

**BYLAWS
OF THE NEW ORLEANS CHILDREN AND YOUTH PLANNING BOARD**

**ARTICLE I
PURPOSE**

Section 1. Purpose

Pursuant to City Ordinance M.C.S., Ord. No. 21779, § 1, 11-18-04¹:

The purpose of the New Orleans Children and Youth Planning Board is to participate in the formulation of and to prepare a comprehensive plan for services and programs for children and youth of New Orleans as follows: to assist in the development, implementation, and operation of services which encourage positive development, implementation, and operation of services which encourage positive development, diversion of children and youth from the criminal justice and foster care system, reduction in the commitments of youth to state institutions, and providing community response to the growing rate of juvenile delinquency. The coordination and implementation of services shall include, but are not limited to, preventive, early intervention, diversion, alternatives to home displacement, alternatives to incarceration, and treatment services, the assessment, alignment, coordination, prioritization, and measurement of all available services and programs that address the needs of children and youth including those at risk for, or identified with, social, emotional, or developmental problems, including but not limited to educational failure, abuse, neglect, exposure to violence, juvenile or parental mental illness, juvenile or parental substance abuse, poverty, developmental disabilities and delinquency. The Board is intended to encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of children and youth in their respective communities and for assisting in the development of comprehensive plan to address such needs. The Board shall perform all services authorized by La. R.S. 46:191.1 et. seq.

**ARTICLE II
MEMBERSHIP**

Section 1. Membership

In accordance with the Louisiana Revised Statutes and the New Orleans City Code the New Orleans Children Youth Planning Board shall consist of not less than eleven (11) and not more than twenty-five (25) members and shall follow the membership guidelines outlined in State Law and the most recent City Ordinance (La. R.S. 46:1941.8), (M.C.S, Ord. Nos 21799 and 23213 and 30289)

Section 2. Appointment of NO-CYPB Members.

All appointments to the NO-CYPB shall be made by the Council of the City of New Orleans and shall be for a period of two years. (*M.C.S, Ord. No. 21799, 23212 and 30289*). The New Orleans City Ordinance distinguishes members as: “official members” who are appointed and serve by virtue of the positions, and “representative members,” who are nominated, then appointed.

Representative members are eligible for re-appointment, and are without term limits.

When there is a “representative member” vacancy, the NO-CYPB shall make a nomination to fill the vacancy and shall forward the nomination to the New Orleans City Council Governmental Affairs Committee for subsequent approval by the City Council.

Special care should be given in the appointments to ensure that the Board is representative of the community in terms of gender, age, ethnicity, and geography, as well as knowledge and expertise. (La. R.S. 46:1941.8(A))

Section 3: Designees

Each NO-CYPB member, who is appointed in accordance with the City Council Ordinance, as an elected official or an agency head, is allowed to select one designee. Each such appointee shall submit his/her designee’s name, position, email address, and execute any required paperwork to the Chair of the NO-CYPB who will forward the information to the Secretary.

Section 4. Duties of NO-CYPB Members

The NO-CYPB is to participate in the formulation of a comprehensive plan for services and programs for the children and youth of New Orleans, as follows: to assist in the development, implementation, and operation of services which encourage positive development, diversion of children and youth from the criminal justice and foster care system, reduction in the commitments of youth to state institutions, and community response to the growing rate of juvenile delinquency. The coordination of services shall include, but not be limited to, prevention, early intervention, diversion, and alternatives to home displacement and alternatives to incarceration and treatment services. (*M.C.S, Ord. Nos. 21799 and 23213*).

It is the expectation of the Board that active participation of members includes sitting on no less than one Committee.

Section 5: Duty to Attend Meetings

Each NO-CYPB member (or his/her designee) is expected to attend the regular meetings of the NO-CYPB. Members must notify the Secretary if they are not able to attend the meeting. Members who attend less than two thirds of the regular Board meetings shall be considered not in good standing. Such members shall be discussed without notice with the Governance Committee of the City Council and may result in termination in accordance with Section 7.1.

Section 6: Resignation for Representative Members of the NO-CYPB

Any NO-CYPB member may resign by delivering a written resignation to either the Chair or Vice-Chair of the NO-CYPB. The Chair will present the resignation letter to the NO-CYPB, and the Chair or Vice-Chair will forward it to the New Orleans City Council Governmental Affairs Committee.

