

**CODE OF REGULATIONS
OF
CUYAHOGA COUNTY DIVISION OF CHILDREN &
FAMILY SERVICES ADVISORY BOARD**

ADOPTED:

10/29/2019

ARTICLE I

NAME

The name of this organization is the Cuyahoga County Division of Children & Family Services Advisory Board.

ARTICLE II

MISSION AND PURPOSE

The Advisory Board shall be aligned with the Division of Children and Family Services mission, vision, values and beliefs.

The mission of the Division of Children & Family Services (DCFS) is to assure that children at risk of abuse and neglect are protected and nurtured within a family and with the support of the community.

The vision of the Division of Children & Family Services is to improve the lives of children as a result of our attention, care and support.

Division of Children & Family Services Guiding Values:

- Safety, permanency and well-being of children
- Urgency
- Family connections
- Youth voice
- Strong partnerships
- Inclusion
- Respect for each other

DCFS beliefs that inform its values, vision and mission are:

Children belong safely with their families.

Children deserve the best possible individualized care when they cannot be safe in their own homes.

Children and families get the best possible services when we engage with them on a regular basis.

Children and their families need community resources at their fingertips when times get tough.

Children and the community rely on our response to protect children.

The Cuyahoga County Advisory Board on Children & Family Services shall be the official advisory body to the Director of Children & Family Services, the Cuyahoga County Executive and the Cuyahoga County Council. In this capacity the Advisory Board shall provide a forum for families and children at risk of abuse or neglect, officials, agency representatives and others interested in the concerns of families and children at risk of abuse or neglect, including people formerly involved with DCFS.

The responsibilities of the Advisory Board shall include gathering information, offering advice on policies related to services for children and families, and facilitating communication between DCFS and community groups. Specifically, duties include:

- To advise and support the Director of the Division of Children & Family Services in formulating policy, planning and developing programs to meet the needs of families and children at risk of abuse or neglect in a trauma-informed, culturally-responsive manner.
- To advise and recommend to the Cuyahoga County Executive and Cuyahoga County Council on specific issues related to families and children at risk of abuse or neglect and, but not limited to, the administrative jurisdiction of the Division of Children & Family Services.
- To support the engagement of and coordination between the Division of Children & Family Services and community groups and organizations interested in supporting families and children at risk of abuse or neglect.
- To advise and facilitate resource development to achieve the goals of the Division.
- To offer technical expertise to the Administrator and Division of Children & Family Services in achieving its goals and objectives.
- To help to inform and educate families in need of services in Cuyahoga County about the programs and activities available to them.
- To advocate on behalf of families and children at risk of abuse or neglect in Cuyahoga County.
- To be aware of the Ohio Department of Jobs and Family Services (ODJFS), the Cuyahoga County Juvenile Court and related agencies addressing the needs of families and children at risk of abuse or neglect, policies, services and allocations for the purpose of advocating for Cuyahoga County DCFS and the families and children at risk of abuse or neglect.

The DCFS Advisory Board is advisory in nature only and shall not have any decision-making authority over DCFS or the County.

ARTICLE III

ADVISORY BOARD MEMBERSHIP

SECTION 1 - NUMBER OF MEMBERS

The Advisory Board shall consist of up to ten (10) members who shall be appointed by the Cuyahoga County Executive and approved by the Cuyahoga County Council.

SECTION 2 – QUALIFICATIONS

The Advisory Board shall be comprised of individuals who:

- A. Are eighteen (18) years of age or older.
- B. Reside and/or work in Cuyahoga County.
- C. Support the mission of the Division of Children & Family Services as set forth in this Code of Regulations and the overall safety and well-being of children.

- D. Include individuals who represent organizations and client populations who obtain services through the Division.
- E. Include individuals that have demonstrated knowledge in programs for children, such as persons from the medical community, child advocacy, law enforcement, educational community and parent groups.
- F. Membership on the Advisory Board will seek to be inclusive when recruiting members to include diversity in: geography, gender identity, age, race and ethnicity, sexual orientation and public/private/professional/volunteer sectors.

Appointment to the Advisory Board shall not be denied to any individual on the basis of race, color, religion, gender, age, marital status, sexual orientation, national origin, citizenship status, physical or mental disability, or veteran status or any other group protected by applicable federal and state laws.

