

## **Membership Requirements**

Members are appointed by the Allegheny County Executive, subject to the approval of County Council, and the number of members shall be consistent with Commonwealth of Pennsylvania regulations.

## **Membership Terms**

Members shall serve for a three year term, (except when filling an unexpired term) or until a successor is named. Members shall be eligible for reappointment to a full three year term after filling an unexpired term and otherwise at the discretion of the Executive. If a member is absent from three consecutive meetings without reason and/or notification, membership shall be terminated.

## **Officers**

The elected officers of the Advisory Committee shall be the Chairperson and the Vice Chairperson.

The officers shall be elected for a term of two years beginning at the close of the regular January meeting at which they are elected. Officers shall serve until the expiration of their term as officer or members, whichever occurs first, or until their successors are elected.

The Chairperson shall be the highest officer of the Committee and shall exercise general supervision and management over the affairs of the Committee. The Chairperson shall be charged with carrying out the policies of and programs adopted or approved by the Committee, and shall have further powers and duties as are incident to the office of Chairperson of the Committee and as the Committee may from time to time prescribe.

## **Subcommittees**

- **Nominating Subcommittee**

A Nominating Subcommittee shall be appointed by the Chairperson with the approval of the Advisory Committee. The Nominating Subcommittee shall nominate candidates for the two officers of the Committee and report the names of those nominated at the regular January meeting which coincides with the expiration of the terms of the officers or when vacancies occur. Additional nominations for officers from the floor shall be permitted. The Nominating Subcommittee shall report regularly on the status of the membership, and recommend the appointment of new members, when necessary, to the Advisory Committee.

- **Other subcommittees**

Other subcommittees shall be created by the Advisory Committee. Such other subcommittees, standing or special, shall be appointed and charged by the Chairperson with the approval of the Advisory Committee. The Chairperson shall take into account the expressed desires of the members in making subcommittee appointments. The charge to a special subcommittee shall specify the time when it goes out of

existence. Standing subcommittees will continue indefinitely. Membership on the subcommittees shall expire at the time of the biennial election of officers.

### **Conflicts of Interest**

Since the composition of the Children, Youth and Families Advisory Committee includes members of “local” citizens organizations active in the fields of children and youth issues, the practice of an individual simultaneously serving on the Allegheny County Children, Youth and Families Advisory Committee and the Board of a Corporation holding a contract with the County Children, Youth and Families program is not discouraged. Persons knowledgeable in the area probably gained much of their knowledge through such services.

### **Committee Rules, Requirements and Regulations**

Regular meetings of the Advisory Committee shall be held bi-monthly on such day and time as determined by the Committee from time to time.

Five members shall constitute a quorum.

The regular meeting in January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports and for any other business that may arise.

Special meetings can be called by the Chairperson. The purpose of the meeting shall be stated in the call. Five days notice shall be given, except in emergencies.