Section 7: Termination from the NO-CYPB

Section 7.1: Causes of termination

The following are the causes that may lead to termination of a member:

- A. Failure to Attend Meetings. Members who fail to meet the attendance requirements set forth in Section 5 may cause a NO-CYPB member to be recommended for removal.
- B. Malfeasance. A representative member may be recommended for removal for conduct detrimental to the interest of the NO-CYPB, as determined by the Executive Committee, in accordance with Article II, Section 7.2.

Section 7.2: Process for termination

At any regular or special meeting called for that purpose, if two-thirds of the membership votes for recommendation for removal, the recommendation will be forwarded to the New Orleans City Council. Any such NO-CYPB member proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before the NO-CYPB and be heard at such meeting.

ARTICLE III MEETINGS

Section 1: Notice of Meetings

All meetings of the NO-CYPB are public meetings. Notice of meetings of the NO-CYPB shall be provided in accordance with the Louisiana open meetings law. Any member of the NO-CYPB may call a special meeting with the concurrence of a majority of members.

Section 2: Schedule of Meetings

The NO-CYPB will meet as scheduled at least quarterly at a site designated by the Chair.

Section 3: Quorum

At all meetings of the NO-CYPB, the majority of the NO-CYPB membership based on the number of positions filled constitutes a quorum, including qualifying proxies, in accordance with Article III, Section 4.

Section 4: Proxy

A member may send a proxy to attend up to four regular Board meetings a year by notifying the Secretary prior to the meeting date. The proxy must be a member in good standing, or an employee from the same agency. A Designee may not send a proxy.

Section 5: Voting

Section 5.1: Voting Process

Members may cast their votes in person or by proxy, in accordance with Article III, Section 5.2. If an absence is anticipated, members may submit their vote in writing or via email to the Secretary.

A passing vote is determined by simple majority.

Section 5.2: Voting by Proxy

Members may have his/her vote cast during their absence by proxy, when the absent member has notified the Secretary prior to the meeting as to the identity of the proxy. A Designee may not vote by proxy.

**ARTICLE IV
STRUCTURE AND COMMITTEES**

Section 1. Chair, Vice-Chair and Duties

Section 1.1: Duties of the Officers

The Officers of the NO-CYPB shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. Officers will be elected by the members of the NO-CYPB at its first meeting of each calendar year, in accordance with Article IV, Section 7. The Officers are responsible for coordinating the activities of the NO-CYPB, communicating with the Louisiana Children's Cabinet, preparing and submitting the annual October 1st report to the Children's Cabinet, and reporting on all NO-CYPB activities, as needed. Specific responsibilities of each Officer shall include, but not be limited to, the following:

The NO-CYPB Chair is responsible for:

- Presiding over the meetings of the NO-CYPB.
- Presiding over the meetings of the Executive Committee.
- Ensuring an agenda is prepared for the regular meetings and Executive Committee meetings.
- Preparing and timely submission of the annual report.
- Collaborating with the NO-CYPB's fiscal agent, and provide quarterly financial reports.

- Presenting reports to the New Orleans City Council.

The NO-CYPB Vice-Chair is responsible for:

- Collecting and cataloging the reports of the Committees, the Executive Committee and any other committee appointed by the Board.
- Assisting the Chair with his/her functions and presiding over the meetings in the absence of the Chair.
- Serving on committees as requested by the Chair.

The NO-CYPB Secretary is responsible for:

- Ensuring that attendance and minutes are recorded for each meeting of the NO-CYPB and NO-CYPB Executive Committee and distributed at subsequent meetings.
- Ensuring that all members and designees are notified of regular meetings of the NO-CYPB via email sent at least three working days prior to meetings.
- Preparing a report on the yearly attendance of each member and disseminate the report at the last meeting of each fiscal year, which is prior to the meeting when Chair, Vice-Chair, and Secretary are elected.

The NO-CYPB Treasurer is responsible for:

- Presiding over the meetings of the Finance Committee.
- Ensuring an agenda is prepared for meetings of the Finance Committee.
- Ensuring financial reports are prepared in a timely manner and presented to the Executive Committee and Board for regular meetings and Executive Committee meetings.
- Monitoring cash flow and the development and implementation of financial policies and procedures on behalf of the Board.

Section 1.2: Terms of Office

The term of office is one year. The Chair, Vice-Chair, Secretary, and Treasurer shall be elected annually in accordance with Article IV, Section 7 and may serve up to 3 consecutive terms.

