

**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, 11-18-04:

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

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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 and assist in the development, implementation, and operation of services which encourage the following:

1. Positive youth development
2. Diversion of children and youth from the criminal justice and foster care system
3. Reduction in the commitments of youth to state institutions
4. Provide a community response to the growing rate of juvenile delinquency

The coordination of services shall include, but may not be limited to:

- Prevention
- Early intervention
- Diversion and alternatives to home displacement
- Alternatives to incarceration
- Treatment services
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(M.C.S., Ord. Nos. 21799 and 23213)

It is expected that board members demonstrate active participation in NO-CYPB by volunteering to serve on no less than one NO-CYPB standing committee and/or Ad Hoc Task Force, as outlined in the attached Board Member Contract (refer to attached addendum 1.0; Board Approved on 1/10/17).

### **Section 5: Duty to Attend Meetings**

Approved and Adopted July 11, 2017

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Each NO-CYPB member (or his/her designee) is expected to attend the regularly scheduled board meetings of the NO-CYPB. Members must notify the Executive Director if they are not able to attend the board meeting. Members who attend less than two-thirds of the regularly scheduled board meetings shall be considered not in good standing. Such members shall be identified and discussed with the NO- CYPB Governance Committee to determine those members warranting a board review for termination. The NO-CYPB Governance Committee shall present their recommendations for member termination to the full board for review/discussion/vote. A passing vote is determined by simple majority. Upon obtaining a passing vote, the Governance Committee will present the board approved list of members recommended for termination from the NO-CYPB to the Government Affairs Committee of the New Orleans City Council for further action which 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 letter of resignation to the Chair of the NO- CYPB. The Chair will present the resignation letter to the NO-CYPB, and the chair will ensure that the resignation letter is forwarded to the NO-CYPB Governance Committee and the New Orleans City Council Governmental Affairs Committee.

## **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 NOCYPB 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. Bylaws of the New Orleans Children and Youth Planning Board 4 Approved and Adopted January 2013; Last amended on March 8, 2016.

### **Section 4. Proxy**

A member may send a proxy to attend up to three regular Board meetings a year by notifying the Executive Director 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 5.21. If an absence is anticipated, members may submit their vote in writing or via email to the Executive Director.

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 Executive Director prior to the meeting as to the identity of their proxy. A Designee may not vote by proxy.

## **ARTICLE IV STRUCTURE AND COMMITTEES**

### **Section 1. Chair and Duties**

#### **Section 1.1: Duties of Officers**

The Officers of the NO-CYPB shall consist of a Chair, Treasurer, Secretary, and a Parliamentarian. 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 partnering with the Executive Director in 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:

- Attending and presiding over the meetings of the NO-CYPB
- Presiding over the meetings of the Executive and Governance Committees of NO-CYPB
- Ensuring an agenda is prepared for the regular CYPB meetings along with the Executive and Governance Committee meetings
- Ensuring preparation and timely submission of the annual report
- Ensuring the collaboration with the NO-CYPB's fiscal agent yields quarterly financial reports
- Presenting reports to the New Orleans City Council, as requested

The NO-CYPB Treasurer is responsible for:

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- Attending the NO-CYPB meetings
- Presiding over the meetings of the NO-CYPB Internal Affairs Committee
- Ensuring an agenda is prepared for meetings of the Internal Affairs Committee
- Ensuring financial reports are prepared in a timely manner and presented to the Board for regular meetings and to the Executive and Internal Affairs Committees
- Monitoring cash flow and its alignment with work plans of task forces and committees of NO-CYPB
- Ensuring the development and implementation of financial and operating policies and procedures on behalf of the board
- Substitute for Chair in their absence

The NO-CYPB Secretary is responsible for:

- Attending the NO-CYPB meetings
- Presiding over the NO-CYPB External Affairs Committee
- Ensuring an agenda is prepared for meetings of the External Affairs Committee
- Ensuring that the attendance and minutes are recorded for each regular NO-CYPB meeting and distributed for review and approval at subsequent meetings
- Ensuring that each NO-CYPB standing committee and ad-hoc task force is documenting participant attendance and recording meeting minutes
- Ensuring that all members and designees are notified of regular meetings of the NO-CYPB via email sent at least 3 working days prior to scheduled meetings
- Preparing a report on the yearly attendance of each member and disseminating the report to the NO-CYPB Governance Committee two weeks after the last NO-CYPB meeting of the fiscal year.
- Substitute for the Chair if the Treasurer is unable to cover an absence

