

THE NEW JERSEY STATE CHILD PLACEMENT ADVISORY COUNCIL
CPAC BYLAWS

PREAMBLE

Pursuant to the N.J.S.A. 30:4-62, et. se q., an Advisory Council, composed of a member appointed from each Child Placement Review Board, has been established in the State of New Jersey. In order to conduct the business of the Advisory Council, the following bylaws are set forth:

ARTICLE I. NAME

The name of the organization will be, "The New Jersey State Child Placement Advisory Council," hereafter referred to as the "Advisory Council."

ARTICLE II. OFFICE

The principal office of the Advisory Council will be housed in the State of New Jersey.

ARTICLE III. PURPOSE

Section 1

To meet those responsibilities delegated to the Advisory Council by the legislature of the State of New Jersey as set forth in N.J.S.A. 30:4C-62, et. seq. as follows:

- Advise the Supreme Court with respect to the issuance of rules governing the duties and responsibilities of the county Child Placement Review Boards.
- Review the policies, practices, and procedures of the Division of Child Protection and Permanency (formerly the Division of Youth and Family Services) with respect to the placement of children.
- Monitor and evaluate the effectiveness of this Act (Child Placement Review Act) in promoting the welfare of children.
- Advise the Supreme Court with respect to the establishment of guidelines and procedures for the training of Child Placement Review Board members.
- Advise the Supreme Court with respect to the establishment of guidelines and reporting procedures to be followed by the Child Placement Review Boards for the provision of data for the evaluation of this act.

- Make an annual report on the effectiveness of the implementation of this Act to the Supreme Court, the Governor, and the Legislature and such other reports as it may deem proper, or as may be requested from time to time by the Supreme Court of New Jersey, the Governor, or the Legislature.
- Accept from any appropriate source grants and contributions to be used for carrying out its responsibilities.

Section 2

To keep the Judiciary within each county informed as to the practices of Child Placement Review Boards and seek from the Judiciary such comments as deemed advisable.

Section 3

To promote and foster through the county Child Placement Review Boards the mandate that, "Each board will act on behalf of the Family Division of the Superior Court."

ARTICLE IV. MEMBERSHIP OF THE ADVISORY COUNCIL

Section 1. Members

All members of a Child Placement Review Board will be members of the Advisory Council without voting privileges (except those granted voting authority by the Board).

Section 2. Representation

There will be an equal number of voting members on the Advisory Council as the number of Child Placement Review Boards in the State. Each Child Placement Review Board is entitled to only one vote concerning the business and affairs of the Advisory Council. In order to represent the Child Placement Review Board as an official Advisory Council representative, he/she must be appointed by the Child Placement Review Board chairperson.

Section 3. Qualifications

A member must have served a minimum of one year on a Child Placement Review Board to be eligible for representation on the Advisory Council.

Section 4. Appointment

The appointment of the Advisory Council representative will be made during September by the Child Placement Review Board chairperson. If the position becomes vacant, it is to be filled as soon as possible.

ARTICLE V. MEETINGS

Section 1. Meetings

The Advisory Council will meet at least quarterly. The last meeting is to occur in June of the following year. The location of the meetings will be decided by the Executive Board.

Section 2. Scheduling

The newly elected Executive Board will be responsible for scheduling all Advisory Council meetings. The notice of meetings will be mailed to each Child Placement Review Board member with sixty (60) days after the meeting schedule is adopted. The Executive Board may hold additional meetings as deemed necessary. Additional meetings will be scheduled with at least fifteen (15) days' notice.

Section 3. Quorum

Advisory Council members present at a meeting will constitute a quorum. A quorum of Advisory Council members will be necessary to conduct official business at any scheduled Council meeting. All decisions of the Council, with exception of by-law revisions, as explained in Article IX, and the election of officers and Executive Board members, as explained in Article VII, will be decided by a majority of the representatives present.

Section 4. Special Meetings

Special meetings of the Advisory Council may be called for by a majority of the Executive Board or ten (10) percent of the Child Placement Review Boards.

Section 5. Meeting Rules

The rules and procedures set forth in *Robert's Rules of Order, Newly Revised* will govern, and be the decorum for, all Advisory Council and Executive Board meetings. These rules will be applicable unless inconsistent with the bylaws of the Council.

