

# **BY-LAWS OF THE CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE COUNTY**

## **PREAMBLE**

The Children's Services Council of Okeechobee County has been established pursuant to Florida Statute 125.901 and Okeechobee County Ordinance Number 90-2 and has as its general purpose the provision of juvenile welfare services to children throughout Okeechobee County as more fully set forth in the statute and the ordinance.

## **ARTICLE I. MEMBERSHIP AND TERM OF OFFICE**

The Children's Services Council of Okeechobee County shall consist of ten (10) members including the Superintendent of Schools, a local School Board member (as selected by the School Board), the Regional Managing Director of the Southeast Region of the Florida Department of Children & Families or his designee, a member of the Okeechobee County Board of Commissioners (as selected by the Board of County Commissioners) and the judge assigned to juvenile cases. Those members shall serve for as long as they hold office or until they are removed from their appointing body. The other five (5) members of the Board shall be appointed by the Governor and shall serve the terms pursuant to the Governor's Commission.

## **ARTICLE II. MEETINGS**

1. **Regular Meetings.** Regular meetings of the Council shall be held monthly at a time and place set by the Council at their annual meeting. The annual meeting, at which the election of officers shall take place, shall be held at the January meeting. In the event of a regularly scheduled meeting falling on a holiday, the Council shall meet at such date and time as selected by the Council. Notice of regular meetings of the Council shall be given to each member at least seven (7) days prior to each meeting, accompanied by a tentative agenda for said meeting. Meetings may only be cancelled or rescheduled by majority vote of the Council members at a regular meeting. Action can only be taken on items on the agenda unless otherwise approved by a unanimous vote of Council members present.
2. **Special Meetings.** Special meetings of the Council may be called:
  - (a) by the Chair or
  - (b) in the Chair's absence, by the Vice-Chair or
  - (c) by motion of the Council.

Forty-eight (48) hours notice of a special meeting shall be given to each member of the Council, with an agenda specifying the subject(s) of the special meeting. Only those subject(s) appearing on the special agenda may be discussed at that called meeting. The date, time, and location of the special meeting shall be determined by the Chair.

3. **Emergency Meetings.** Emergency meetings of the Council may be called:

- (a) by the Chair or
- (b) in the chair's absence, by the Vice-Chair or
- (c) by motion of the Council.

Twenty-Four (24) hours notice of an emergency meeting shall be given to each member of the Council; if possible, said notice is to be accompanied by an agenda specifying the subject(s) of the emergency meeting. If not possible, the agenda shall be distributed at the meeting. Only those subject(s) appearing on the emergency meeting agenda may be discussed at that meeting. The date, time and location of the meeting shall be determined by the Chair, Vice-Chair or Council, as appropriate. If after reasonable diligence it was impossible to give notice to each member, or because of the nature of the emergency it was impossible to let twenty-four (24) hours lapse before the meeting, such failure shall not affect the legality of the meeting if a quorum be in attendance.

4. **Minutes.** Minutes of each meeting shall be taken, preserved and provided to members at or before the next regular meeting. The minutes of each special or emergency meeting shall show the manner and method of which notice of the special meeting or emergency meeting was given to each member, or shall show a waiver of notice.

### **ARTICLE III. VOTING**

- A. Each member shall have one vote which may only be exercised by the member and not by proxy or by designee with the exception of the Regional Managing Director of the Southeast Region of the Florida Department of Children & Family Services who may have a designee.
- B. **Quorum.** The presence of a majority of all members serving the Council shall be necessary at any meeting to constitute a quorum to transact business. A member will be considered present by conference call if they are absent due to their previous scheduled commitment.
- C. Action on any proposal other than amendment to these By-Laws, or adoption of the annual budget, shall require an affirmative vote of a majority of the members present.
- D. Action on matters relating to amendment of these By-Laws, or adoption of the annual budget, may only be taken by affirmative vote of two-thirds (2/3) of all members of the Council.
- E. The judge of juvenile cases appointed to the Council shall not vote or participate in the setting of ad valorem taxes.

## **ARTICLE IV. OFFICERS, ELECTIONS AND VACANCIES**

### Section 1. **Officers**

The officers of this Council shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer. They shall be elected at the annual meeting and shall hold office for a period of one (1) year. All officers shall be members of the Council.

#### A. The Chair Shall:

1. preside at all meetings of the Council.
2. be an **ex officio** member of all committees of the Council.
3. appoint, with Council approval, all ad hoc committees.
4. perform all of the duties usually pertaining to the office of Chair.
5. be one of the signatories of all CSC financial business.
6. signs annual budget and millage resolutions

#### B. The Vice-Chair shall:

1. preside at all meetings of the Council in the absence of the Chair.
2. perform duties of interim public relations for the Council.
3. perform all such duties usually pertaining to the Office of Vice-Chair.
4. be one of the signatories of all CSC financial business.

