



Upstream Investments Policy Committee

BYLAWS

August 12, 2015

For more information visit www.UpstreamInvestments.org, e-mail Upstream@schsd.org, or call 707.565.8797.

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LIST OF EXHIBITS

- EXHIBIT A: Appeal Committee Procedures
 - EXHIBIT B: Application Review, Decision and Appeal Process
 - EXHIBIT C: Portfolio of Model Upstream Programs, Review Committee Bylaws
- These exhibits are currently under review*

I. PURPOSE AND FUNCTIONS

A. AUTHORIZATION

1. The Sonoma County Upstream Investments Policy Committee (hereinafter referred to as the Policy Committee) is established by the Sonoma County Board of Supervisors to direct the Upstream Investments Policy initiative and complies with the requirements of the Ralph M. Brown Act and the Maddy Act.
2. The Human Services Department recruits members for the Policy Committee to fill positions approved by the Board of Supervisors.
3. The Policy Committee is authorized for three years; January 2014 through December 2016.

B. FUNCTION

The Policy Committee makes reports and recommendations to the Board of Supervisors and implements recommendations as directed by the Board.

II. MEMBERSHIP

A. MEMBERSHIP

The Policy Committee is comprised of 36 members that fill positions approved by the Board of Supervisors. To ensure that the Committee can effectively fulfill its duties, the member representing each organization will hold a senior level position in their organization.

Board of Supervisors (2 members)

County Departments

1. Human Services Department Director (Sponsor)
2. Community Development Commission
3. County Administrators Office
4. County Counsel
5. Department of Child Support Services
6. Department of Health Services

7. District Attorney
8. Economic Development Board
9. First 5 Sonoma County
10. Information Services Department
11. Probation
12. Public Defender
13. Regional Parks
14. Sheriff's Office

Partner Governmental Entities

Up to two members representing municipalities

Up to two members representing public education

1. Sonoma County Superior Court
2. Sonoma County Office of Education
3. Child Care Planning Council
4. Municipality

Local Service Providers

Up to four seats representing organizations from various sectors and Sonoma County communities

(i.e., early childhood, youth, older adults)

Business Community

Up to two seats for representing businesses, with a priority for organization representing the larger business community (i.e., chambers, builders exchanges)

Local Funders

Up to three seats for organizations representing non-governmental funders

(i.e., foundations, endowments)

Consumers/Youth

Up to two seats representing recipients of services and/or community members

Faith Community

One seat representing a faith-based organization

B. TERMS OF APPOINTMENT

1. Policy Committee members serve from January 2014 through December 2016.

2. There is no compensation for members on the Policy Committee.

III. REMOVAL AND RESIGNATION OF MEMBERS

- A. Resignation of Policy Committee members shall be effected by a written letter of resignation submitted to the Human Services Department one month prior to the resignation date.
- B. Members of the Policy Committee may be removed by the Human Services Department if they are unable or unwilling to fulfill their duties.
- C. Policy Committee members who are removed or resign shall be replaced by the Human Services Department with a new member representing the same or similar position who will serve on the Policy Committee through December, 2016.

IV. DUTIES OF MEMBERS

A. ATTENDANCE

Members shall attend all meetings scheduled by the Human Services Department. Members who will more than one meeting consecutively or more than one meeting in a calendar year will be removed from the Policy Committee.

B. NOTIFICATION OF ABSENCE

Members shall notify the Human Services Department of any absence for a meeting at least two days before the meeting to allow time for the Department to cancel the meeting if it appears that there will not be a quorum.

C. CHAMPION UPSTREAM INVESTMENTS POLICY

Members agree to champion the Upstream Investments Policy within their sphere of influence. This may include, but is not limited to, the following:

1. Share information about Upstream to their constituency.
2. Share information from their constituency with the Policy Committee.
3. Nominate individuals to participate in Upstream Workgroups.
4. Host, promote and/or arrange Upstream presentations and trainings.
5. Promote the submission of Resolutions of Alignment.
6. Promote use of the Portfolio of Model Upstream Programs.

D. SERVICE ON COMMITTEES

Policy Committee members are available to serve on committees when necessary and/or to delegate appropriate staff for committees. The following committees support the work of the Policy Committee

1. Policy Committee Executive Committee
2. Portfolio of Model Upstream Program Review Committee
3. Ad hoc committees, as necessary

V. MEETINGS AND ACTIONS

A. SCHEDULE OF MEETINGS

The Upstream Committee will meet quarterly. Additional meetings will be scheduled if necessary and approved by the Executive Committee.

B. NOTICE OF MEETINGS

Notice of Policy Committee meetings, specifying time, date, location and agenda, shall be provided electronically to Policy Committee members in a manner that conforms with the requirements of the Brown Act (usually no less than three work days before the meeting). At the same time, the same information will be made available to the public as required by law.

C. QUORUM

For purposes of conducting a meeting of the full Upstream Committee, a quorum of the Policy Committee shall be the whole number more than fifty percent (50%) of the total number of members who have been duly appointed to the Upstream Committee.

E. PUBLIC MEETINGS

All meetings of the Policy Committee shall be open, public and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960, et. seq., as amended.

F. MEETING MINUTES

The Human Services Department shall record in the minutes: the time and place of the meeting, members who are present, official acts of Policy Committee, and the number of votes of members (ayes, noes, and abstentions), except when the action is unanimous. When requested by a member, his or her dissent or approval, and reasons, shall be recorded. When a member abstains due to a conflict of interest, his or her abstention and the reasons shall be recorded.