SECTION 3 – APPOINTMENT OF MEMBERS

Appointment to the Advisory Board shall take place at the annual meeting of the Advisory Board in the last quarter each year. If the annual meeting of the Advisory Board is not held, members may be appointed to the Advisory Board at a special meeting called and held for that purpose. The Governance Committee shall prepare a slate of recommended nominees by the third quarter of each year for available new member positions on the Advisory Board to be submitted to the Advisory Board at least fifteen (15) days prior to the annual meeting or special meeting, as the case may be. If no nominees on the slate are contested, the slate of nominees can be approved via a voice vote from a majority or a quorum of Advisory Board members. Once approved by the Advisory Board, nominee recommendations will be forwarded to the County Executive who shall make the final recommendation to the Advisory Board, subject to final approval and appointment by the County Council. New terms will commence upon County Council appointment.

SECTION 4 – TERMS AND LIMITATIONS

- 1) Members shall be appointed to serve for a term of four (4) years. No member shall serve more than two (2) consecutive four (4) year terms.
- 2) Members must be reappointed for second term of up to four (4) years with confirmation by the County Council.

SECTION 5 – ABSENCES, TERMINATION AND RESIGNATION

Any member may be removed, with cause, by the vote of two-thirds (2/3) of the Advisory Board present at the annual meeting or at a meeting duly called for that purpose. An Advisory Board member shall indicate his or her intention to resign by submitting a letter of resignation to the Chair of the Advisory Board and/or the Administrator of Children & Family Services and it shall be acted upon at the first meeting following receipt of the resignation.

Any member of the Advisory Board with three (3) unexcused absences (*an unexcused absence constitutes no prior notification to the Chair or staff*) from Advisory Board meetings within a calendar year shall be subject to removal from the Advisory Board. Once a member has accumulated two (2) unexcused absences, staff will notify the Advisory Board Chair, who will contact the member in question. In cases of extenuating circumstances, the situation will be evaluated by the Governance Committee with a recommendation for a final decision to be made by the Advisory Board.

Advisory Board members are appointed by the County Executive and confirmed by the County Council and shall not send a representative or substitute to an Advisory Board meeting or committee meeting when unable to attend a meeting.

SECTION 6 – VACANCIES

When a vacancy occurs on the Advisory Board, creating an unexpired term, Advisory Board members may fill such vacancy with a recommendation by majority vote or a quorum (51%) at the annual meeting or at a meeting duly called for that purpose, and the recommended member, once appointed by the County Executive and County Council, shall serve for the remainder of the vacated term of the Advisory Board member.

SECTION 7 – EX-OFFICIO MEMBER

Ex-officio members of the Advisory Board shall serve with voice and without vote and shall be:

- 1) The Administrator, Deputy Administrators and other staff of the Division of Children & Family Services or designees
- 2) The Cuyahoga County Executive or respective designees
- 3) The Cuyahoga County Council HHS Committee Chair or respective designees
- 4) The immediate past Advisory Board Chair

SECTION 8 – ADVISORY BOARD AUTHORITY

The Advisory Board shall act in an advisory capacity, consistent with Ohio Revised Code 5153.05, to the Division of Children & Family Services and to the Cuyahoga County Executive and the Cuyahoga County Council and shall review and comment upon those programs, policies and activities within Cuyahoga County that relate to and have impact on children in, or at-risk of entering, the child welfare system.

ARTICLE IV

ADVISORY BOARD OFFICERS

SECTION 1 – POSITIONS AND TERMS

The officers of the Advisory Board will be a Chair, a Vice-Chair, and a Secretary, elected from the appointed members.

- A. All officers shall be elected to serve for a two (2) year term by majority vote of the members present at the election meeting. No person shall hold more than one office at the same time and no person shall serve more than two (2) consecutive full two (2) year terms in any one office. The duties of the Chair shall be to preside over all regular and special meetings, appoint ad hoc committees and their chairs and carry out any other duties pertinent to the office of Chair. At least one of the two officers, Chair or Vice-Chair, must be able to actively participate in meeting with Cuyahoga County Council or other elected officials as needed.
- B. The Vice-Chair shall carry out the duties of the Chair in his or her absence, and when so acting, shall have the power and authority of the Chair, and undertake such other duties assigned by the Chair.
- C. The Chair or Vice-Chair shall serve on the Governance Committee.
- D. The Secretary shall ensure that records of all Board meetings and actions, including full and accurate minutes, are adequately kept, and shall permanently sign and record the same. The Secretary shall give notices of the meetings of the Advisory Board.