ARTICLE VI. OFFICERS AND EXECUTIVE BOARD

Section 1. Named Officers

The Officers of the Advisory Council will be the:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

Section 2. Duties of Officers

The **Chairperson** will be the primary executive officer of the Advisory Council and will be responsible for all the business and affairs of the Advisory Council. The Chairperson will preside at all meetings of the Advisory Council, Executive Board, and the Executive Committee. The Chairperson will be a non-voting member of all committees, standing or special, with the exception of the Board Development Committee. The chairperson, or his/her designee, will attend the Children in Court Improvement Committee (CICIC) meetings, serve as the Advisory Council's liaison, and report back to the Executive Board and Advisory Council. The Chairperson may delegate to any other member of the Executive Board any of the responsibilities and authority of the office, as needed. The Chairperson will have other powers as may be prescribed by the Executive Board.

The **Vice Chairperson** will assist the Chairperson in the discharge of duties and preside in the Chairperson's absence. The Vice Chairperson will assume other responsibilities as may be assigned by the Chairperson. The Vice Chairperson will be the conduit to work with any issues of concern brought to the Council by its members. The Vice Chairperson will supervise the work flow of the judicial coordinator with the assistance of the judicial coordinator's supervisor at the Administrative Office of the Courts.

The **Secretary** will oversee the preservation of all documents, reports, and communications connected with the business of the Advisory Council. These materials will be archived in the Advisory Council office. The Secretary will ensure that all notices are distributed, count the votes and proxies at elections, and perform such other duties applicable the office.

The **Treasurer** will account for, and report, all financial transactions pertaining to Advisory Council business. The Treasurer will serve as chairperson of the Budget Committee and, as such, prepare a proposed budget for the coming fiscal year to be presented to the Advisory Council and Administrative Office of the Courts.

Section 3. Executive Board

The Executive Board will consist of the:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Up to eleven (11) elected members

Section 4. Emeritus Membership

A former Executive Board member who has demonstrated commitment to citizen review may be designated an **emeritus member** by a two-thirds vote of the Executive Board. An emeritus member may or may not be a current member of a Child Placement Review Board. An emeritus member may attend Executive Board meetings, without voting privileges, and participate in other activities. Emeritus members will serve for a two-year term after which continuation of emeritus status will require a two-thirds vote of the Executive Board.

Section 5. Honorary Membership

A member of the community at large who has demonstrated commitment to citizen review may be designated an **honorary member** by a two-thirds vote of the Executive Board. An honorary member may attend Executive Board meetings, without voting privileges, and participate in other activities. Honorary members will serve for a two-year term after which continuation of honorary status will require a two-thirds vote of the Executive Board.

Section 6. Removal and Resignation

If the position of either an Officer or Executive Board member becomes vacant, the Executive Board will elect a replacement from names submitted by the Board Development Committee. The newly appointed officer or Executive Board member will be in office for the remainder of the existing term. If an officer or Executive Board member misses three (3) consecutive or four (4) of six (6) meetings, the Executive Board may declare the position vacant.

ARTICLE VII. ELECTIONS

Section 1. Elections

Through the Advisory Council representative, each Child Placement Review Board member may exercise his/her vote in the election of officers and Executive Board members.

Section 2. Officer Nominations

- A. A member must have served a minimum of one year on a Child Placement Review Board to become eligible for election as an Advisory Council officer.
- B. The term of office for each officer will be two (2) years or until his/her successor has been elected or appointed. The Chairperson and Vice Chairperson may not succeed himself/herself more than once.

Section 3. Executive Board Election

- A. The Advisory Council will elect up to eleven (11) members of the Executive Board at the quarterly meeting in June. Up to five (5) members will be elected in odd years, and up to six (6) members will be elected in even years.
- B. The term of service will be two (2) years or until a successor has been named.

Section 4. Election Timeline

- A. The election of officers and Advisory Council members will be conducted at the quarterly meeting in June.
- B. The Board Development Committee will present officer nominations to the Executive Board fifteen (15) days before nominations will be sent to the Advisory Council members.
- C. The Board Development Committee will present Advisory Council Executive Board nominations to the Executive Board fifteen (15) days before nominations will be sent to the Child Placement Review Board members.
- D. The Secretary will make a reasonable effort to forward nominations to Child Placement Review Board members thirty (30) days before the quarterly meeting in June.
- E. Those so entitled may vote in person at the meeting in June, or by proxy. All proxies will be opened and counted by the Secretary at the meeting. After tabulating the vote, the Secretary will certify the election.

