

Chisago County Interagency Children's Services Collaborative Bylaws

ARTICLE I – NAME

The name of this organization shall be **Chisago County Interagency Children's Services Collaborative**, organized pursuant to Minnesota Statute 124D.23, Family Services and Community-Based Collaboratives and/or Minnesota Statutes 245.491 to 245.495 for Children's Mental Health Collaboratives, hereinafter shall be referred to as the Collaborative.

ARTICLE II – PURPOSE

The purpose of the Collaborative is to improve the lives of children and families in Chisago County by providing services that are accessible, user friendly, cost-effective and responsive.

ARTICLE III – MEMBERSHIP

1. Membership in the Collaborative shall be open to public and private agencies that provide health, social services and educational programs to children and families in Chisago County.
2. The Collaborative shall be managed by the Chisago County Children's Cabinet. The voting members of the Chisago County Children's Cabinet shall be:
 - a. Director, Chisago County Department of Health and Human Services
 - b. Director, Chisago County Court Services
 - c. Director, Lakes and Pines Community Action Council
 - d. Superintendent, Chisago Lakes School District
 - e. Superintendent, North Branch School District
 - f. Superintendent, Rush City School District
 - g. Executive Director, St. Croix River Education District
 - h. Early Learning Representative
 - i. Mental Health Services Representative
3. Membership shall be made by application to and majority consent approval of the Chisago County Children's Cabinet.
4. The Early Learning Representative and the Mental Health Services Representative will be for a minimum five-year term (no maximum term limits) at which time application/re-application will need to be made to the Chisago County Children's Cabinet and majority consent required for approval.

5. Ex-officio membership in this Collaborative is open to any service unit upon application to the Chisago County Children's Cabinet and majority consent of the Cabinet. Ex-officio members do not have voting power. Ex-officio status shall entitle members to agendas, minutes and participation in any Collaborative function. The Collaborative shall consist of the following ex-officio members:
 - a. Chisago County Attorney

ARTICLE IV – MEETINGS AND ADMINISTRATIVE FUNCTIONING

1. The date, time and place of regularly scheduled meetings shall be determined at the annual organizational meeting. In the event of a conflict with holidays or other events, a majority at any meeting may change the date and/or place of such meetings. Meetings may be by conference call if all members can simultaneously hear each other, or by other electronic format such as concurrent email or teleconferencing, provided notification is sent or given to all members of the Chisago County Children's Cabinet.
2. No action may be taken on any item not appearing on the agenda of any meeting, regular or special, unless all members are informed and a majority of the members agree to act.
3. Each member shall be entitled to one vote. There shall be no voting by proxy.
4. The Chisago County Children's Cabinet may appoint or recognize such advisory committees from time to time as are needed to carry out the business of the Collaborative and that would provide meaningful participation by families, consumers, professionals and other interested persons.
5. Special meetings of the Chisago County Children's Cabinet may be held at a location designated by the Chisago County Children's Cabinet or upon request of the majority of members, provided notification is sent or given to all members of the Chisago County Children's Cabinet.
6. An Annual Organizational Meeting of the Chisago County Children's Cabinet shall be held in the spring of each year, at which time officers shall be elected.
7. Meetings of the Chisago County Children's Cabinet shall be governed by Robert's Rules of Order.

ARTICLE V – OFFICERS, ELECTIONS AND DUTIES

1. The Officers of the Collaborative shall be the **Chair, Vice-Chair, Treasurer and Secretary**, all of whom shall be members of the Chisago County Children's Cabinet and shall take office immediately following their election by the Chisago County Children's Cabinet and shall hold office for one year.
2. Officers, cabinet members and designated advisory committee members shall serve without compensation. Expenses necessary for the discharge of their duties shall be

paid out of the Integrated Fund upon submittal of statements to the responsible staff of the fiscal agent of the Collaborative.