SECTION 2 - ELECTION OF OFFICERS

The Advisory Board shall elect the officers. Once the founding officers have been elected at the first election meeting, the Governance Committee shall prepare a single slate of nominees for officers to be submitted to the current Chair at least fifteen (15) days prior to the regularly scheduled annual meeting to be held in the last quarter of every other year. The slate of officers will be approved by in-person voice vote only at the designated meeting scheduled for officer election. Any member nominating another member from the floor for an office must have prior consent from the member so nominated.

SECTION 3 - VACANCIES IN OFFICE

In the case of a vacancy in the office of the Chair, the Vice-Chair shall succeed to the office for the unexpired term by an Advisory Board member at a regularly scheduled meeting. In case of a vacancy in the office of Vice-Chair, the vacancy shall be filled for the unexpired term by an Advisory Board member at a regularly scheduled meeting or a meeting duly called for such purpose using the same process described in ARTICLE IV, SECTION 2 above.

ARTICLE V

MEETINGS OF THE ADVISORY BOARD

SECTION 1 – REGULAR MEETINGS

The Advisory Board of the Division of Children & Family Services shall hold regular meetings no less frequently than every other month, amounting to at least six (6) regular meetings annually, at a time and in a public place within Cuyahoga County as determined by the Advisory Board. Efforts shall be made to hold meetings at a time and location that are convenient to the general public. As Advisory Board members are

appointed by the Cuyahoga County Executive and County Council, they shall not send a representative or substitute to an Advisory Board or committee meeting.

Board meetings are open to the public. The meeting schedule, which shall include the time and place of the meetings, shall be available in advance on the agency website. Approved meeting minutes shall be posted promptly on the agency website. All attendees shall identify themselves and, if applicable, their affiliation. The Advisory Board encourages public participation and individual comments may be limited to five (5) minutes. Agendas will be available at the Advisory Board meeting. Supporting material will be distributed only to Board members.

In the event the attending individual has questions, the DCFS Director and Board Chair will make themselves available upon adjournment of the meeting to discuss/clarify the matter.

SECTION 2 – ANNUAL MEETING

The annual meeting of the Advisory Board shall be held in the last quarter of the calendar year for the purpose of appointments of new members and election of officers (every other year) and for the consideration of reports and other such business as duly authorized and necessary.

SECTION 3 – SPECIAL MEETINGS

Special meetings of the Advisory Board may be called by the Chair and shall be called upon by the request of not fewer than three (3) Board members who shall be listed in the meeting notice. All special meetings shall be held at such place specified in the written email notice of the meeting and only issues identified in such written notice may be acted upon at the special meeting. The Board shall post notice of a special meeting no less than twenty-four (24) hours in advance of the meeting on the agency website. The notice shall include the time, place and purpose of the special meeting.

SECTION 4 – QUORUM

A majority of the members of the board shall constitute a quorum, and the action of a majority of the members present shall constitute the action of the Board.

SECTION 5 – VOTING RIGHTS OF THE ADVISORY BOARD

Except as otherwise provided in this Code of Regulations, each Advisory Board member, except an Ex-Officio Advisory Board member, shall be entitled to one vote on each matter properly submitted to the Advisory Board for their vote or other actions.

SECTION 6 – AUTHORIZED COMMUNICATIONS EQUIPMENT

Meetings may be held through any authorized communications equipment and participation by an Advisory Board member in a meeting through the use of any of those means of communication constitutes presence in person of that Advisory Board member at the meeting for purposes of determining a quorum. The exception is the meeting scheduled for officer election when Advisory Board members must be present to vote as described in ARTICLE IV, SECTION 2. Authorized communications equipment is equipment that provides a transmission, including by telephone, video-conferencing, or any electronic means, from which it can be determined that the transmission was authorized by and accurately reflects the intention of, the Advisory Board member involved and allows all persons participating in a meeting to contemporaneously communicate with each other.

SECTION 7 – NOTICE OF MEETINGS

Notice of the time and place of each annual, re-scheduled, regular or special meeting of the Advisory Board shall be sent by the Secretary to each Advisory Board member at the email address on record not less than four (4) days before such meeting. In extraordinary circumstances, such notice may be given personally or by telephone, electronic mail or facsimile not less than twenty-four (24) hours before such meeting. The business to be transacted at the meeting need not be specified in the notice except in the case of a special meeting.

