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*PREAMBLE AND BY-LAWS*

*OF*

*ADVISORY BOARD OF*

*MONTOUR COUNTY CHILDREN AND YOUTH SERVICES*

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Whereas, the duly elected County Commissioners are responsible for administer Children and Youth Services of Montour County, and

Whereas, the Advisory Board is created by and responsible to the County Commissioners, and

Whereas, it is the function of the Advisory Board to cooperative with the Children and Youth Services Agency and its Administrator, to lend support to the development of adequate programs serving abused and neglected children through recommendations to the County Commissioners and to interpret the program to the public.

Therefore, the Advisory Board for Children and Youth Services of Montour County adopts the following as the By-Laws of the organization:

Article I: Name

The name of the organization shall be the Montour County Children and Youth Services Advisory Board.

Article II: Purpose

The purpose of the Board shall be to cooperate with the Children and Youth Services Agency and its Administrator in caring for the health and welfare of all children in Montour County and as defined in the resolution of the preamble as mentioned above.

Article III: Basic Policies

Section 1: The Board shall be non-commercial, non-sectarian and non-partisan.

Section 2: The name of the Board or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the objectives of the Board.

## [Preamble & By-Laws](#)

- Section 3: Duties: The Advisory Board shall make recommendations on matters referred by the County Commissioners of the County Agency Administrator and shall suggest policies for the Agency's operation and development at the Advisory Board's own initiative.
- Section 4: The Advisory Board shall consult with the Agency Administrator and advise on matters pertaining to development of the Annual County Needs-Based Budget and Plan to be presented to the County Commissioners.
- Section 5: The Advisory Board shall be available to develop and promote better public understanding of the programs and objectives by acting as a liaison between the community and the agency to promote service and programs.
- Section 6: The Advisory Board shall be available to assist in the recruitment of personnel and the development of personnel policies and procedures.
- Section 7: The Advisory Board shall be authorized to establish a fund for receiving gifts and donations from the community. Such gifts and donations shall only be used for the direct benefit of the children served by the County Agency and shall in no way offset the county's financial responsibilities to the program.
- Section 8: The Board may cooperate with other organization and agencies concerned with children and youth services, but persons representing the Board in such matters shall make no commitments that bind the Board.
- Section 9: In the event of the dissolution of the Board, its assets shall be transferred to the Montour County Children and Youth Services Act 148 fund, administered by the Agency.

## [Article IV: Membership](#)

- Section 1: All members of the Advisory Board shall be appointed by the County Commissioners and shall have received the approval of not fewer than two (2) County Commissioners.
- Section 2: The Advisory Board shall consist of up to thirteen (13) members. Each member shall have one vote.
- Section 3: The County Commissioners shall appoint members to the Advisory Board for a term of three years.
- Section 4: The County Commissioners shall have the power to fill any vacant membership for an unexpired term.
- Section 5: Any member can be reappointed to the Board after his/her three-year term expires.
- Section 6: The membership of the Advisory Board shall be representative of the County's population in relation to race and sex, and shall be motivated by a deep concern for children.
- Section 7: Members shall be chosen from various religious, professional, industrial, educational, cultural, and racial groups, and shall include both men and women.
- Section 8: The Advisory Board shall be politically non-partisan.
- Section 9: The Advisory Board, when desirable, shall make recommendations to the County Commissioners of the names of new members to be re-appointed.

- Section 10: The Administrator of the Agency and the County Commissioners shall be ex-officio members of the Advisory Board. All other members except foster parent representative may hold office. The Administrator shall attend all meetings of the Advisory Board, present reports, supply the agenda for the meeting, discuss plans and problems of Children and Youth, and render any other services related to its operation.
- Section 11: Efforts shall be made to invite a foster parent to serve as a representative member on the board as available by the local Foster Parent Association, or similar organization.

