

Bylaws of the Children's Cabinet Advisory Board

Name, Purpose/Mission, Membership, Term of office defined in R.S. 46:2605

Article I – Officers

Election of officers for a one-year term will occur annually in October. An officer may accept two consecutive terms. The duties of the officers are as follows:

Chair – serves as elected representative to the Cabinet; convene meetings; set agenda; appoint chairperson of committees and task forces.

Vice-Chair – serves in the absence of the Chair.

Secretary – see that minutes are properly recorded; serves in absence of Chair and Vice-Chair.

Article II – Meetings

The Advisory Board shall meet at least quarterly according to a schedule established by the Board. Members shall also meet on the call of the Chair or at the request of at least five members of the Board. Notice of meetings shall be provided in accordance with Advisory Board policy.

Article III – Voting, Quorum, Attendance, and Conflict of Interest

Each member of the Advisory Board shall have one vote. Vote by proxy shall not be permitted.

A quorum of the Advisory Board shall consist of 1/3 of the members of record. The presence of a quorum shall be required to transact official business of the Board.

Once an Advisory Board member has been appointed by the Governor, if he or she is absent on three consecutive occasions, a letter will be sent to the representing agency requesting that attendance be assured or in appropriate cases a new nomination be recommended to the Governor for appointment.

Membership does not preclude any organization from contracting with the state of Louisiana for appropriate services. Membership will also not impede the advocacy activities of membership organizations or their representatives.

Article IV – Staff

Children's Cabinet staff shall provide assistance to the Advisory Board in the form of coordinating meetings, taking minutes, and assisting the Chair as requested.

Article V – Committees

Committees and task forces may be created and abolished by the Advisory Board Chair with the consent of the Advisory Board as necessary to support the work of the Advisory Board or Children's Cabinet. All committees and task forces will be open to all members of the Advisory Board, other representatives who have special knowledge and expertise for which the committee or task force is created, as well as others from the general public. The committees and task forces shall report to the Advisory Board.

Each committee shall have a chairperson, appointed by the Advisory Board Chair. This chairperson must be a member of the Advisory Board. The committee chair may appoint a vice-chair, who must be a member of the Advisory Board.

Participation by the public shall be encouraged on all Advisory Board committees.

Article VI – Amendments to the Bylaws

Amendments to the Bylaws may be made by a majority vote of quorum of the Advisory Board, upon thirty days notice to the Advisory Board members of record.

On _____, the duly appointed Children’s Cabinet Advisory Board members, with a quorum present, adopted the above bylaws.

Signed: _____
Chair

Date: _____