ARTICLE VI

ADVISORY BOARD COMMITTEES

SECTION 1 – APPOINTMENT AND AUTHORITY

The Advisory Board, by this Code of Regulations, will have standing committees comprised of Advisory Board members who will select committees to participate in as part of their role as an Advisory Board member. Where additional expertise is required, persons who are not Advisory Board members will be appointed to further the work of the Division of Children & Family Services.

- A. All standing committees will make recommendations for a Committee Chair thirty (30) days before the end of the current Chair's term. Each Chair selection will be recorded in the minutes of the next Advisory Board meeting.
- B. Chairs of all committees shall be appointed from the Advisory Board's appointed members.

C. Committee chairs shall report their committee activities at each Advisory Board meeting.

SECTION 2 – STANDING COMMITTEES

Standing committees shall be composed of Advisory Board members. Advisory Board Committee Chairpersons may identify skill sets necessary to further the committee’s work and recommend additional individuals to participate on their committee to the Governance Committee as an ad hoc committee member.

Non-Advisory Board members shall not require vetting by the Advisory Board, nor be required to complete the DCFS Conflict of Interest Form. The non-Advisory Board members will complete a DCFS Profile Form to be kept on record.

Each committee, in addition to their identified responsibilities, shall also provide oversight and be aligned with the Division of Children & Family Services mission, vision, values and beliefs.

Standing committees shall consist of:

GOVERNANCE COMMITTEE:

- Prepares a slate of nominees for available positions on the Advisory Board. These recommendations for appointments will be submitted to the Advisory Board at least fifteen (15) days prior to the annual meeting with approval in-person by voice vote at the designated Advisory Board meeting scheduled for elections.
- Prepares a slate of nominees for officers to be submitted to the Advisory Board at least fifteen (15) days prior to the regularly scheduled annual meeting as terms expire every two (2) years.
- Reviews committee chair appointments to ensure continuity during the last quarter every two (2) years. Conducts regular review of Advisory Board members’ areas of participation.
- Reviews the Code of Regulations every two (2) years and present recommendations, changes or amendments to the Advisory Board members for approval and vote.
- All committee chairs shall be designated members of the Governance Committee.

PREVENTION COMMITTEE:

- Monitors legislation, policies and issues impacting families and children at risk of abuse or neglect in Cuyahoga County at the local, state and federal level.
- Utilizes data sources to inform policy recommendations to address risk factors for abuse and neglect that include social determinants of health.
- Explores community partnerships to support healthy, thriving communities that may include employment, education, housing and transportation.
- Identifies opportunities for collaboration, marketing, public relations and outreach to increase understanding of the needs of families and children at risk of child abuse and neglect, strengthen community-DCFS communication and engagement and, reduce the need for DCFS system involvement.
- Provides advice on prevention programs, DCFS policies, quality of services and operating procedures related to programs focused on preventing child abuse and neglect.

- Identifies issues related to child abuse and neglect prevention and makes recommendations to the Advisory Board on needed action. This may include communications with DCFS administration, sending letters to legislators, providing testimony and other advocacy efforts on behalf of families and children at risk of abuse or neglect.

INTERVENTION COMMITTEE:

- Monitors legislation, policies and issues impacting families and children exposed to abuse or neglect in Cuyahoga County at the local, state and federal level.
- Provides advice on intervention programs, contracts, policies, quality of services, operating procedures, and workforce development.
- Provide advice and recommendations on outreach and marketing strategies for programs and services for families at risk for abuse and neglect.
- Identifies opportunities for cross sector collaboration to maximize service delivery within Cuyahoga Health and Human Service Division
- Informs data collection strategies to ensure quality of services and targeted programming
- Identifies community needs and areas for new program development, with a focus on needs of families and children exposed to abuse or neglect.

SECTION 3 – OTHER COMMITTEES

Committees, both standing and ad hoc, may be created by the Advisory Board for such tasks as may be deemed necessary. Ad hoc committees shall limit their activities to the accomplishment of the particular tasks for which they were created. The Advisory Board Chair may, with the approval of the Advisory Board, appoint the Chair of the committee. The Advisory Board Chair may identify, with the approval of the Advisory Board, other persons who are non-Advisory Board members to serve as regular members of any standing or ad hoc committees. Members of committees who are non-Advisory Board members may be given full voting privileges on the committee to which they were appointed but shall have no official standing on the Advisory Board.

