

**BY-LAWS
OF THE CITY OF HUNTINGTON BEACH
CHILDREN'S NEEDS TASK FORCE**

**Article I
Name**

The name of this committee shall be the Children's Needs Task Force (CNTF).

**Article II
Mission Statement**

The Children's Needs Task Force will develop and implement a strategic plan for youth and children that will ensure the City of Huntington Beach promotes the best possible environment for raising children to become successful members of our community and the world. All actions involving children will promote good citizenship, support strong character values and enhance their understanding and tolerance for diversity.

Section 1. General Membership

Total membership shall consist of not more than 13 voting members. All members shall be residents of the City of Huntington Beach. A minimum of one voting member shall be a student of either a middle school or a high school.

**Article III
Officers**

Section 1. Composition

Officers shall consist of one chairperson, one vice chairperson, and one secretary.

Section 2. Nomination of Officers

- a. At the June meeting, the staff liaison will provide nomination applications for the positions of Chair, Vice Chair and Secretary to the general membership for submission to the staff liaison prior to the August meeting.
- b. The staff liaison shall solicit and receive nomination applications until the August meeting. In addition, the staff liaison will take additional nominations from the floor at the August meeting. Officers shall be elected from the membership.

Section 3. Election

- a. The annual election of officers shall be held at the regular meeting in August. In the event there is no quorum present at the August meeting, the election of officers shall be held at such other meeting pursuant to Section 4 below.
- b. The chair shall allow candidates to address the Task Force for a maximum of three minutes at the August meeting. Each candidate may give an oral statement outlining their goals and objectives for the coming year.
- c. In races of three or more candidates, if any one candidate does not receive a majority of votes, there will be a run off between the two candidates with the highest number of votes. In races of two candidates, the candidate with the higher number of votes shall be deemed elected.

Section 4. Postponing Election of Officers

- a. In the event of no quorum, the CNTF will postpone the annual election of officers to the next meeting and each meeting thereafter until a quorum is present. In the event of a postponement, those members serving in the positions whose election was postponed shall be asked to continue. In the event that such officers are not willing or able continue to serve in their positions, interim officers shall be designated by a majority of the membership present to serve until the postponed election takes place.
- b. In the event an election is postponed, an officer will be deemed to fulfill the completion of one term by serving until the following election.

Section 5. Terms

All officers shall be elected by the membership for a one-year term, with no officer serving more than three consecutive terms.

Section 6. Attendance

Officers are required to attend all regular meetings. Any officer having more than two unexcused absences during his or her term of office shall automatically vacate his or her office.

Section 7. Vacancies

An unanticipated vacancy of an officer, which may occur during the course of an Officer's term, shall be filled by a vote of the membership within 60 days of the notice of resignation or vacancy; following the same procedures as for the general election stated in Sections 2 and 3.

Article IV
Membership Terms of Service

Section 1. Adult General Members

Each general member shall be appointed for a four-year term, with no member serving more than two consecutive terms. All potential members seeking an initial appointment to the CNTF shall submit their application to the City Council Liaisons for review and consideration. Members who have not reached the end of their two-term limit and wish to be reappointed for an additional term shall submit a letter to their Council Liaisons requesting reappointment with a copy to their staff liaison. The City Council Liaisons shall review all applications and forward a recommendation to the City Council for consideration and appointment. Approximately one-half of the adult membership shall be appointed every two years.

Section 2. Student General Members

The student members shall consist of a minimum of one student representative and not more than one-third of the 13 member total allowable membership. Student terms shall begin in September and extend to the following June. All students seeking an initial appointment to the CNTF, shall submit their application to the City Council Liaisons for review and consideration. Members who have not reached the end of their two-term limit and wish to be reappointed for an additional term shall submit a letter to their Council Liaisons requesting reappointment with a copy to their staff liaison. The City Council Liaisons shall review the applications for membership and forward a recommendation for general membership to the City Council for consideration and appointment.

Article V
Membership Attendance

Section 1. Rules for General Membership

Any member shall automatically vacate his/her general membership upon two (2) unexcused absences during the calendar year or upon more than two (2) consecutive absences.

Article VI
Voting

Section 1. Rules

Each general member of the CNTF shall have one vote.

Section 2. Quorum

A quorum of the membership is required in order to transact business at every regular meeting.

Article VII Meeting Requirements

Section 1. Time and Place

Regular meetings of the CNTF shall be held the fourth (4th) Thursday every other month beginning in August each year (August, October, December, February, April, June). Meetings begin at 4:00 P.M. and are held in City Hall. In the event the 4th Thursday falls on a federally recognized holiday, the CNTF shall hold the regular meeting on the 3rd Thursday.

Section 2. Open Meetings

All meetings of the CNTF shall be open and public, and all persons shall be permitted to attend any meeting. All meetings shall be governed by Robert's Rules of Orders and the Brown Act.

Section 3. Posting of Public Meeting Notice

All Agendas for CNTF shall be posted for public review 72 hours prior to the date of the meeting.

1. The Task Force shall not consider items not appearing on its posted agenda unless a two-thirds vote of the CNTF members present determines that there is an urgent need to act immediately and the need to take action came to the attention of the CNTF after the posting of the agenda.

Section 4. Adjourned Regular Meetings

1. Any regular meeting of the CNTF may be adjourned to a subsequent date prior to the next regular meeting to consider further items. An adjournment notice shall be posted on the official posting board by 9:00 a.m. the following morning.
2. If a regular meeting of the CNTF is adjourned to a subsequent date, a new agenda must be posted 72 hours prior to that date. This agenda may contain new items, as well as any items continued from the previous meeting.

Section 5. Special Meetings

1. Special meetings may be called by the chair or a majority of the CNTF.
2. Notice of a special meeting must be faxed, or emailed, mailed or delivered to the media and posted not less than 24 hours in advance.
3. Discussion and action is limited to only those items and proposed actions contained in the special meeting notice.
4. A special meeting may not be adjourned to another date.

**Article VIII
Duties of Officers**

Section 1. Chairperson

The Chairperson shall preside at all regular meetings of the CNTF, prepare the agenda for all regular meetings, and shall have powers and duties as may be prescribed from time to time by the general membership. The Chairperson shall also have a vote on all matters.

Section 2. Vice Chairperson

The Vice Chairperson shall preside at all regular meetings in the absence of the Chairperson, and perform duties as assigned by the Chairperson. The Vice Chairperson shall also have a vote on all matters.

**Article IX
Conflict of Interest**

Any member who believes to have a financial or business conflict of interest with respect to any activities of the CNTF shall disclose the fact to the general membership and refrain from voting on such matters. No member of the CNTF may utilize information obtained by reason of memberships for personal gain.

**Article X
Amendment of By-Laws**

These may be amended at any regular meeting by a two-thirds vote of the membership, providing that the amendment has been submitted in writing at least 24 hours prior to the meeting.

**Article XI
Roberts Rules of Order**

In the absence of items not covered in the By-Laws, refer to Roberts Rules of Order.

**Article XII
Focus Groups**

Focus Groups are to be established on an as needed basis and may not serve into perpetuity. Following research and discussion, focus groups may be dissolved by majority vote at the discretion of the task force.

Revisions approved by CNTF membership on: September 27, 2012