

Department of Children Youth and Their Families' Oversight and Advisory Committee  
City and County of San Francisco

**BYLAWS**  
September 1, 2016

**ARTICLE I: NAME, PURPOSE AND MEMBERSHIP**

**Section 1. Name**

The name of the Committee shall be "Children, Youth and Their Families Oversight and Advisory Committee" ("Oversight and Advisory Committee" or "OAC") and shall be referred to in the bylaws as the "OAC."

**Section 2. Authority and Purpose**

As provided in Charter Section 16.108-1, there shall be a Children, Youth and Their Families Oversight and Advisory Committee ("Oversight and Advisory Committee" or "OAC") to review the governance and policies of the Department of Children, Youth and Their Families ("DCYF"), and to take steps to ensure that the Children and Youth Fund ("Fund") is administered in a manner accountable to the community.

Specifically, the OAC shall review and approve the planning process for the Children and Youth Fund Community Needs Assessment (CNA) and final CNA; the Services Allocation Plan (SAP); and DCYF's overall annual budget expenditures (including the approval of grants as a package, work orders, supplemental funds, and add-back funds).

Other duties shall include the development and/or review of recommendations for DCYF regarding:

- outcomes for children and youth services,
- evaluation of services,
- common data systems,
- a process for making funding decisions,
- program improvement and capacity-building of service providers,
- community engagement in planning and evaluating services,
- leverage and the usage of the Fund as a catalyst for innovation,
- transparency in the administration of the Fund.

The OAC shall participate in the evaluation of the Director of DCYF, assist in recruitment for the Director when the position is vacant, and may recommend candidates to the Mayor.

### **Section 3. Membership**

The OAC shall be comprised of 11 members. As provided in Charter Section 16.108-1, the Mayor shall appoint members for Seats 1, 2, 3, 4, 5, and 6, and the Board of Supervisors shall appoint members for Seats 7, 8, 9, 10, and 11.

Members of the OAC shall possess the following qualifications:

Seat 1: A youth 19 years old or younger at the time of appointment. This seat serves a 3 year term.

Seat 2: The same qualifications as for Seat 1. This seat serves a 2 year term.

Seat 3: A parent or guardian of a youth under the age of 18 and enrolled in the San Francisco Unified School District at the time of appointment. This OAC member shall have demonstrated commitment to improving access to and quality of services for children, youth and families. This seat serves a 3 year term.

Seat 4: A person with expertise or substantial experience working in services and programs for children ages 5 and younger. This seat serves a 2 year term.

Seat 5: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or underserved. This seat serves a 3 year term.

Seat 6: A person who has demonstrated commitment to improving access and quality of services for children, youth and families in communities that are low-income or underserved. This seat serves a 2 year term.

Seat 7: A person who is a Disconnected Transitional-Aged Youth as that term is used in Charter Section 16.108, 18 through 24 years of age at the time of appointment, and who is familiar with the issues and challenges faced by Disconnected Transitional-Aged Youth and with services, programs, and systems for them. This seat serves a 3 year term.

Seat 8: A parent or guardian of a child, which child is enrolled in kindergarten through 8<sup>th</sup> grade at the time of the member's appointment for the term. This OAC member shall be from a low-income community or has expertise or substantial experience working to promote the interests of communities of color and shall have demonstrated a commitment to improving access and quality of services for children, youth, and families. This seat serves a 2 year term.

Seat 9: A parent or guardian of a child, which child, at the time of the member's appointment for the term, is under the age of 5 years and enrolled in a publicly-subsidized or City-funded program. This OAC member shall have demonstrated a commitment to improving access and quality of services for children, youth, and families. This seat serves a 3 year term.

Seat 10: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or under served. This seat serves a 2 year term.

Seat 11: A person who has demonstrated commitment to improving access to and quality of services for children, youth, and families. This seat serves a 3 year term.

If a vacancy occurs in any seat on the OAC, the appointing authority for the vacated seat shall appoint a successor.

Members may not serve more than two consecutive terms.

## **ARTICLE II: OAC OFFICER AND LIASION POSITIONS**

### **Section 1. OAC Officers**

The Officers of the OAC shall be Chair and Vice Chair. All Officers are members of the OAC.

### **Section 2. OAC Terms of Office**

The Officers shall hold offices for one year and until their successors are elected.

### **Section 3. Election of OAC Officers**

Elections of officers shall be conducted at the first regular meeting of the OAC in each fiscal year.

In the event the Chair is unable to complete her or his term of office, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the OAC shall elect a new Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected Chair, there shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the OAC shall elect a new Vice Chair.