ARTICLE VII

CONFLICT OF INTEREST POLICY

SECTION 1 – PURPOSE The purpose of the conflict of interest policy is to protect the Cuyahoga County Division of Children & Family Services interests when the Advisory Board is contemplating entering into a transaction or arrangement that might benefit the private interest of an Advisory Board member or that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to public officials and nonprofit and charitable organizations.

SECTION 2 – AUTHORITY

- A. Ohio Revised Code Section 2921.42 – Public servants are prohibited from having a personal interest in a public contract. Specifically, a public official or employee is prohibited from authorizing, voting or otherwise using the authority or influence of his/her office to secure approval of a public contract or investment of public funds in which an official, family member or business associate has an interest. In addition, a public servant cannot have an interest in the

profits or benefits of a public contract entered into by or for the use of the governmental body with which the public servant is connected.

- B. Ohio Revised Code Section 102.03(B) - No present or former public servant shall disclose or use, without appropriate authorization, any information acquired by the public servant in the course of the public servant's official duties that is confidential because of statutory provisions, or that has been clearly designated to the public servant as confidential when that confidential designation is warranted because of the status of the proceedings or the circumstances under which the information was received and preserving its confidentiality is necessary to the proper conduct of government business.

SECTION 3 – DEFINITIONS

- A. Interested Person – Any director, principal officer, or member of a committee with Advisory Board delegated powers, who has a direct or indirect financial or fiduciary interest, as defined below, is an interested person.
- B. Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- i. An ownership or investment interest in any entity with which the Division of Children & Family Services of Cuyahoga County has a contract, transaction or arrangement;
 - ii. A compensation arrangement with the Division of Children & Family Services of Cuyahoga County or with any entity or individual with which the Division of Children & Family Services of Cuyahoga County has a contract, transaction or arrangement;
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Division of Children & Family Services of Cuyahoga County is negotiating a contract, transaction or arrangement;
 - iv. A role in negotiations of a contract between his/her employing entity and the Division of Children & Family Services of Cuyahoga County;
 - v. His/her salary based on the proceeds of a contract between his/her employing entity and the Division of Children & Family Services of Cuyahoga County; or
 - vi. His/her employment responsibilities include participation in the administration or execution of a contract between his/her employing entity and the Division of Children & Family Services of Cuyahoga County.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

- C. Fiduciary Interest – The interest of a covered individual that derives from a legal and/or ethical role the individual has to act in the best interests (e.g. the financial success) of another. Examples of fiduciary interests include but are not limited to membership on a board of directors or a management role in a company or partnership.

SECTION 4 – PROCEDURES

- A. Duty to Recuse. An interested person shall fully recuse themselves from any matter in which the interested person, family member or business associate has a financial or fiduciary interest. This

includes abstaining from voting, deliberating or in any other way using the authority or influence of his/her position on any matter in which the interested person, family member or business associate have a financial, fiduciary or other interest.

- B. Determining Whether a Conflict of Interest Exists. When an interested person is unsure whether a conflict of interest exists, the interested person shall make full disclosure of the actual or potential conflict of interest in writing to the Advisory Board or Governance Committee. Following full disclosure of a possible conflict of interest, the chairperson of the Advisory Board or Governance Committee shall forward the disclosure to legal counsel for the public body to determine if a conflict of interest exists. If legal counsel offers an opinion that a conflict of interest exists, the interested person shall adhere to the recusal terms defined in Section 4(A) above. If legal counsel offers an opinion that no conflict exists, the interested person may fully participate in deliberations and voting on the matter.
- C. Violations of the Conflict of Interest Policy.
- i. If the Advisory Board or Governance Committee has reasonable cause to believe an interested person has failed to recuse themselves or disclose a potential conflict of interest, it shall inform the interested person of the basis for such a belief and afford the interested person an opportunity to explain the alleged failure to recuse or disclose.
 - ii. If, after hearing the interested person's response or making further investigative queries, the Advisory Board or Governance Committee determines the interested person has failed to recuse themselves from an actual conflict or to disclose a potential conflict, it shall refer the matter to the appropriate authorities (e.g., Cuyahoga County Executive, Ohio Ethics Commission, Cuyahoga County Prosecutor's Office, Cuyahoga County Agency of Inspector General).

