

**Orange County Children's Services  
Community Policy and Management Team**

**BY-LAWS**

**Article I - NAME**

The name of this group shall be the Orange 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.

**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 ("Board") as provided in that section. The membership shall include, at a minimum, the local agency heads or their designees who have authority to approve funds from the following community agencies:

- One elected official or appointed official from the governing body of a locality that is a member of the team; and
  - 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.
- B. The CPMT shall also include one parent representative as defined in §2.2-5205 VA Code Ann.
- C. Persons representing private organizations and associations and parent representatives 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.*)
- Persons representing private organizations or associations shall abstain from voting on cases where there is a conflict of interest.

- D. Parent representatives 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”.
- E. Other appointed public or governmental agency CPMT members shall serve at the pleasure of the Board.
- F. Parent and private provider representatives shall be appointed by the Orange County Board of Supervisors to serve a two (2) year term that will expire on June 30<sup>th</sup> of the second year. Terms may be held consecutively with no limit on terms served.
- G. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- H. A 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 Orange County Board of Supervisors.
- I. 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 the general powers, duties and responsibilities of a policy and management team as outlined in § 2.2-5206 VA Code Ann.

#### **Article V – Family Assessment and Planning Team**

##### **Section I:**

The CPMT shall appointment 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 the Children’s Services Act.

##### **Section II:**

FAPT members, and their designee (*designees should not be a member sitting on the CPMT*) representing the agencies as specified in § 2.2-5207 VA Code Ann. shall serve at the pleasure 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 provide input on policies and procedures in accordance with § 2.2-5208 VA Code Ann., which shall be submitted to the CPMT. All policies and procedures must 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 Co-Chair who shall be elected by the CPMT in the July meeting and serve at the pleasure of the CPMT.

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.

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

### **Section II:**

The Children's Services Act, ("CSA"), Coordinator shall serve as the Secretary for the cases presented during closed session. A member of the CPMT shall act as secretary for the open meeting.

### **Section III:**

The Orange County Treasurer shall serve as Fiscal Agent for the Orange County CSA Program. The duties of the Fiscal Agent include, but are not limited to, approving the submission of the CSA Pool Reimbursement and Supplemental allocations.

### **Section IV:**

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 action of the Executive Committee is to 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 Co-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 a time to be 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:**

The quorum for all CPMT meetings shall be 50% of its members, including one member of the Executive Committee.

## **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 youth 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**

Proposed changes to the CPMT By-Laws shall be provided in writing to all members at least two (2) weeks prior to the next scheduled meeting, at which time, they may be voted upon.

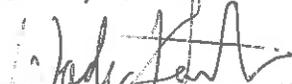
These By-Laws were adopted at a regular meeting of the Orange County Community Policy and Management Team held on Tuesday, December 19, 2017, by a vote of in favor, and not in favor.

Official Vote - 6 In favor, 0 Not in Favor

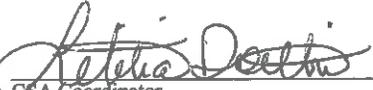
Members present:

  
Orange County Administration

  
Orange County Department of Social Services

  
Orange County Health Department

Absent  
Virginia Department of Juvenile Justice

  
CSA Coordinator

  
Community Service Board

  
Orange County Public Schools

Absent  
Community Representative

  
CPMT Chair

December 19, 2017  
Date