### **Section 4. Duties of Chair**

The Chair shall preside at all meetings of the OAC. The Chair, working with members of the OAC and DCYF staff, shall oversee the preparation and distribution of the agenda for the meetings. The Chair shall preserve order and decorum and shall decide all questions of order consistent with Robert's Rules of Order. In addition, the Chair shall appoint all subcommittees and their chairs.

The Chair shall encourage OAC members to participate on subcommittees and shall ensure broad and diverse representation of OAC members on all subcommittees.

### **Section 5. Duties of Vice Chair**

In the event of the absence or inability of the Chair to act, the Vice Chair shall preside at meetings and perform the duties of the Chair. In the event of the absence of the Chair and the Vice Chair, the remaining OAC members shall appoint one of the members to preside at the meeting and perform the duties of the Chair until such time as the Chair or Vice Chair is available.

### **Section 6. Our Children Our Families Council Liaison**

As stated in Charter Section 16.127-7, Public Member Seat 1 of the Our Children, Our Families Council (OCOF) must be a member of the OAC. This individual will serve as the official liaison between the OCOF and the OAC. Public Member Seat 1 of the OCOF will be referred to as the OCOF Liaison..

### **Section 7. Duties of the OCOF Liaison**

The OCOF Liaison will represent the OAC in an official capacity. The individual must have strong knowledge of programs and services for children, youth and families in San Francisco, and the collaborative work of the OCOF. The OCOF Liaison will report back to the OAC regularly regarding OCOF activities, and act as a point of contact for OAC and Services Provider Working Group Members, should they wish to communicate and/or coordinate with the OCOF.

### **Section 8. OCOF Liaison Appointment Process**

The OCOF Liaison will be appointed by the Mayor to serve a three year term. When the OCOF Liaison's term ends or the seat is vacated, the OAC shall recommend up to three candidates to the Mayor to fill the seat.

## **ARTICLE III. MEETINGS**

### **Section 1. Regular Meetings**

Regular meeting times of the OAC shall be established; the OAC shall meet at the Department of Children, Youth and Their Families (DCYF) 1390 Market Street, Suite 900, San Francisco, California 94102.

### **Section 2. Special Meetings**

The Chair, or a majority of the members of the OAC, may for call special meetings.

### **Section 3. Notice of Meetings**

The agendas of all regular meetings, notices and agendas of all special meetings shall be posted on the DCYF website, at the DCYF main office, and at the San Francisco Public Library. Agendas and notices shall be distributed to each OAC member and any person who files a written request for such agendas and notices with the OAC.

### **Section 4. Cancellation of Meetings**

The Chair may cancel a meeting if she or he is informed that a quorum of the body will not be present, or if the meeting date conflicts with a holiday or other responsibilities of the OAC members. Notices of cancellation shall be posted on the DCYF website and at the DCYF main office. If time permits, notices of meeting cancellations shall be sent to all members of the public who have requested, in writing, to receive notices and agendas of OAC meetings.

### **Section 5. Conduct of Meetings**

- (a) All OAC meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.), and the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67).
- (b) Meetings shall be governed by Robert's Rules of Order, 10th edition, unless otherwise stated in these Bylaws.
- (c) Cell phones shall be turned off during meetings of the OAC. The Chair may issue a warning to any meeting participant or attendee whose cell phone disrupts the meeting.

In the event of repeated disruptions caused by cell phones, the Chair shall direct the offending attendee to leave the meeting.

### **Section 6. Setting of Agendas**

DCYF staff, at the direction of the Chair, shall prepare the agenda for meetings. The Chair shall place any item requested by a member of the OAC on the agenda provided that it is received no less than five days prior to a regular meeting.

### **Section 7. Quorum**

A quorum must be present at regular, specially scheduled, and subcommittee meetings in order for the OAC or subcommittee to take official action. A quorum shall consist of a majority of the seated membership. If a quorum is not met, the members may conduct an informational discussion in which no decisions are made.

### **Section 8. Voting and Abstention**

OAC members must be present in order to vote and participate. Teleconference participation is not permitted. Each member present at an OAC meeting shall vote "Yes" or "No" when a question is put forth, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present, or if the member has a conflict of interest that legally precludes participation in the discussion and vote.

The OAC shall take action on items on the agenda by roll call, voice vote or by show of hands. The minutes shall reflect how each member voted.

### **Section 9. Order of Business**

The general order of business at OAC meetings shall be:

1. Call to order
2. Roll call
3. Approval of the agenda
4. Approval of meeting minutes
5. Public comment
6. Action Items
7. Report of the Subcommittee(s)
8. Report of the Chair
9. Future Agenda Items and member comments
10. Adjournment

The order of items on the agenda may be changed by action of the Chair at any meeting.