The NO-CYPB Parliamentarian is responsible for:

- Attending the NO-CYPB meetings
- Ensuring order and alignment with Roberts Rules of Order and the NO-CYPB Bylaws during board meetings
- Participating as a member of the NO-CYPB Governance Committee
- Providing leadership and guidance in maintaining and/or updating the NO-CYPB Bylaws
- Educating the board, when necessary and/or upon request, in Roberts Rules of Order and the NO-CYPB Bylaws during regular board meetings and during orientation sessions for new members

### **Section 1.2: Terms of Office**

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

### **Section 2. Committees of the Board**

Approved and Adopted July 11, 2017

## **Section 2.1: Standing Committees**

There shall be four standing committees of the NO-CYPB: (refer to attached addendum 2.0)

- **Executive** – focus on meeting/agenda planning and functionality; Chaired by Board Chair + NO-CYPB Officers, staffed by Executive Director
- **Governance** – focus on capacity, order, and function of board; Chaired by Board Chair with Parliamentarian as an active member, staffed by Executive Director + 3-5 members
- **Internal Affairs** – focus on all internal/operating issues of NO-CYPB; Chaired by Board Treasurer, staffed by Executive Director + 3-5 members
- **External Affairs** – focus on all external collaboration issues and messaging/PR for the NO-CYPB; Chaired by Board Secretary, staffed by Executive Director + 3-5 members

## **Section 2.2: Ad Hoc Task Forces**

In addition to the Standing Committees, the Board may create ad hoc task forces from time to time by majority vote of the members present at any meeting in which there is a quorum. These ad hoc task forces may last for as long as deemed appropriate by the Board, as informed by the work plan and alignment with NO-CYPB purpose and priorities. Ad hoc task forces 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 task force.

In appointing members to ad hoc task forces, special care shall be given to include youth, parents and/or concerned community members as participants in the task force(s).

## **Section 3: Duties of the Ad Hoc Task Force**

Each ad hoc task force 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 purpose aligned, comprehensive Annual Report.

## **Section 4. Duties of Ad Hoc Task Force Chairs**

The chair of each ad hoc task force established by the NO-CYPB shall submit the agenda and minutes of each task force meeting to the Executive Director of the NO-CYPB. Supplemental documents for the regular meetings shall be submitted, as necessary, to the Executive Director via email.

## **Section 5. Size of Ad Hoc Task Forces**

Ad hoc task forces of the NO-CYPB shall consist of no fewer than three (3) members. At the discretion of the Executive Director, individuals other than members may serve on the ad hoc task forces. The chair of each ad hoc task force shall be a NO-CYPB member or an appointed designee.

## **Section 6. Nomination and Election Process**

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1. The Governance Committee shall perform the role of nominating committee for the NO-CYPB and shall nominate at least one candidate for each officer role by December 15th annually. Any CYPB member or appointed designee may make additional nominations from the floor.
2. All candidates must be members in good standing, per the Governance Committee review.
3. Only members and appointed designees are eligible to hold an officer role.
4. Balloted elections will be held during the first meeting of every fiscal year by a majority vote of the members present in which there is a quorum.

### **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 the NO-CYPB Bylaws or any other special rules of order the NO-CYPB may adopt. NO-CYPB order will be supported and guided through the role of Parliamentarian.

Standing committee and ad hoc task force descriptions and duties, election rules and processes along with any other special rules and/or procedures of the NO-CYPB shall be documented in the NO-CYPB Operating Procedures, which will be reviewed and any needed updates proposed by the Internal Affairs Committee. Adoption of the operating procedures shall require a simple majority vote by members present at any full NO-CYPB meeting in which there is a quorum. Changes to the NO-CYPB Operating Procedures, as proposed by the Internal Affairs Committee, shall require a majority vote of members present at any full NO-CYPB 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.

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<sup>1</sup>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, alternatives 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.**