board at a regular meeting. The amendment must be submitted in writing at a regular meeting; the vote on the proposed amendment will be taken at the following Board meeting. A ~~2/3 vote of members in attendance at~~

~~the simple majority of the Board meeting~~ is required to pass the amendment. The adopted amendment will become effective immediately after the close of the meeting in which the vote was held.

Article X. Approval of Bylaws

These bylaws are subject to the approval of the Howard County Office of Law.

Article XI. Other Protocol

With respect to all procedures not specifically addressed within these bylaws, the most recent edition of Robert's Rules of Order will apply.