

**Orange County Comprehensive Services
Community Policy and Management Team**

BY-LAWS

Article I - Name

The name of this group shall be the Orange County Community Policy and Management Team, hereinafter referred to as the "CPMT".

Article II – Purpose

The purpose of the CPMT shall be to create, maintain and manage a collaborative system of services and funding that is youth centered, family focused and community based when addressing the strengths and needs of troubled and at-risk youth and their families, pursuant to the Virginia Comprehensive Services Act for At-Risk Youth and Families ("CSA") (§ 2.2-5200 *et seq.* VA Code Ann.).

Article III – Membership

The eight (8) person membership of the CPMT shall meet the requirements of § 2.2-5205 VA Code Ann. and is appointed by the Board of Supervisors of Orange County (the "Board") as provided in that section. The membership shall include, at a minimum, at least one elected official or appointed official from the governing body of a locality that is a member of the team and the local agency heads or their designees who have authority to approve funds from the following community agencies:

- Community Services Board established pursuant to § 37.2-501 VA Code Ann.; and
 - 16th District Court Service Unit; and
 - Orange County Health Department; and
 - Orange County Department of Social Services; and
 - Orange County Public School System.
- A. The CPMT shall also include a representative of a private organization or association of providers for youth and family services if such organizations or associations are located within the locality. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies.
- B. The CPMT shall also include one parent representative as defined in § 2.2-5205 VA Code Ann.
- C. The Board may appoint other members to the team including, but not limited to, a local government official, a local law-enforcement official and representatives of other public agencies.

- D. Any person serving on the CPMT who does not represent a public agency shall be required to file a statement of economic interest as set out in the § 2.2-3117 VA Code Ann. of the “State and Local Government Conflict of Interests Act” (“COIA” § 2.2 – 3100 *et seq.* VA Code Ann.). Persons representing public agencies shall file such statements if required to do so pursuant to COIA.
- E. All CPMT members shall abstain from decision-making involving individual cases or agencies in which they have either a “personal interest,” as defined § 2.2-3101 of COIA, or a fiduciary interest, pursuant to § 2.2-5205 VA Code Ann.
- F. Parent and private provider representatives shall be appointed by the Board to serve a two (2) year term that will expire on June 30th of the second year. Terms may be held consecutively with no limit on terms served.
- G. All appointed public or governmental agency CPMT members, or their designees, shall serve for as long as they hold their office.
- H. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- I. Any member of the CPMT who fails to personally attend to at least seventy-five (75%) of the regular meetings within any calendar year shall be reported to the Board.
- J. The CPMT may solicit advisory personnel to assist in achieving its objectives in accordance with its approved programs and mandates.

Article IV – Duties and Responsibilities

The CPMT shall have all general powers, duties and responsibilities described in § 2.2-5206 VA Code Ann.

Article V – Family Assessment and Planning Team

Section I:

The CPMT shall appoint the members of the Family Assessment and Planning Team hereinafter referred to as the “FAPT”. The CPMT shall ensure that the FAPT is composed of representatives as specified in § 2.2-5207 VA Code Ann.

Section II:

FAPT members, and their designee representing the agencies as specified in § 2.2-5207 VA Code Ann. shall serve at the pleasure of the CPMT. Designees of FAPT members shall not be a sitting member of the CPMT. Terms may be held consecutively with no limit on terms served. The FAPT membership shall be reviewed annually by the CPMT.

Section III:

The FAPT shall submit to the CPMT input on policies and procedures in accordance with § 2.2-5208 VA Code Ann. All FAPT policies and procedures shall be approved by the CPMT.

Article VI – Officers of the CPMT and their Duties

Section I:

The officers of the CPMT shall consist of a Chair and Vice-Chair who shall be elected by the CPMT in the July meeting.

The term of office shall be for one (1) year. No member may serve more than two (2) consecutive terms in the same office. The election shall be a ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

Any member desiring to serve in the seat of an officer must be present at the July meeting when elections are held.

In the event that any officer fails to satisfactorily perform the duties of his or her office, the officer may be removed from office prior to the completion of any term by two-thirds vote of the CPMT, provided that a quorum has been established.

Any vacancy occurring among officers shall be filled to serve the remainder of the unexpired term.

Section II:

The CSA Coordinator shall serve as the Secretary for the CPMT.

Section III:

The elected officers, secretary and County-appointed official shall serve as the Executive Committee. The Executive Committee shall be authorized to conduct the necessary business between meetings of the CPMT. All actions of the Executive Committee shall be ratified at the next regular business meeting of the CPMT.

Section IV:

Duties of the Chair:

- a. Preside at meetings of the CPMT.
- b. Appoint committees necessary for the operation of the CPMT.
- c. Work closely with the Chair of FAPT.
- d. Perform any other duties determined by the CPMT.

Section V:

Duties of the Vice-Chair:

- a. The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties as assigned by the CPMT.

Article VII – Meeting

Section I:

Regular meetings shall be held at least monthly, at a date, time, and place determined by the CPMT.

Section II:

Special meetings of the CPMT may be called by any member of the Executive Committee or upon written request of three (3) members.

Section III:

Provided that at least one member of the Executive Committee is present, 50% of the CPMT's members shall constitute a quorum for all CPMT meetings.

Article VIII – Rules of Order

Meetings will generally be conducted informally with decisions reached by consensus. Should consensus not be achieved, the most recent version of *Robert's Rules of Order* will be invoked. Any voting member may also request *Robert's Rules of Order* be used in conjunction of business of the CPMT.

Article IX – Confidentiality

All information about specific children, youths and families obtained by CPMT and FAPT members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

Article X – Amendments

The terms and provisions of these By-Laws of the CPMT may be amended at any regular meeting of the CPMT by approval of 2/3 of those present and voting; provided that notice of the proposed amendment is given at the regularly scheduled meeting of the CPMT immediately preceding the regular meeting at which the vote on the proposed amendment will take place.

These By-Laws were adopted at a regular meeting of the Orange County Community Policy and Management Team held on Tuesday, Aug. 28, '12, by a vote of in favor, and not in favor.

Official Vote - 7 In favor X Not in Favor

Members present:

Alisha R. Wines
Orange County Administration

Letitia Douthett
CSA Coordinator

Robert D. Lingo
Orange County Department of Social Services

Phillip B. Ryan, LPA
Community Service Board

Marlynn M. Denny
Orange County Health Department

absent
Orange County Public Schools

M. D. Carroll, CSW
Virginia Department of Juvenile Justice
Director

Joseph L. PhD Private Provider
Community Representative

Alisha R. Wines
CPMT Chair

8/28/12
Date