3. At the Annual meeting, the Chisago County Children's Cabinet shall elect the officers for the year as one of the items of business and said officers shall assume their duties immediately. Nominations for officers shall be made from the floor at the Annual meeting and the election of officers shall follow immediately. A candidate receiving a majority vote of those present at the Annual meeting shall be declared elected and serve for one year or until his/her successor is elected.
4. The Chair shall set the agenda and preside at all meetings of the Chisago County Children's Cabinet. The agenda shall be mailed to members at least one week prior to the regular meeting. The Chair shall appoint persons to serve on advisory committees established by the Chisago County Children's Cabinet. The Chair shall approve for submission the minutes, reports and budgets for approval by the Chisago County Children's Cabinet. The Chair or designee shall act as the liaison to affiliate agencies and departments, the State Department of Children, Families and Learning and the Boards of Collaborative partners.
5. The Vice-Chair shall fulfill the duties of the Chair in the event of the Chair's temporary absence or disability and shall assist the Chair as requested.
6. The Treasurer shall be the member representing the Fiscal Host. The Treasurer is the custodian of any funds and financial records of the Chisago County Children's Cabinet.
7. The Secretary shall send the minutes to all collaborative and Chisago County Children's Cabinet members within five days following a meeting and shall assist the Chair in presenting the Annual Report of the Collaborative. The Secretary keeps a complete record of the Chisago County Children's Cabinet meetings.
8. A vacancy of any of the Offices shall be filled by the Chisago County Children's Cabinet and shall serve the remainder of the term for that position.

ARTICLE VI – QUORUM AND ORDER OF BUSINESS

1. A quorum of the Chisago County Children's Cabinet shall be one more than fifty percent of the members present. When a quorum is present, a majority vote of those present and voting shall prevail on matters brought before the Chisago County Children's Cabinet for action.
2. The order of business at meetings of the Chisago County Children's Cabinet shall be:
 - a. Reading and approval of the minutes
 - b. Adoption of the agenda
 - c. Report on the status of Collaborative projects
 - d. Presentation of Annual Report (at Annual Meeting)
 - e. Financial Reports
 - f. Reports and Presentations by Committees, Task Forces and Advisory Committees

- g. Unfinished Business
- h. New Business
- i. Adjournment

ARTICLE VII – GRANTS, FINANCES AND INTEGRATED FUNDS

1. All grants, gifts and revenues shall be maintained by the designated Fiscal Host of the Collaborative. The Fiscal Host shall establish an Integrated Fund on behalf of the Collaborative to receive funds from Collaborative partners which shall be used to carry out activities of the Chisago County Children’s Cabinet.
2. The Fiscal Host may accept, on behalf of the Collaborative, any contributions, gifts, bequests or devises for any purpose of the Collaborative.
3. The Fiscal Host shall submit an annual financial report to the Chisago County Children’s Cabinet with any recommendations it deems are appropriate or necessary.
4. The Chisago County Children’s Cabinet may designate collaborative members as Service Contract hosts (the entity who is hosting the service). The Service Contract host shall maintain an account holding such funds as are received, issue payments as authorized in the approved Service Contract budget and account for all revenues and expenditures.

ARTICLE VIII – AMENDMENTS

1. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the Chisago County Children’s Cabinet at any regular or special meeting, if at least thirty (30) days written notice is given of the intention to alter, amend, repeal or to adopt new Bylaws at such meeting.
2. Should any provision of these Bylaws be held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.

ARTICLE IX – FISCAL YEAR

The fiscal year shall run from January 1 to December 31.

IN WITNESS WHEREOF, the Chisago County Children’s Cabinet have hereunto set our hands and do hereby adopt this document effective January 1, 2017.

Chisago County Board of Commissioners

Date

Chisago County Health & Human Services Director

Date

Chisago County Court Services Director

Date

Lakes and Pines Community Action Council

Date

District #2144, Chisago Lakes

Date

District #138, North Branch

Date

District #139, Rush City

Date

Executive Director, SCRED

Date

Early Learning Representative

Date

Mental Health Services Representative

Date

Approved as to Form:

Chisago County Attorney

Date