#### C. The Secretary:

1. ensure that the minutes of the meeting are recorded.
2. perform all other duties usually pertaining to the office of the Secretary
3. assume the office and the duties of the Vice-Chair in the event that office become vacant until the next meeting of the Council. In the event that the officers above the Chair and the Vice-Chair should become vacant, the Secretary shall assume the office of the Chair until the Council fills such vacancy through an election.
4. be one of the signatories of all CSC financial business.

#### D. The Treasurer shall:

1. assists the CSC staff in any financial transactions related to monthly billing, reconciling and approving payments. Monitor budget for Council and report monthly.

### Section 2. **Elections and Vacancies**

Election of officers shall be held at the January meeting. This election shall be by open nomination and voice vote. Vacancies shall be filled as soon as practicable by the appropriate appointing authority, in accordance with Florida Statute 125.901 and Okeechobee County Ordinance.

## **ARTICLE V. FINANCE**

- A. Fiscal Year.** The fiscal year of the Council shall commence on October 1 and end on September 30.
- B. Budget.** An officer shall be responsible for submitting proposed annual budget to the Council at or before the May meeting. The tentative budget shall be adopted by the Council at or before the July meeting.
- C. Grants.**

Within 180 days of the close of its fiscal year (due date), the Provider agrees to submit to CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE an Independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s). The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accounts (AICPA).

If the Provider does not comply with the audit requirement, it is considered out of compliance and is not eligible for CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE funds for the next funding cycle. If an audit is not provided to CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE within 60 days of the due date, the existing Contract between CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE and the Provider may be terminated.

### Audit Exceptions

Programs funded by CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE for \$25,000 or less will be exempt from the audit requirement, however must at least turn in a copy of their actual tax return. A Provider with a TOTAL AGENCY BUDGET of less than \$150,000 may request Council's approval of a fiscal review in lieu of an audit. The request must be made prior to the execution of this Contract and should be in writing from the Provider's Executive Director (or equivalent position) and addressed to CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE's Executive Director. Approval is at the discretion of CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE'S Council.

### Audit Extension

An audit extension request may be filed if the Provider cannot comply with the time frame listed above. The request should be in writing from the Provider's auditor and addressed to CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE's Executive Director. The request must contain the reason for the delay and an estimated date of completion. Approval is at the discretion of CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE'S Council.

- D. Grant Budgets.** Council shall authorize the Executive Director to accept any budget amendment up to 20% of grant amount without Board approval.
- E. Committees.** Standing committees may be established by motion of the Council. Ad hoc committees may be established by the Chair, with the Council approval, provided that ad hoc committee shall not be established for a period of time exceeding one year.
- F. Emergency Funding.** Council will consider an additional one-time-only allocation of emergency funds to cover unforeseen financial emergencies which could seriously impair the effectiveness of the program if not relieved. The emergency would be due to discontinued state or local funding or an unanticipated expansion in services.

The Council may also consider requests from programs not currently funded by Children's Services Council if such program would meet an immediate community need.

#### **ARTICLE VI. EMPLOYMENT OF STAFF**

The staff shall be employed by a vote of two-thirds (2/3) of all members of the Council. The Staff shall be employed by written contract. The staff shall serve at the pleasure of the Council and may be terminated at any time subject to the provisions of the terms of said contract by an affirmative vote of a majority of the Council members.

#### **ARTICLE VII. CONFLICT OF INTEREST**

- A. Members of the Council shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Council in a manner that would be, or give the appearance of being, a conflict of interest.
- B. Members of the Council will, prior to voting on a funding issue which involves a program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement.
- C. Members of the Council will comply with all Florida Statutes relating to "conflicts of interest."

**ARTICLE VIII. RULES OF ORDER**

The Council shall promulgate rules of order for the conduct of all meetings of the Council. All procedural matters not addressed in said rules of order, or by these By-Laws, shall be governed by the latest edition of “Robert’s Rules of Order.”

**ARTICLE IX. AMENDMENTS**

Amendments of these By-Laws may be proposed by any Council member, and shall become effective upon affirmative vote of a two-thirds (2/3) majority of all Council members. **APPROVED AND ADOPTED** by the Children’s Services Council of Okeechobee County on January 14, 2021

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Wendy Coker

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Kelly Owens

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Heather Hancock

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Melisa Jahner

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Ken Kenworthy

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Pat McCoy

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Bob McPartlan

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Amanda Riedel

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Judge William Wallace

a. **Mission Statement**

The mission of the Children's Services Council of Okeechobee County is to enhance the lives of the children of Okeechobee County and to enable them to attain their full potential by providing a unified context, within which children's needs can be identified and targeted by all children's services agencies throughout the community.

b. **Goals**

- 1.) To promote the social, psychological, and physical growth of all children and youth in Okeechobee County.