

*SUMMIT COUNTY  
FAMILY & CHILDREN FIRST COUNCIL*

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**BY LAWS**

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**ARTICLE I - Name**

The name of this organization shall be the Family and Children First Council of Summit County, Ohio. (Hereinafter called the FCF Council)

**ARTICLE II - Mission**

The mission of FCF Council is to improve access to and delivery of education, health and social services for children and families in Summit County with emphasis on the safety of children, prevention and early intervention and to integrate these services so that families have the understanding and knowledge to access the help they need.

**ARTICLE III - Purpose**

The FCF Council will provide the County with a coordinated effort to:

1. fulfill the Mission and Purpose of Family and Children First County Councils as stated in the Ohio Revised Code Section 121.37 and Sub H.B. 274 [Section 2 (c) (2)]
2. provide ongoing identification of current services available to families and children, ongoing identification of service gaps and the ongoing development of specific goals and strategies for closing those gaps
3. develop, implement and update one community-wide plan to achieve a system of service delivery which is family oriented and user friendly
4. obtain public and private funds to support the work of the Council and seek funds to match State and Federal dollars needed to implement the community plan and distribute those funds to member agencies of the Council in keeping with the purpose(s) and specifications of funding sources

**ARTICLE IV - Guiding Principles**

Summit County is committed to a system of services for children and their families that will enhance collaboration and cooperation in achieving the best possible level of service for children and their families. Summit County is committed to a full service network that addresses the health, education and general welfare of all children and their families. Summit County possesses an array of multi-agency services available to families.

1. All existing groups with related mandates shall be actively incorporated as part of the FCF Council and shall be involved in the development of a plan of services to families and children and in the delivery of those services in Summit County.
2. The planning process and service delivery system(s) must be open and inclusive so that all agencies serving families and children, as well as families receiving the target services, are given a voice in developing workable solutions to problems.
3. Service needs shall determine funding without duplication or additional bureaucracy.
4. Those agencies which have primary responsibility for the implementation of planned strategies must be directly involved in plan development.

5. Substantive consumer and multi-cultural representation on planning groups must be ensured.
6. Cross system participation in all aspects of plan development must be present.

#### **ARTICLE V - Membership**

Membership shall be as inclusive as possible. In addition to the membership required by the Ohio Revised Code, Section 121.37 and SB 274, all existing collaboratives will be given membership in the FCF Council. The membership of the FCF Council shall represent all cultural groups and parents currently active in community groups focused on services to children. Any individual FCF Council member may not serve in a dual role.

Accordingly, membership on the FCF Council shall include, but not be restricted to, the executive officer of those organizations/agencies required by the ORC 121.37 and SB 274 and membership of the FCF Council shall also include the executive officer of other community organizations/agencies which request membership and which are accepted for membership. See Addendum A.

Membership on the FCF Council shall include non-affiliated parents whose numbers shall not exceed 20% of the FCF Council membership. A non-affiliated parent is defined as one whose family is or has received services from a FCF Council member agency.

Other organizations/agencies and any non-affiliated parents may become members of the FCF Council upon written request and upon receipt of a written statement from the applying agency/non-affiliated parent indicating acceptance of the FCF Council Mission, Purpose and By Laws and acceptance by the FCF Council membership. Membership must include at least one local non-profit entity that funds, advocates for or provides services to children and families. See Addendum B.

#### **ARTICLE VI - Attendance**

The record of regular individual attendance shall be considered in selecting or electing officers and members of the Executive Committee.

#### **ARTICLE VII - Trustees-**

Members of the Executive Committee shall constitute the Trustees of the FCF Council.

#### **ARTICLE VIII - Officers**

The officers of the FCF Council shall be the Chair, Vice Chair and the Treasurer. They shall perform duties usually pertaining to such offices.

Officers shall be elected for a one year term and may serve no more than two consecutive one year terms in any office. Officers may not serve in multiple offices for more than six consecutive years.

Officers shall be elected by the membership at the annual meeting held in October of each year by the membership and shall assume office in January of the following year. Any officer may resign at any time by giving written notice to the Executive Committee. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein. The Executive Committee may remove any officer, in accordance with due

process, at any time. Persons to fill such vacancies may be approved by the Executive Committee for the remainder of the term as deemed necessary.