G. APPROVAL OF MINUTES

The minutes shall be presented for approval to Policy Committee members by the Human Services Department via e-mail and approved at the next meeting of the Policy Committee. Approved minutes will be publicly posted as required by the Ralph M. Brown Act, California Government Code 54960, et. seq., as amended.

H. MAJORITY RULE

Decisions and acts made by majority vote of the members at any duly-constituted meeting shall be regarded as acts of the Policy Committee except as otherwise provided by these Bylaws.

I. RULES OF ORDER

The current version of Robert's Rules of Order shall guide the Policy Committee in all proceedings, except as otherwise provided for in these Bylaws.

VI. EXECUTIVE COMMITTEE

Because the Policy Committee meets only quarterly, the Executive Committee meets to make decisions between quarterly meetings. The Executive Committee complies with the requirements of the Ralph M. Brown Act and the Maddy Act.

A. The Executive Committee shall be comprised of seven members of the Policy Committee representing each of the following categories.

- Board of Supervisors
- Human Services Department
- Department of Health Services
- Criminal Justice Services
- Service Provider Organization
- Sonoma County Office of Education or local school district
- Non-governmental funder

B. The full Policy Committee will nominate and elect members of the Executive Committee with a majority vote.

C. The Executive Committee will meet monthly in the two months that the Policy Committee does not meet and will meet for 60 minutes.

D. A majority vote of the Executive Committee shall be required to take action on behalf of the Policy Committee.

- E. The Executive Committee will report decisions and action at the following Policy Committee meeting.

VII. CONFLICT OF INTEREST

A. VOTING

1. No member of the Policy Committee shall cast a vote or attempt to influence the Policy Committee on any matter which would financially benefit such member or any organization with which such member is affiliated.
2. A Policy Committee member may voluntarily recuse himself or herself from any discussion or vote to avoid the appearance of impropriety.
3. For purposes of this Article, “any matter that has direct bearing” shall include policy and funding decisions that affect any organization in direct competition for funding with an organization such member represents or that would provide direct financial benefit to such member or the immediate family members of such member.
4. For purposes of this Article, “represents” shall include the following types of affiliation: director, board member, advisor, paid consultant or employee.
5. Policy Committee members shall make every attempt to avoid personal conflict of interest in the fulfillment of their Policy Committee duties.

B. DISCLOSURE

In order to avoid conflict of interest or the appearance of such conflict, each member shall comply with any conflict of interest code adopted by the Board of Supervisors.

C. RECORD OF ABSTENTION

Minutes of meetings shall record the abstentions of members who are prohibited from voting due to conflict of interest or who have voluntarily recused.

VIII. STAFF SUPPORT

The Human Services Department will staff Policy Committee and shall:

1. Recruit and appoint members.
2. Orient and train new Policy Committee members.
3. Prepare and distribute agendas and other materials, submit recommendations for Policy Committee consideration.

4. Facilitate the Policy Committee meetings.
5. Prepare administrative reports required by the Board of Supervisors.
6. Take minutes, and prepare and maintain records of all proceedings.
8. The Department will consult with County Counsel as necessary and County Counsel will attend Policy Committee meetings.

IX. BYLAWS

A. ADOPTION

An affirmative vote of two-thirds (2/3) of the Policy Committee, a quorum being present, shall be required to adopt or amend these Bylaws.

B. AMENDMENTS

Any member of the Policy Committee or the Human Services Department may propose amendments to the Bylaws.

1. Proposed amendments shall be submitted in writing and made available to each member of the Policy Committee no less than five (5) days prior to consideration before a vote can be taken.
2. An affirmative vote of two-thirds (2/3) of those voting, a quorum being present, shall be required to amend these Bylaws.

C. REVIEW

As needed, the Policy Committee shall review the Bylaws for appropriateness of language, content and possible amendments.

D. STANDING OF BYLAWS

Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State, County, or other local laws or regulations.

EXHIBIT A: Appeal Committee Procedures

The Portfolio Appeal Committee hears appeals from organizations that are not satisfied with the Portfolio Review Committee placement or lack of placement of the program on the Portfolio. The Portfolio Appeal Committee makes the final decision about Portfolio placement.

1. Portfolio Appeal Committee meetings shall last, on average, 60 minutes.
2. The Human Services Department will appoint a Chair for each Appeal Committee hearing. The Chair will rotate through each of the three members. The Chair shall be announced in the agenda.
3. The organization making the appeal may have two speakers during the appeal hearing.
4. The opening statement will be made by the Human Services Department on behalf of the Portfolio Review Committee not to exceed 15 minutes.
5. The organization making the appeal will be invited to deliver a prepared statement not to exceed 15 minutes.
6. After the two statements, the members of the Portfolio Appeal Committee may ask questions.
7. The Portfolio Appeal Committee will deliberate their decision in the public meeting. There is no closed session.
8. The organization making the appeal may make the closing statement not to exceed 5 minutes.
9. The organization making the appeal will bring four (4) copies of any materials they wish to submit to the Appeal Committee. The Appeal Committee may, but is not obligated to, read submitted materials.

EXHIBIT B: Application Review, Decision and Appeal Process

<http://upstreaminvestments.org/documents/ApplicationProcess.pdf>

EXHIBIT C: Portfolio of Model Upstream Programs, Review Committee Bylaws

http://www.upstreaminvestments.org/documents/Bylaws_RC.pdf