

BYLAWS
BRAZORIA COUNTY CHILDREN'S PROTECTIVE SERVICES BOARD

MISSION STATEMENT: To serve as a voice of the community and link between the protective services unit and the county commissioners by requesting adequate local funding in support of programs for the care of children of the county.

ARTICLE I. UNIT FUNCTION:

Brazoria County Children's Protective Services Unit operates under state statute to protect abused and neglected children. The county has contracted with the State to share expenses so that these services can be provided and so that children who must receive substitute care will be supported. Children's Protective Services functions primarily to care for children in crisis and to help prevent a breakdown in the family. This agency places children in care only if it has been given proper authority by a court of appropriate jurisdiction or by that person or persons having conservatorship of the child.

ARTICLE II. ADVISORY BOARD:

- Section 1. Members: Members are appointed by the Commissioner's Court and shall come from the various communities of the County and shall reflect as near as possible the social, economic, and ethnic backgrounds of the community. A foster parent may only serve as a board liaison to the board from the Foster Parent Association. No member of the Board is eligible to become a paid officer, agent, or employee of the organization, nor receive a fee for service rendered to the agency.
- Section 2. Board: The Board shall consist of a maximum of 13 active members, each precinct having 3 members and the County Judge appointing one member at large. The Chairperson shall vote only to break a tie.
- Section 3. Terms: The term of office shall be for a period of 3 calendar years; said term being from January 1 through December 31. Each Board member may be re-appointed at the conclusion of his/her term at the discretion of the Commissioner's Court.
- Section 4. Vacancies: A vacancy occurring on the Board will be filled by the Commissioner's Court upon notification of vacancy to the Court by Chairperson or the Board Secretary.

Section 5. Attendance: The Brazoria County CPS Board will adhere to the board attendance Policy. Any member not complying with the Board Attendance Policy may be replaced by the Commissioner's Court upon notification by the Chairperson or CPS Development Manager. Board members are to notify CPS Development Manager and/or CPS Chairperson regarding absences. A written record of absence will be maintained by the Parliamentarian.

ARTICLE III. OFFICERS:

Section 1. Officers: The Officers of this Board shall be a Chairperson, Vice-chairperson, Secretary, Treasurer, and Parliamentarian. These officers shall be elected annually in December to take office effective with the January meeting. The above officers shall constitute the Executive Committee.

ARTICLE IV. DUTIES OF OFFICERS:

Section 1. Chairperson: The Chairperson shall serve as the presiding officer of the board and shall perform all duties pertaining to the office and such other duties as assigned by the Board. The Chairperson shall appoint all committees and notify CPS Development Manager and Commissioner's Court of vacancies.

Section 2. Vice-Chairperson: The Vice-Chairperson shall serve as Chairperson in the absence or disability of the Chairperson and shall perform such other duties as may be assigned by the Board.

Section 3. Secretary: The Secretary or their designee shall cause the minutes of all meetings of the Board to be kept. In absence of the Chair and Vice-Chairperson the Secretary shall preside over meetings, shall keep attendance records of board members and notify Commissioner's Court of board vacancies and appointments as needed. The Secretary shall conduct the correspondence and perform such other duties as may be assigned by the Board.

Section 4. Treasurer: The Treasurer or their designee manages Board financial responsibilities. Duties will include reporting to the Board the status of all funds and assets; tracking and disbursing funds according to board policy and procedures, maintains board financial records, recording/tracking donations and providing reports; and preparing for and assisting with any audit.

Section 5. Parliamentarian: Parliamentarian shall serve the Board as an advisor of correct parliamentary procedure and shall report the attendance, volunteer hours and worth of hours to Region 6 and Region 6 representative monthly. The Parliamentarian shall notify the chairperson of vacancies and appointments as needed and perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the board.

ARTICLE V. MEETINGS:

Section 1. Regular Meetings: The board members shall hold a meeting once a month. The members will be given a two-day notice, the meetings will generally be on the third Monday of each month at the posted time providing that a canvas of the Board shows that a quorum will be formed. Should the third Monday of the month fall on a scheduled holiday, the regular monthly meeting will be held on the fourth Monday of the month. Should a quorum not be formed a future meeting may be rescheduled at the convenience of Board members. Items for the agenda should be submitted one week prior to the scheduled meeting to the CPS Administrative Clerk.