Section 2. Committees of the Board

Section 2.1: Standing Committees

There shall be an Executive Committee, Finance Committee and Nominating Committee as standing committees of the Board. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and Treasurer of the Board and chairs of the Standing Committees and current ad hoc Committees.

Section 2.2: Ad Hoc Committees

In addition to Standing Committees, the Board may create ad hoc committees from time to time by a majority vote of the members present at any meeting in which there is a quorum. These ad hoc committees may last for as long as deemed appropriate by the Board. Ad hoc committees

may focus on major issue areas affecting children in New Orleans, effective operations of the NO-CYPB, or other areas of its work that the Board may identify as necessary for a committee.

In appointing members to the subcommittees, special care shall be given to include youth participation in the Committees.

Section 3: Duties of the Committees

Each Committee shall be responsible for the development and/or maintenance of the corresponding section of the Board's collective agenda and provide an annual summary of work to ensure a comprehensive Annual Report.

Section 4. Duties of Committee Chairs

The chair of each Committee established by the NO-CYPB shall submit the agenda and minutes of each committee meeting to the Chair of the NO-CYPB. Supplemental documents for the regular meetings shall be submitted as necessary to the Secretary via email.

Section 5. Size of Committees

Committees of the NO-CYPB shall consist of no fewer than three (3) members. At the discretion of the NO-CYPB, individuals other than members may serve on the committees. The chair of each committee shall be a NO-CYPB member or appointed designee.

Section 6. Advisory Committees

The Chair and Vice-Chair of the NO-CYPB shall seek input from already established committees or boards whose interest in children and youth is concomitant to that of the NO-CYPB. Any NO-CYPB member may identify such groups and request the Chair or Vice-Chair to invite representatives of the committee to address the NO-CYPB.

Section 7. Nomination and Election Process

1. The nominating committee shall nominate at least one candidate for each office. Any CYPB member or appointed designee may make additional nominations from the floor.
2. All candidates must be members in good standing.
3. Only members and appointed designees are eligible to hold office.

ARTICLE V **FISCAL MATTERS**

Section 1. Fiscal Year

Each fiscal year shall begin on the first day of January and end on the last day of December.

Section 2. Funds

The New Orleans City Council or a designated 501 (c) (3) may serve as the fiscal agent of the NO-CYPB. All funds received for the operation of the NO-CYPB will be administered in accordance with the directives of the NO-CYPB.

ARTICLE VI RULES OF ORDER

The rules contained in the current edition of Roberts' Rules of Order shall govern the NO-CYPB in all cases to which they are applicable and in which they are consistent with these Bylaws or any other special rules of order the NO-CYPB may adopt.

Committee descriptions, committee duties, election rules and other special rules and procedures of the CYPB shall be documented in the CYPB Operating Procedures. Adoption of the operating procedures shall require a simple majority vote by members present at any full meeting of the CYPB. Changes to the CYPB Operating Procedures shall require a majority vote of members present at any full CYPB meeting or CYPB Executive Committee meeting.

ARTICLE VII AMENDMENT TO BYLAWS

These Bylaws may be modified, amended or repealed, and new Bylaws may be adopted by the NO-CYPB upon a two-thirds vote of the membership of the NO-CYPB, if at least thirty days written notice has been given of the intention to modify, amend, repeal or adopt new Bylaws.

¹ **The New Orleans City Ordinance is based on Louisiana Revised Statute 46.1941.2 which states:**

- A. The purpose of the children and youth planning boards is to assist in the assessment, alignment, coordination, prioritization, and measurement of all available services and programs that address the needs of children and youth. This includes children at risk for, or identified with, social, emotional, or developmental problems including but not limited to educational failure, abuse, neglect, exposure to violence, juvenile or parental mental illness, juvenile or parental substance abuse, poverty, developmental disabilities and delinquency. The boards are intended to encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of children and youth in their respective communities and for assisting in the**