## **Section 10. Public Comments**

The OAC and all subcommittees shall hold meetings open to the public in full compliance with state and local laws. The OAC encourages the participation of all interested persons. Members of the public may address the OAC on any matter within the jurisdiction of DCYF during public comment. The Chair may limit the time permitted for public comment consistent with state and local laws.

## **ARTICLE V: COMMITTEES**

### **Section 1. Standing Subcommittees**

Upon approval by a majority of the members of the OAC, standing subcommittees may be formed to advise the OAC. The standing subcommittees shall be composed of members of the OAC and DCYF staff as deemed appropriate. The Chair of the OAC shall name the Chair and members of each subcommittee. The Chair of the OAC shall encourage members to participate on subcommittees and shall seek broad and diverse representations on all subcommittees.

### **Section 2. Special or Ad Hoc Subcommittees**

Upon approval by a majority of the members of the OAC, special or ad hoc subcommittees may be formed. Special subcommittees shall be formed for a specific purpose and cease to exist after completion of that purpose. Special subcommittees shall be composed of members of the OAC, DCYF staff, and other stakeholders as deemed appropriate.

### **Section 3. Conduct of All Subcommittee Meetings**

All subcommittee meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.), and the San Francisco Sunshine Ordinance (SF Admin. Code, Chapter 67).

## **ARTICLE VI—ATTENDANCE**

### **Section 1. Attendance**

Members of the OAC shall notify the Chair if she or he is unable to attend a regular, subcommittee, or special meeting. If a member of the OAC misses three or more regular meetings in any twelve-month period of time, the Chair may notify the appointing authority of the seat the member occupies and request that action be taken to replace that member. The Chair shall notify any member who misses two meetings in any twelve month period of time that if a third absence occurs, the OAC may notify the appointing authority regarding the member's lack of attendance.

The OAC shall meet at least six times each calendar year.

## **ARTICLE VII—ADOPTION AND ADMENDMENTS OF BYLAWS**

### **Section 1. Adoption**

The adoption of these Bylaws shall be made by motion and shall require an affirmative recorded vote of the majority of the members of the OAC. When adopted, such Bylaws shall remain in effect unless suspended, modified or amended as provided herein.

### **Section 2. Amendments**

Amendments of the Bylaws shall be by a majority of the members of the OAC after presentation of the proposed amendments as an agenda item at a meeting of the OAC. The OAC shall give ten days' notice before considering any amendments to the Bylaws.

## **ARTICLE VIII—SERVICE PROVIDER WORKING GROUP**

### **Section 1. Name**

The name of this working group shall be the Services Provider Working Group ("SP Working Group" or "Working Group") and shall be referred to in the bylaws as the "SPWG."

### **Section 2. SPWG Authority and Purpose**

The OAC shall establish and maintain a Service Provider Working Group as provided in Charter Section 16.108-1 and Administrative Code Section 2A.234.

The OAC shall develop initial Bylaws for the SPWG and shall appoint an initial chair and vice-chair for the SPWG who shall be responsible for developing its structure and facilitating its meetings.

The purpose of the SPWG is to advise the OAC on funding priorities, policy development, the planning cycle, evaluation design and plans, and any other issues of concern to the SPWG related to the Children and Youth Fund ("Fund") established in Charter Section 16.108, or the responsibilities of the Department of Children, Youth and Their Families ("DCYF") or other departments receiving monies from the Fund.

### **Section 3: SPWG Membership**

The SPWG shall have at least 10 members. The SPWG shall engage a broad cross-section of service providers in providing information, education, and consultation to the OAC. All members of the SPWG shall be persons actively providing services to children, youth, and their families during the members' service on the SPWG.



The SPWG may include:

- service providers who currently receive funding from DCYF,
- service providers who have never received funding from DCYF but currently provide services for children and youth, and
- service providers who have received funding from DCYF in the past and who currently provide services for children and youth.

In addition, the SPWG shall include members with expertise or experience in the various funding areas identified in DCYF's most recent Services Allocation Plan as provided in Charter Section 16.108(i)(2).

#### **Section 4: SPWG Officers**

The SPGW chair and the vice-chair appointed by the Oversight and Advisory Committee shall serve two-year terms in those positions. Thereafter, upon the expiration of each of these terms as chair and vice-chair, the SPWG shall elect succeeding chairs and vice-chairs.

#### **Section 5: SPWG Meetings**

The SPWG shall have its first meeting by December 1, 2015. Thereafter, the SPWG shall review and amend, as necessary, bylaws governing its meetings and operations. Meetings of the SPWG shall be open to the public and its agendas shall be posted on the DCYF website, at the DCYF main office, and the San Francisco Public Library. The Meetings shall be conducted in a manner to encourage widespread participation.

All SPWG meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.), and the San Francisco Sunshine Ordinance (SF Admin. Code, Chapter 67).

The SPWG shall meet at least four times each year.