Duties of the Chair:

- preside at meetings of the Council
- appoint persons to committees created by the Council and designate Chair
- serve as official spokesperson with the Executive Director
- recommend ad hoc committees to ensure efficient and effective operations
- to annually appoint, with approval of the general membership, a Nominating Committee whose purpose shall be to present a slate of officers to the membership for election

Duties of Vice Chair:

- carry out duties of the Chair in his/her absence
- assume duties of Chair if office is vacated
- carry out duties as delegated by the Chair
- serve as Parliamentarian at all meetings

Duties of the Treasurer:

- chair Finance Committee
- provide fiscal management recommendations
- provide fiscal reports at meetings
- prepare the budget with the Chair and Executive Director

Duties of Committee Chairpersons:

- preside at committee meetings
- take minutes at committee meetings
- attend Executive Committee meetings
- report on activities at Executive Committee meetings
- carry out activities as delegated by the membership

**ARTICLE IX – Council Staff**

The FCF Council may employ such staff as may be needed in the judgement of the membership to carry out the work of the FCF Council.

1. The Executive Director of the FCF Council, should one be appointed, shall be supervised by the Executive Committee of the FCF Council. All other employees of the FCF Council, if any, shall be supervised by the Executive Director.

The duties of the Executive Director shall be:

- work with FCF Council member organizations and FCF Council committees to identify policy issues to be addressed and to develop, implement and evaluate projects within the guidelines of state, federal and other agencies
- to assist the FCF Council in the preparation of proposals and projects as may be determined
- to administer projects of FCF Council within the guidelines of FCF Council policies and those of funding agencies
- to prepare budgets and maintain fiscal and accounting procedures in keeping with standards
- to employ and supervise FCF Council staff

- gather and disseminate information and coordinate projects
- plan and develop the development program for the FCF Council so that continuous opportunities for involved member agencies' growth and/or retraining are available: including: a) seek additional funding sources (e.g., grants) for development activities; b) review and report on success of previous year's plan; c) develop and maintain system for participant evaluation of activities
- ensure lines of communication between the state FCF Cabinet Council and the local Service Coordination Committee
- serve as an ex-officio non-voting member of all committees

**ARTICLE X - Committees**

1. Executive Committee

The Executive Committee shall consist of the elected officers, past chair and thirteen members elected at large from the overall membership of the FCF Council. All members of the Executive Committee shall be voting members.

The ten at large members of the Executive Committee shall be elected as follows:

Public Agency Representatives	3
Private Agency Representatives	2
Public Health Representatives	1
Private Health Representatives	1
Police or Court Representative	1
Education Representative	1
Parent Organization Representative	1
Member of Family Committee/	

Executive Committee Members (other than elected officers) shall be elected to a one-year term at the time of the election of officers.

The Executive Committee shall direct the work of the FCF Council and may recommend actions to FCF Council membership. The Executive Committee shall take no action apart from the membership of the FCF Council, except as it may be necessary to conduct business of the FCF Council between meetings on those matters which cannot be reasonably delayed until the next regular meeting of the FCF Council membership. During intervals between meetings of the membership the Executive Committee shall possess and may exercise all of the powers of the FCF Council membership in the management and control of the business and property of the FCF Council reporting to the FCF Council membership for its ratification of their actions at the next regular or special meeting of the FCF Council membership.

The Executive Committee shall:

- accept reports of FCF Council committees for presentation to the FCF Council membership
- ensure communication between FCF Council committees and FCF Council membership

- ensure implementation of Summit FCF Council policies and decisions
- ensure due process of appealed cases from the Review Council by any member agency or when the Review Council is unable to resolve an issue
- ensure coordinated, collaborative planning
- Ensure development and evaluation of strategic goals
- ensure that the FCF Council fulfills the mandates of the Ohio Revised Code governing FCF Councils
- ensure periodic review of FCF Council Bylaws
- review and recommend to the membership an annual operating budget for the FCF Council
- recommend to the FCF Council the acceptance or non-acceptance of funds from the Federal Government, State of Ohio, private foundation of the FCF Council and of member agencies
- recommend to the FCF Council the disbursement of Federal, State of Ohio, private foundation or other funds in keeping with the purpose and intent of the funding source
- meet with external auditors prior to, during and after the audit to identify possible issues and results of the audit

The Committee shall report regularly to the FCF Council membership.

