

**FRESNO COUNTY FOSTER CARE  
STANDARDS AND OVERSIGHT COMMITTEE**

**BYLAWS**

ARTICLE I – NAME

The name of the body shall be the Fresno County Foster Care Standards and Oversight Committee, referred hereinafter as the “FCFCSOC”.

ARTICLE II – AUTHORITY

The authority for the formation and operation of the FCFCSOC is under the auspices of the Fresno County Board of Supervisors.

ARTICLE III – STATEMENT OF PURPOSE

The purpose of the FCFCSOC is to exercise oversight and review of systems and services which affect children focusing on, but not limited to, the foster care system. To that end, the FCFCSOC shall do the following:

- A. Advise and make recommendations for continuous and lasting systems improvements, and
- B. Provide a forum for community input related to the FCFCSOC purpose.

Additionally, the FCFCSOC Chairperson, or the FCFCSOC member designated by the Chairperson, shall participate in lawfully constituted multi-disciplinary review teams that review cases involving child abuse or neglect and participate in Department of Children and Family Services internal review committees.

ARTICLE IV – COUNTY RESPONSIBILITY

The County of Fresno shall provide staff support for the work of the FCFCSOC.

ARTICLE V - MEMBERSHIP

Section 1. Composition.

The composition of the Committee will consist of those members appointed by the Board of Supervisors. Each member of the Board of Supervisors may appoint at least one member and no more than three members. In addition, the Board shall designate one of its members as a committee member with the same duties and responsibilities as other committee members. The number of members shall not exceed sixteen.

## Section 2. Term of Office.

The term of office of each committee member will coincide with the term of the Supervisor who appointed him or her. An appointee may remain in office until a replacing member is appointed.

## Section 3. Conflicts of Interest.

Members will comply with Government Codes Section 1090 and Section 87100 concerning conflict of interest. Furthermore, members shall comply with the intent of Fresno County Board of Supervisor's Administrative Policy 35 – Conflict of Interest, a copy of which is attached.

## Section 4. Attendance at Meetings.

- (a) Members are expected to attend all meetings of the FCFCSOC. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend to the Chairperson of the FCFCSOC or the Department of Social Services administrative support staff.
- (b) Members are subject to the attendance requirements set forth in Fresno County Ordinance Code, Chapter 2.68. Currently, Section 2.68.010, states that “Except as otherwise specifically provided by this Ordinance Code, a non-elected member of any board, commission, committee or council appointed by the Board of Supervisors shall be deemed to have resigned his or her membership for absences in excess of the following:
  - 1. Two regular meetings in a calendar year if the board, commission, committee or council has six or fewer regular meetings per calendar year; or
  - 2. Two consecutive regular meetings or three regular meetings in a calendar year if the board, commission, committee or council has from seven to twelve regular meetings per calendar year; or
  - 3. Three consecutive regular meetings or five regular meetings in a calendar year if the board, commission, committee or council has thirteen or more regular meetings per calendar year.”
- (c) The secretary to the FCFCSOC shall give prompt written notice to a member who will be deemed to have resigned his or her membership upon the occurrence of one additional absence. Such notice shall contain a statement advising the member of the absences and the consequences thereof together with a copy of Chapter 2.68 of the Fresno County Ordinance Code. Failure of the secretary to give notice or failure of the member to receive notice shall not alter the automatic resignation provisions of Section 2.68.010 of the Fresno County Ordinance Code.
- (d) Where a member has been absent from meetings such that one additional absence will result in an automatic resignation, that member may petition the board of supervisors for a waiver of one or more of the prior absences. Such petition may only be made once per calendar year. The granting of such petition shall be based on good cause as determined in the sole discretion of the board of supervisors.

- (e) Only the Board of Supervisor member shall promptly appoint a single proxy to represent him or her in committee affairs and to vote on all matters when the Board of Supervisor member is not in attendance. The proxy shall be designated in a signed written instrument which shall be kept on file with the committee support staff, and the proxy shall serve at the pleasure of the Board of Supervisor member. A vacancy in the office of proxy shall be filled promptly by appointment of a new proxy.

## ARTICLE VI – OFFICERS

### Section 1. Election of Officers.

- (a) The FCFCSOC shall elect a Chairperson and Vice-Chairperson in January of each year and may elect other officers as desired.
- (b) The Chairperson shall appoint an Ad Hoc Nominating Committee in November of each year, which will present a slate of officers to the FCFCSOC at the first regular meeting in December. Election of officers shall be held during the first regular meeting in January.

### Section 2. Filling Vacant Offices.

Should the Chairperson resign or be unable to serve, the Vice Chairperson shall ascend to the office of Chairperson. Should the Vice-Chairperson resign or be unable to serve, an Ad Hoc Nominating Committee shall be appointed by the Chairperson, which will prepare a slate of nominees for an election at the next regular meeting.

## ARTICLE VII – MEETINGS

### Section 1. Frequency and Time of Meetings.

The FCFCSOC shall meet regularly at a consistent hour, day and place as determined by the Committee. Each regular meeting of the Committee shall be noticed per the Brown Act and shall include the time, date, and place of the meeting and a copy of the meeting agenda. Staff provided by Fresno County shall be responsible for compliance with the Brown Act in regard to meeting notifications.

### Section 2. Special Meetings.

The Chairperson or a majority of the FCFCSOC members may call special meetings pursuant to the provisions of the Brown Act.

### Section 3. Public Participation.

All meetings of the FCFCSOC and meetings of all committees, subcommittees and joint committees shall be open to the public as provided by the Brown Act.

## ARTICLE VIII – COMMITTEES

The FCFCSOC may form standing, ad hoc and /or joint committees.

## ARTICLE IX – CONDUCT OF MEETINGS

### Section 1. Authority.

The meeting of the FCFCSOC shall be conducted in accordance with Robert's Rules of Order (revised edition) and the Brown Act.

### Section 2. Quorum.

A quorum shall be one person more than one-half of the appointed members.

## ARTICLE X – ADOPTION AND AMENDMENT

### Section 1. Adoption.

These Bylaws shall become effective immediately upon approval by a majority of the membership of the FCFCSOC and approval by the Fresno County Board of Supervisors.

### Section 2. Amendment.

The Bylaws are subject to amendment in accordance with Robert's Rules of Order. The Bylaws may be amended by a vote of two-thirds of the FCFCSOC and subsequent approval by the Fresno County Board of Supervisors, provided that 30 days prior to the meeting, the full FCFCSOC is notified of the language of such change(s) and of the time, day and place of the intended voting of such change(s).