Section 2. Telephonically/ Videoconference Meetings: Members of the Board of Directors or any committee designated by the Board may participate in a meeting of such by the Board or committee by means of telephone or by video conference or similar communications equipment by which all persons participation in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence at such meeting

Section 3. Special Meetings: A special meeting may be called by the Chair Person for any time and location given that a minimum of a seventy-two hour notice is given providing that a canvas of the Board shows that a quorum will attend. Decisions will be made by majority vote of members present given a quorum has been formed.

Section 4. Emergency Meetings: Emergency meetings may be called with a posted notice of two hours. Decisions will be made by majority vote of members present given a quorum has been formed.

Section 5. Quorum: Seven members shall constitute a quorum. Decisions will be made by majority vote of members present given a quorum has been formed. Should a quorum not be formed a future meeting may be rescheduled at the convenience of Board members.

ARTICLE VI. DUTIES OF MEMBERS:

1. Assist in developing local resources for the protective service program.
2. Bring education awareness to the community of the agency's programs.
3. Review the effectiveness of the Agency service.
4. Safeguard the confidential status of all records.
5. Make monthly reports to the Commissioner's Court and the Division of Children's Protective Services.
6. Cooperate with other agencies, local, state, and national, in coordinating the community program for the protection of children.
7. Annually review and sign the "Confidentiality Statement" and the "Conflict of Interest" form.
8. Review "Duties of Members" and sign "Pledge for Child Welfare Board Members" form annually in January.

ARTICLE VII. COMMITTEES:

- Section 1. Optional Committees: The duties of the Optional Committees vary and may not exist every year, they will be formed as needed. Written reports from each committee must be submitted to Chairperson. The Committees of the board shall be, but are not limited to the following
- a. Executive: Oversees operations of the Board; often acts on behalf of the Board during on-demand activities that occur between meetings, and these acts are later presented for full Board review.
 - b. Bylaws: The Bylaws Committee shall be responsible for reviewing the bylaws and submitting amendments to the membership. Proposed amendments shall be included in the called meeting. The Parliamentarian shall chair this committee.
 - c. Resource Development/Events: The Resource Development/Events Committee shall stay current on applicable DFPS regulations and Policies, keep board members informed of local, state, and national issues concerning children; and keep legislators informed, as directed by the board, regarding issues impacting children and families.

Section 2. Special Committees: Special Committees may be appointed by the Chairperson or the Executive Committee. Charges to special committees shall be in writing.

Section 3. Nominating Committee: The Nominating Committee shall consist of three (3) members appointed by the Chairperson. The committee shall choose its own chairman, shall seek out candidates agreeing to serve and nominate one candidate for each office to be filled. A slate of officers shall be presented to the board to be voted on annually in December. Newly elected officers shall take office at the January meeting.

ARTICLE VIII. FISCAL YEAR:

The fiscal year of the Brazoria County Children's Protective Services Board shall coincide with the Brazoria County's fiscal year, October 1 through September 30th.

ARTICLE IX. PARLIAMENTARY AUTHORITY:

The Board shall be governed by Robert's Rules of Order, Revised, unless in conflict with these bylaws.

ARTICLE X. AMENDMENTS:

Section 1. Bylaws Committee: The Bylaws Committee shall have the option of submitting amendment(s) to the bylaws for vote either at a regular meeting, or by a binding referendum to the general membership, under the procedures provided herein.

Section 2. Amending Bylaws: These bylaws may be amended by a vote of two-thirds (2/3) of the members present, at any regular meeting; provided, notice of such proposed amendment(s) shall have been given at the preceding regular meeting of the Board, or such proposed amendment(s) mailed to the general membership and postmarked at least three (3) days prior to the next regular meeting of the Board.

AMENDED 6/24/96
AMENDED 1/21/97
AMENDED 6/21/99
AMENDED 01/22/2007
AMENDED 09/19/2011
AMENDED 04/30/2012
AMENDED 10/14/2020