- development of comprehensive plans to address such needs. The infrastructure for planning is intended to be data-driven in order to select appropriate evidence-based programs which will maximize available resources.**
- B. The legislature authorizes the establishment of children and youth planning boards to assist in the development, implementation, and operation of services which encourage positive development, diversion of children and youth from the criminal justice system and foster care system, reduction in the commitments of youth to state institutions, and providing community response to the growing rate of juvenile delinquency. The coordination and implementation of services shall include but are not limited to prevention, early intervention, diversion, alternations to home displacement, alternatives to incarceration, and treatment services. Through such boards, the state intends to foster and promote a continuum of community-based services and systems reflecting service integration at the state and community or local levels.**
- C. The role of the Children’s Cabinet shall be to facilitate the creation of children and youth planning boards by offering guidance and technical assistance to local communities and governing authorities including but not limited to resource identification, needs assessment, monitoring and performance evaluation, strategic planning and other forms of assistance and support.**

**ORDINANCE
(AS CORRECTED)
CITY OF NEW ORLEANS**

CITY HALL: August 14, 2014

CALENDAR NO. 30,289

NO. 26026 MAYOR COUNCIL SERIES

BY: COUNCILMEMBER GUIDRY

AN ORDINANCE to amend and reordain Section 2-263 of the Code of the City of New Orleans, to modify membership of the New Orleans Children and Youth Planning Board; and to otherwise provide with respect thereto.

1 **SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY**
2 **ORDAINS**, That Chapter 2 of the Code of the City of New Orleans, Article IV, Division 8,
3 Section 263 be amended and reordained to read as follows:

4 **“Sec. 2-263. Composition; terms.**

5 All appointments to the New Orleans Children and Youth Planning Board shall be made
6 by the Council of the City of New Orleans and shall be for a period of two years. The Board
7 shall consist of not less than eleven (11) and not more than twenty-five (25) members and shall
8 include the following:

- 9 (1) Representative of the New Orleans City Council;
- 10 (2) Chief Judge of Juvenile Court, or designee;
- 11 (3) Orleans Parish District Attorney, or designee;
- 12 (4) Director of Metropolitan Human Services District, or designee;
- 13 (5) Director of the Office of Criminal Justice, or designee;
- 14 (6) Director of the City of New Orleans Health Department, or designee;

- 15 (7) Superintendent of the juvenile detention center for Orleans Parish, or designee;
- 16 (8) Superintendent of the New Orleans Police Department, or designee;
- 17 (9) Director of the New Orleans Recreation Development Commission, or designee;
- 18 (10) Director of City of New Orleans Job One office, or designee;
- 19 (11) Superintendent of Orleans Parish Public School System, or designee;
- 20 (12) Superintendent of Recovery School District, or designee;
- 21 (13) Director of the Office of Family Services (formerly office of community services),
- 22 or designee;
- 23 (14) Regional Director of the Office of Juvenile Justice (formerly office of youth
- 24 development), or designee;
- 25 (15) Representative of the local business community;
- 26 (16) Youth representative;
- 27 (17) Representative of the faith-based community;
- 28 (18) Representative of a local university;
- 29 (19) Representative of a local nonprofit organization providing services to children:
- 30 parents;
- 31 (20) Juvenile public defender for Orleans Parish, or designee;
- 32 (21) Representative of a local nonprofit organization providing services to children:
- 33 school retention;
- 34 (22) Representative of a local nonprofit organization providing services to children: out
- 35 of school time;
- 36 (23) Representative of a local nonprofit organization providing services to children: out
- 37 of school youth;

38 (24) Representative of a local nonprofit organization providing services to children: early
39 childhood; and
40 (25) Representative of a local nonprofit organization providing services to children:
41 special needs.”

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS SEPTEMBER 4, 2014

**STACY HEAD
PRESIDENT OF COUNCIL**

DELIVERED TO THE MAYOR ON SEPTEMBER 5, 2014

**APPROVED:
~~DISAPPROVED:~~ SEPTEMBER 10, 2014**

**MITCHELL J. LANDRIEU
MAYOR**

RETURNED BY THE MAYOR ON SEPTEMBER 10, 2014 AT 2:25 P.M.

**LORA W. JOHNSON
CLERK OF COUNCIL**

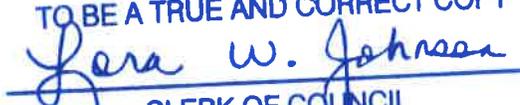
ROLL CALL VOTE:

YEAS: Brossett, Cantrell, Gray, Guidry, Head, Ramsey, Williams - 7

NAYS: 0

ABSENT: 0

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**THE FOREGOING IS CERTIFIED
TO BE A TRUE AND CORRECT COPY**

CLERK OF COUNCIL