



CYPB OPERATING PROCEDURES

A. COMMITTEES

1. Executive Committee

- a. Will meet every other month, alternating with the full Board. The committee may act on the Board's behalf in between full Board meetings. The minutes will be made available and archived with the minutes of the full Board meetings.
- b. Will be responsible for:
 - (1) Preparing the agenda for Board meetings
 - (2) Monitoring Board membership
 - (3) Responding to requests for letters of support
 - (4) Appointing committee chairs if not elected by the committee at their first committee meeting of the year
 - (5) Setting the agenda for the upcoming Board meeting
 - (6) Reviewing committee agendas and minutes and from time to time make recommendations to committees
 - (7) Appointing the nominating committee no later than at the last Board meeting of each year

2. Standing Committees

- a. Descriptions
 - i. **Health and Behavioral Health Committee** will collaborate with relevant community stakeholders to ensure the development of a comprehensive plan and a coordinated system of health and mental services for children and youth in New Orleans.
 - ii. **Juvenile Justice Committee** will collaborate with relevant community stakeholders to ensure the availability of evidenced based programs and services which are designed to limit the number of youth who are referred and processed in the juvenile justice system in the City of New Orleans.
 - iii. **Education Committee** will collaborate with the school systems and individual schools as well as other relevant stakeholders to better facilitate the education and training of students in Orleans Parish and will support the development of programs and practices that are designed to keep students meaningfully engaged in school and out of the school to prison pipeline.
 - iv. **Recreation Committee** will collaborate with relevant stakeholders to ensure adequate community spaces for youth to play and develop positively.
 - v. **Family Support Committee** will collaborate with relevant stakeholders to ensure development and availability of resources that will meet individual family needs to support the positive development

of their children and youth. We will value and honor family individuality and differences, while celebrating the sameness that unites us all as human beings.

- vi. **Development Committee** will ensure the sustainability of the Board, which should include supporting overall resource development, identifying funding sources, and fostering partnerships in the community.
 - vii. **Employment and Economic Inclusion Committee** will work collaboratively with local stakeholders to improve access to employment for youth in New Orleans and address barriers facing youth seeking employment.
 - viii. **Nominating Committee** shall be appointed by the executive committee, to consist of three (3) members, none of whom shall be a member of the executive committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chair of the committee shall be designated by the executive committee.
- b. Committee Chairs
- i. Are to be elected or re-elected at the first committee meeting of the year; if chair is not elected by first meeting then the Executive Committee will appoint a chair
 - ii. Will be responsible for:
 - (1) Scheduling and coordinating meetings of the committee;
 - (2) Ensuring that an agenda and minutes are submitted to the CYBP Chair for each committee meeting;
 - (3) Communicating regularly with committee members;
 - (4) Reporting on committee work at each full board meeting.
- c. Committee meetings should be held in person or by phone during months that alternate with the full Board meeting.

B. ELECTIONS

1. Election Process

- a. The nominating committee must submit names of candidates to the chair in sufficient time to enable the chair to inform the members of the nominations.
- b. All nominating procedures must be scheduled and executed so that elections are completed by the first regular meeting of each calendar year.
- c. In case of a tie vote, a run-off election shall be held immediately following the initial vote. Run-off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected.
- d. The occurrence of a vacancy in the position of chair shall be filled by the succession of the Vice-Chair to serve as chair until the next scheduled election. The occurrence of a vacancy in the position of Vice-Chair or Secretary shall be filled by a special election conducted by the nominating committee. The person elected by special election shall serve in this position for the duration of the term of office.