

**ARTICLE IX
ADVISORY COMMITTEE BYLAWS**

**First 5 Yuba Commission
Advisory Committee Structure**

Purpose: To provide expert advice and consultation to the First 5 Yuba Commission, to assist the Commission in regularly updating its Strategic Plan, and to provide input concerning the needs of Yuba County children 0-5 and their families.

Membership Guidelines and Selection Process

Membership will include parents and other members from diverse backgrounds who care for or work with children 0-5 and their families.

The Advisory Committee will review its membership annually.

The Executive Director will advertise openings and solicit letters of interest on an annually basis. The Executive Director will forward these letters to the Advisory Committee.

The Chair of the Commission shall appoint, as non-voting members, two Commissioners to the Advisory Committee.

Procedures

1. Resignations: Committee members may resign upon notice to the Chair.
2. Decision making: Recommendations to the Commission and other items requiring actions are determined by a majority of members voting.
3. Notices: First 5 staff will post agendas as required by Open Meeting laws.
4. Record keeping: First 5 staff will prepare Minutes. The Chair of the Advisory Committee will review and correct the Minutes. The full Advisory Committee will adopt the Minutes.
5. Communication with the Commission: All actions of the Advisory Committee will be reported to the Commission at its next meeting. First 5 staff shall ensure that such actions, minutes and reports are agendaized for the Commission, provided that Brown Act requirements can be met. The Commission will review recommendations of the Advisory Committee and make final decisions.

6. Officers: The officers are the Chair and Vice-Chair. Officers are elected by a majority vote at the first meeting of the calendar year.

The Chair shall preside at Advisory Committee meetings and perform such duties as may be assigned by the Commission or the Committee. The Vice-Chair substitutes for the Chair when the Chair is unavailable.

7. Support Staff Functions: First 5 staff will support the Advisory Committee with agendas, minutes and coordination.
8. Citizen Involvement: The Advisory Committee values the involvement of volunteer parents/caregivers and other community members who are not affiliated with agencies. The Advisory Committee is committed to working to overcome any barriers to this type of participation.