### 3. Planning and Evaluation Committee

#### **Planning and Evaluation Committee**

The role of the Planning and Evaluation Committee is to assist the Executive Committee and the organization to think strategically in planning and prioritizing goals for the future. To accomplish this, the roles/responsibilities of the Committee are as follows:

- Coordinate the development of any collaborative evaluation as required by local or state entities (i.e. 289 Plan).
- Facilitate the active participation of both internal and external community stakeholders in the planning process.
- Ensure evaluation results are communicated to key users and stakeholders, reported in the annual self-assessment, and used for prioritization and decision making.
- Review the objectives, goals, and evaluation results for all programs funded through or considered a part of the FCFC organization.

The Planning and Evaluation Committee reports to the Executive Committee.

No professional member of the Planning and Evaluation committee shall serve more than two (2) consecutive three (3) year terms on the committee.

#### **ARTICLE XI – Administrative/Financial Management**

ADMINISTRATIVE AGENT: FCF Council shall select an Administrative Agent from the mandated agencies listed in ORC 121.37 (B) (4).

FUND CREATION: Pursuant to ORC, the FCF Council, by resolution, shall request the creation of such "FUNDS" within the Summit County Treasury as are necessary and proper to carry out the fiscal operations of the FCF Council.

FISCAL YEAR: The fiscal year of the FCF Council shall commence on January 1 and terminate on December 31 of each calendar year.

FISCAL DEPOSITORY: Pursuant to ORC, the Summit County Auditor (hereinafter called Auditor) shall act as "Fiscal Depository" for the FCF Council.

On or before December 31 (and as necessary and proper thereafter) preceding each fiscal year, the FCF Council shall adopt a "Resolution(s) of Appropriations" not to exceed the aggregate value of "(Amended) Certificates of Anticipated Revenue."

REVENUE AND OTHER RECEIPTS: All monies (grants, contracts, fees, and other receipts) paid to the Council shall be deposited by the Auditor to the special "FUND(S)" of the Summit County Treasury which have been created for the purpose of accounting for Council revenue and expense.

EXPENSE - PURCHASE OF SERVICE CONTRACTS: Pursuant to ORC, the Council shall recommend to the Summit County Council through the County Executive for the authorization to execute such contract(s) as necessary for the purpose of human and social services from public and private non-profit corporations or organizations.

Contracts entered into for the contract procurement of human and social services shall not be subject to the provision of section 307.86, Ohio Revised Code.

The Council, by resolution, may delegate responsibility to the Council's Director for the review and approval of such encumbrances and disbursements as are consistent with the terms of such purchase of service contracts; such approvals being subject to review and ratification by the Board.

COMPENSATION: Members of the Council shall serve without compensation. FCF shall provide for the compensation of Council Staff as deemed appropriate.

## **ARTICLE XII - Meetings**

### **Annual Meeting**

An annual meeting of the membership shall be held each October. The business of the annual meeting shall include, but not be limited to, the election of officers and the approval of the budget.

Additional Meetings of the Membership may be held as frequently as may be required for the FCF Council to conduct business, but no less frequently than quarterly. FCF Council members shall be notified in writing of all membership meetings at least seven calendar days prior to the meeting.

## **ARTICLE XIII - Quorum**

At any meeting of the FCF Council membership, attendance of a simple majority of member agencies/organizations shall constitute a quorum provided written notice of the meeting has been given at least seven calendar days prior to the meeting.

A majority of members of any committee shall constitute a quorum provided written notice of the meeting has been given.

#### **ARTICLE XIV – Rules of Order**

All meetings of the Council or committees will be conducted according to generally accepted procedures for the conduct of meetings. Should a procedural dispute arise, the official presiding will seek consensus on dispute resolution among the members present. If the procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Roberts; Rules of Order will be used to resolve the disputed procedure.

#### **ARTICLE XV - Voting**

In all matters requiring a vote of the membership, each organization/agency shall have one vote to be cast by the executive officer, designated as such in writing to the FCF Council. Each non-affiliated parent representative shall have one vote.

All matters presented for a vote of the membership or of any committee shall require a simple majority of those in attendance for approval.