ARTICLE VIII. COMMITTEES

Section 1. Executive Committee

The **Executive Committee** will be composed of the:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

The Executive Committee may be asked to assist the Chairperson in developing the agenda for Executive Board meetings. The Committee may also be asked to offer guidance as to the direction agenda items can be pursued. The Executive Committee will act as the Personnel Committee of the Advisory Council.

Section 2. Standing Committees

A. Board Development Committee

The **Board Development Committee** will consist of the immediate past Chairperson and three other Council members. If the immediate past Chairperson is unavailable, or unable to serve, the current Chairperson will appoint a Board Development Committee chairperson subject to a majority vote of the Executive Board.

The responsibilities of the Board Development Committee will be to:

- Recruit and select interested candidates willing to become Officers or serve on the Executive Board.
- Submit, as possible at the third quarterly meeting, a slate containing at least one nominee for each Officer and Executive Board position to be filled.
- Submit a name(s) for consideration in the event Officer or Executive Board vacancies occur mid-term.

B. Budget Committee

The **Budget Committee** will be chaired by the Treasurer and the responsibilities will be to:

- Develop a budget that will provide the Advisory Council with reasonable and necessary administrative and clerical support services to enable the Advisory Council to carry out its responsibilities including costs associated with the annual program. This budget will also include provision of funding for reasonable and necessary expenses incurred by Advisory Council members in the performance of

their duties.

- Present the proposed budget to the Executive Committee fifteen (15) days before the first quarterly meeting.
- Present the approved budget to the Director of the Administrative Office of the Courts.
- Keep the Executive Committee informed of any realized sources of potential income from governmental departments, or agencies, public or private, including grants and contributions that may be useful in carrying out Advisory Council responsibilities.

C. Program Committee

The responsibilities of the **Program Committee** will be to:

- Plan and present up to three (3) training programs for Child Placement Review Board members' continuing education, including an annual State conference.
- Ascertain the relevance of such training programs through anticipating needs and post-training evaluations.
- Inform Child Placement Review Board members, as realized, with opportunities to fulfill their continuing education requirements through other training programs.

D. Legislative Committee

The responsibilities of the **Legislative Committee** will be to:

- Review and comment on current legislation concerning child placement/ welfare.
- Advocate for changes in legislation as deemed advisable by the Executive Board.
- Advise the Supreme Court, as deemed advisable, with respect to the issuance of rules governing the duties, responsibilities, and practices of the Child Placement Review Boards.
- Monitor interactions between the judiciary and Child Placement Review Boards to assure communication regarding Child Placement Review Board concerns and practices.

E. Communications Committee

The responsibilities of the **Communications Committee** will be to:

- Apprise the public of the existence, role, and function of the Child Placement Advisory Council and the Child Placement Review Boards.
- Keep the Child Placement Review Boards informed of the Advisory Council's role as a resource and support center.

- Maintain a website.

Section 3. Ad Hoc Committees

The Executive Board may designate such other committees, as may be deemed necessary from time-to-time, to conduct the business of the Advisory Council. These committees are formed for a limited time and designed to address a special issue or event. Membership on each committee will consist of at least one member of the Executive Board and may consist of one or more persons who are members of the Child Placement Review Boards.

Section 4. Committee Chairpersons

The Advisory Council Chairperson will appoint the **Committee Chairpersons** of all committees other than the Board Development and Budget Committee for annual terms of office. Committee chairpersons will serve at the discretion of the Chairperson and continue in office until successors are appointed.

- A. The Chairperson of each committee, with the exception of the Board Development Committee, may select and remove/replace members at his/her discretion.
- B. The Chairperson of each committee will define his/her goals at a planning meeting.
- C. The Committee Chairpersons will be responsible for reporting meeting activities to the Advisory Council Chairperson.

ARTICLE IX. ADOPTION, AMENDMENTS, AND REPEAL OF BYLAWS

These bylaws may be repealed, amended, or new bylaws adopted by the affirmative vote of the designated Advisory Council representatives present, or by proxy, at any quarterly meeting of the Advisory Council provided that:

- Notice of the proposed change will be given to the **Secretary** of the Advisory Council ten (10) days prior to the quarterly meeting during which they will be considered.
- The Secretary presents the proposed change at such meeting for consideration.
- The Secretary makes a reasonable effort to forward a copy of the proposed change to Child Placement Review Board chairpersons at least thirty (30) days before the next Advisory Council meeting during which the proposed change will be acted upon.