#### Article V: Officers and Their Election

- Section 1: The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
- Section 2: The Nominating Committee shall consist of two members appointed by the Chairperson to prepare a slate of officers as needed. The Nominating Committee will present a new slate of officers in the September meeting.
- Section 3: Nomination of officers is to be presented at the September meeting and election of Officers is to be held at the November meeting. All officers shall serve a one-year term, beginning in January of the following year. Officers may be reelected at the expiration of their terms by action of the board at the November meeting. The filling of the positions of assistant officers will be conducted during said times or as-needed based on the current size of the board.
- Section 4: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board, notice of such election having been given. In case a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall serve notice of the election.

#### Article VI: Duties of Officers

- Section 1: The Chairperson shall preside at all meetings of the Board of the Executive Committee; shall perform such other duties as may be prescribed in these By-Laws or be assigned by the Board or by the Executive Committee; and shall coordinate the work of the officers and committees of the Board in order that the objectives may be promoted.
- Section 2: The Vice-Chairperson shall act as aide to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of that officer to act.
- Section 3: The Secretary and/or Assistant Secretary shall record the minutes of all meetings of the Board and of the Executive Committee and shall perform such other duties as may be delegated to her/him.

- Section 4: The Treasurer and/or Assistant Treasurer shall have custody of all the funds of the Board; shall keep full and accurate account of the receipts and expenditures; shall make disbursements as authorized by the Chairperson, Executive Committee, or Board. The Treasurer and/or Assistant Treasurer shall present a financial statement at every meeting of the Board and at other times when requested by the Executive Committee and shall make a full report at the meeting at which new officers officially assume their duties.
- The Treasurer's account shall be examined annually by the County Auditors as approved by the Board.
- Section 5: All officers shall deliver to their successor all official material no later than ten days following the termination of their position.

[Article VII: Executive Committee/Board](#)

- Section 1: The Executive Committee shall consist of the officers of the Board.
- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time-to-time.
- Section 2: The duties of the Executive Committee shall be:
- a. To transact necessary business in the intervals between Board meetings and such other business as may be referred to it by the Board.
  - b. To approve routine bills of the Board.
- Section 3: Meetings shall be held as deemed necessary by the Chairperson of the Board. Three of six of the Executive Committee members shall constitute a quorum.

[Article VIII: Standing Committees and Duties](#)

- Section 1: Should the need arise, the Chairperson shall have the power to appoint all standing committees, shall be a member ex-officio of same, and shall outline the duties of any such committees appointed.
- Section 2: The standing committees will consist of at least two members and no more than four members.
- Section 3: The standing committees shall present plans of work to be approved or denied, and make regular reports to the full board at scheduled meetings.
- Section 4: Members shall abstain from voting when there is a conflict of interest.

Article IX: Meetings

- Section 1: Meetings shall be held bi-monthly. The Agency Administrator or his/her designee shall attend all meetings.
- Section 2: One more than ½ of the total number of Advisory Board members shall be considered a quorum for the transaction of business.
- Section 3: The Advisory Board shall keep minutes of all meetings and make copies available to the County Commissioners. Recommendations made to the County Commissioners shall also be recorded in the minutes. Copies of the minutes shall be kept on file and open to inspection by the Department of Human Services for a period of seven years.
- Section 4: Anything not covered in these By-Laws shall be covered by Roberts Rules of Order.

Article X: Amendments

- Section 1: The By-Laws of the Advisory Committee shall be adopted, altered, or repealed by two thirds vote of the Committee present at any meeting thereof at which a quorum is present; provided that written notice of the proposed action shall be given to each member at least one week before the meeting at which the proposed action is to be taken.
- Section 2: The By-Laws and other amendments shall be effective only after approval by the County Commissioners.

SIGNATURE OF ACCEPTANCE

We, the undersigned, as officers of the Montour County Children and Youth Services Advisory Board, attest to the approval and acceptance of these By-Laws by a majority vote of the member ship.

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President

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Witness

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Vice-President

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Witness

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Treasurer

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Witness

Accepted by the County of Montour, State of Pennsylvania, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Commissioner

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Commissioner

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Commissioner

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Agency Administrator