Any committee action requiring a vote must receive subsequent approval of the membership. All (yea-nay, abstention) votes of the membership shall be recorded in the minutes. During votes of the membership conflict(s) of interest shall be noted by the abstention.

#### **ARTICLE XVI - Conflict of Interest**

It is incumbent upon each member to make the FCF Council and its members aware of any conflict or possible conflict of interest with respect to programs, contracts or **funding** being considered by the FCF Council. **This declaration of a conflict and abstention from participation shall be noted in the minutes of the meeting.**

**If members are employed by an organization, or have significant interests in an organization that is submitting a proposal for funding consideration, the member must declare a potential conflict of interest and must excuse themselves from that portion of the meeting where discussion, consideration, review or voting will occur.**

**Those acknowledging a potential conflict and attending only a portion of the meeting shall be counted among the committee attendees when calculating a quorum.**

#### **ARTICLE XVII - Amendments to By Laws**

These By Laws may be altered, amended, or replaced, either in part or in entirety, upon written notice of the proposed changes to all recognized FCF Council at least thirty (30) calendar days prior in advance of the meeting to vote.

#### **ARTICLE XVIII – Effective Date**

These revised By Laws shall become effective November 1, 2001; October 1, 2002; February 28, 2003; May 28, 2003; February 2, 2006, August 5, 2010.



ADDENDUM A

**FCFC General Membership**

**Membership Form**

**Please fill in information:**

<b>Name of Agency:</b>				
Mission Statement of Agency:				
<b>Primary Contact Information:</b>				
Primary Representative:				
Title of Primary Representative:				
Address:	Suite #:	City:	Zip code:	
Phone:	Fax:			
Email Address:				
<b>Alternate Representative Contact Information:</b>				
Name of Alternate:				
Title of Alternate:				
Address:	Suite#:	City:	Zip code:	
Phone:	Fax:			
Email Address:				
<b>Does Alternate have voting authorization?</b>				
<p>Per ORC 121.37, your agency is a mandated member of the Family and Children First Council. As a mandated agency, FCFC is requesting the following:</p> <ul style="list-style-type: none"><li>• Primary representative will appoint an alternate representative to be in attendance when primary representative is unavailable;</li><li>• Primary or alternate representative will attend a minimum of 3 (three) General Membership meetings per year;</li><li>• Vote on critical items as needed.</li></ul>				
<b>Signature:</b>	<b>Date:</b>			

## **ADDENDUM B**

### **MEMBERS MANDATED BY STATUTE**

**(3) Parents or family members representing families whose children have received services from two or more service systems in the county. These parents shall not represent FCFC Council member organizations/agencies.**

**Alcohol Drug Addiction/Mental Health Board**

**Akron City Health Department**

**Summit County Health Department**

**Barberton Health Department**

**Summit County Jobs & Family Service**

**Summit County Children Services**

**Summit County Board of Developmental Disabilities**

**Summit County Juvenile Court**

**Akron Public Schools**

**Summit County Schools**

**Mayor City of Akron**

**County Executive**

**Department of Youth Services**

**Akron Summit Community Action Agency (Head Start)**

**Help Me Grow (Early Intervention)**

**Representative of a local nonprofit entity that funds, advocates, or provides services to children and families**

## **ADDENDUM C**

### **NON MANDATED MEMBERS**

**Akron Metropolitan Housing Authority**  
**Akron Children's Hospital**  
**Akron Community Foundation**  
**Battered Women's Shelter**  
**Blick Clinic**  
**Caring Communities of Summit County**  
**Child Guidance & Family Solutions**  
**Community Health Center**  
**Community Partnership**  
**CYO & Community Services**  
**Summit County Court of Common Pleas**  
**East Akron Community House**  
**Family & Child Learning Center**  
**Greenleaf Family Center**  
**Boys & Girls Club**  
**Hattie Larlham Foundation**  
**Healthy Connections Network**  
**Info Line**  
**International Institute**  
**Mental Health America**  
**Planned Parenthood of Summit, Portage & Medina Counties**  
**Salvation Army**  
**Summit Education Initiative**  
**The ARC**  
**United Way of Summit County**  
**United Disability Services**  
**Visiting Nurse Service & Affiliates**