

**SANTA BARBARA COUNTY  
CHILD ABUSE PREVENTION COUNCIL**

**BY-LAWS**

**I. Name**

The council established by these bylaws shall be known as the Santa Barbara County Child Abuse Prevention Council (the CAPC).

**II. Purpose (Mission)**

The CAPC is a community ~~Council~~council with the primary purpose of coordinating Santa Barbara County's efforts to prevent and respond to child abuse and neglect.

**III. Authority**

Pursuant to the Welfare and Institutions Code Sections 18980-18983.8 and the authorization of the Santa Barbara County Board of Supervisors, the CAPC is established as an independent organization under County government.

**IV. Membership**

Section 1. General Requirements: The membership of the CAPC shall reflect the direction regarding members that is set forth in Welfare and Institutions Code Section 18982.1. Participation of one or more representatives from the following organizations and groups shall be encouraged:

- A Member of the Board of Supervisors
- Community representatives including:
  - Community volunteers
  - Civic organizations
  - Faith-based organizations
  - Business
- Public child welfare services, including:
  - Child Welfare Services
  - County Probation Department
  - Community Care Licensing
- The criminal justice system, including:
  - Law enforcement (Police, Sheriff)
  - District Attorney
  - Superior Court
  - County Coroner
- Prevention and treatment service communities, including:
  - Public Health Department

- County Alcohol, Drug and Mental Health Services
- Developmental Disability Services
- Community-based social services
- Education Services, including:
  - County Office of Education
  - Public and private schools
  - Early Care and Education Providers and Organizations
- Parent Consumers
- Local Indian Tribes

Section 2. Number of Members: The membership of the CAPC shall be no less than 15 and no more than 30.

Section 3. Membership Policies: It is the policy of the CAPC, to the extent permitted by law and subject to the availability of willing and qualified participants, to support diversity in its membership, with the goal of achieving a balance with respect to ethnicity and geographic representation within the county.

Section 4. Selection of Members: Any interested person who resides in Santa Barbara County, or who works or volunteers services in Santa Barbara County, may apply for membership. The CAPC shall provide applicants with written information regarding the goals, functions and activities of the CAPC, and shall accept all qualified individuals as members. Each member shall be designated as representing one or more of the groups or organizations listed in Article IV, Section 1.

Section 5. Voting Rights of Members: Each member shall have one vote. Each member may designate an alternate to act/vote on his/her behalf in his/her absence, provided, however, that the member may not instruct or advise the alternate how to act/vote.

Section 6. Term of Membership: The term of each Member is two years. Members may serve unlimited consecutive terms.

Section 7. Policies and Procedures: The CAPC shall develop written policies and procedures that establish working roles and relationships among members and collaborating organizations. The policies and procedures shall be consistent with federal, state and local laws, including laws regarding children's and families' rights, confidentiality, and sensitive information. The policies and procedures shall be clearly communicated to the community.

## **V. Meetings**

Section 1. Meeting Schedule: The CAPC shall hold regular meetings monthly, except that no meetings will be held in August and December. Meetings shall be led by an acting Chair and service as acting Chair will be rotated each quarter among members who are willing to serve in this capacity.

Section 2. Special Meetings: In addition to the regular meetings, any three members may call special meetings in accordance with Brown Act noticing requirements.

Section 3. Quorum: A quorum of the CAPC shall be defined as the presence of at least fifty percent plus one of the seated membership. A quorum shall be required to conduct business.

Section 4. Ralph M. Brown Act: All CAPC general membership meetings and standing committee meetings shall be conducted in accordance with the Brown Act (Government Code Section 54950 et seq.).

## **VI. Functions and Operations**

Section 1. General: The CAPC shall act in an advisory capacity to the Santa Barbara County community with respect to issues relevant to children at-risk of or the victims of child abuse or neglect, including the identification of gaps in resources and services and the administration and development of programs and services.

Section 2. Advocacy: To the extent permitted by law, the CAPC shall make recommendations to the Santa Barbara County Board of Supervisors, any County department, any other governmental agency or any body and may advocate to any legislative and governmental body or task force concerning issues relevant to children at risk of or the victims of child abuse or neglect.

Section 3. Specific Functions: The specific functions of the CAPC, shall include, but not be limited to, the following:

- provide a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of child abuse cases
- promote public awareness of abuse and neglect and the resources available for prevention, intervention and treatment
- encourage and facilitate training of professionals in detection, treatment and prevention of child abuse and neglect
- encourage and facilitate community support for child abuse and neglect programs
- identify and assess existing policies and services, and recommend improvements in services to families and victims
- provide yearly reports to the Board of Supervisors

Section 4. Committees:

- a. Steering Committee. A Steering Committee shall be elected in September of each year. The Steering Committee shall be responsible for reviewing CAPC activities, setting meeting agendas, promoting appropriate membership, recommending committee formation, and identifying issues and topics to be addressed by the CAPC.
- b. Standing Committees. The CAPC may form standing committees to carry out the specific functions set forth above in Section 3.

- c. Ad hoc Committees. The CAPC may form ad hoc committees to carry out specific, time-limited tasks and activities.

Section 5. Operations:

- a. Administrative support to the CAPC, including the preparation and publishing of minutes and agendas, shall be provided in-kind by staff members of the KIDS Network and the County Human Services Program, who shall be active members of the CAPC. Other CAPC members shall participate actively in the functions of the CAPC by serving from time to time as Chair pro tempore for general membership meetings and/or committee meetings, and by carrying out specific CAPC activities as agreed by the member.
- b. A portion of the County's Children's Trust Fund ("CTF") shall be set aside each year to fund special projects of the CAPC. These set-aside funds will not diminish the amount (approximately \$132,000 per year) of the CTF provided to nonprofit agencies that provide direct services for the prevention of child abuse and neglect and for intervention. Matching direct and in-kind funds, as required by statute, will be given by the Department of Social Services and the Public Health Department, through staff time and resources dedicated to the administrative oversight of the CAPC, as well as through the donated time of other CAPC members.
- c. The CAPC shall take an active role in developing program priorities and recommendations with respect to the dissemination of government (federal, state, and county) funds that are designated for child abuse prevention, intervention and treatment. Specifically, the CAPC shall advise the KIDS Network of the Department of Social Services with respect to the distribution of Promoting Safe and Stable Families (PSSF) funds, and shall advise the Human Services Commission with respect to the distribution of Child Abuse Prevention, Intervention And Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP) and Children's Trust Fund (CTF) moneys.

**VII. Amendment/Repeal of Bylaws**

These Bylaws may be amended or repealed by a two-thirds majority vote of those present at a regular or special meeting of the CAPC. Proposed amendments must be provided in writing to every member of the CAPC at least seven days in advance of the meeting. Amendments or repeal of the Bylaws shall become effective upon approval of County Counsel and the Board of Supervisors.