SECTION 5 – EXCEPTIONS TO CONFLICT OF INTEREST POLICY

An interested person may have an interest in the profits or benefits of a public contract where a conflict of interests exists if all of the following four conditions are met:

- A. The subject of the public contract is necessary supplies or services for the political entity involved;
- B. The supplies or services are unobtainable elsewhere for the same or lower cost, or are being furnished to the political entity as part of a continuing course of dealing established prior to the interested person's becoming associated with the political entity involved;
- C. The treatment afforded the political entity is either preferential to or the same as that accorded other customers or clients in similar transactions; and
- D. The entire transaction is conducted at arm's length, with full knowledge by the political entity involved of the interest of the interested person, member of interested person's family, or business associate, and the interested person takes no part in the deliberations of the political entity with respect to the public contract.

CERTIFICATION REGARDING CONFIDENTIALITY OF INFORMATION AND CONFLICT OF INTEREST POLICIES

I will avoid conflicts of interest by abstaining from voting and deliberations and otherwise not participating in the procurement process, and/or the evaluation of project proposals involving organizations:

- Where, to the best of my knowledge and belief, I or my spouse, minor child, or partner have a financial interest; or
- Where I am an officer, director, member, trustee, owner, partner, expert, consultant, advisor (with or without compensation) or employee or otherwise similarly associated; or
- Where there exists, any arrangement concerning my prospective employment, financial interest, or other similar association.

I will also avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting my objectivity. I understand that I was chosen to serve on this Division of Children & Family Services Advisory Board because of my own expertise in the subject matter of this committee.

I have indicated those affiliations and/or project proposals, if any, for which I am in real or apparent (perceivable) conflict of interest, and I have signed and dated this certification where indicated. My signature is confirmation that the Certification Statement contained herein is accurate and true, and is consistent with provision of the above and the provisions of the Conflict of Interest Statement attached.

I fully understand the Conflict of Interest Policy and agree to: fully recuse myself from voting and/or deliberating on any procurement, contract, or other item that creates a conflict of interest or the appearance of a conflict of interest.

Signature: _____

Name: _____

Title: _____

Organization: _____

Date: _____

**DIVISION OF CHILDREN & FAMILY SERVICES ADVISORY BOARD
CONFLICT OF INTEREST DECLARATION**

Name: _____ (Please print)

1. Are you, or any of your immediate family, employed by, or affiliated with any vendor, supplier, or service provider to the Division of Children & Family Services of Cuyahoga County? If so, please list the names of those businesses.

_____**NO** _____**YES**

2. Are you, or any of your immediate family, or any firm with which you are employed by or affiliated with, compensated for services provided to the Division of Children & Family Services of Cuyahoga County (excluding reimbursement for out-of-pocket business expenses)? If so, please describe below the type of service and amount of fees or compensation received during the prior 12 months.

_____**NO** _____**YES**

3. Are you, or any of your immediate family, or any institution with which you are employed by or affiliated with, applying for or receiving grant funding from the Division of Children & Family Services of Cuyahoga County? If so, please list below the institutions and nature of your affiliation or details of your direct relationship.

_____**NO** _____**YES**

4. Are you or any of your immediate family, the investigator for, or recipient of any grant awarded by the Division of Children & Family Services of Cuyahoga County? If so, please describe below the nature, amount, and term of the grant(s).

_____**NO** _____**YES**

5. Do you receive monetary compensation for providing any editorial or advisory services to the Division of Children & Family Services of Cuyahoga County or its publications? If so, please explain the nature and annual amount of compensation.

_____**NO** _____**YES**

6. Are you familiar with the Division of Children & Family Services of Cuyahoga County's Code of Conduct, including your responsibility to abstain from voting on any committee or Board resolution that would create a potential conflict of interest for you and/or for the Division of Children & Family Services of Cuyahoga County?

_____**YES** _____**NO**

I have reviewed the policy on the Code of Conduct of the Division of Children & Family Services of Cuyahoga County and agree to abide by the terms of that policy.

Signature: _____

Date: _____

ARTICLE VIII

PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Newly Revised shall govern the meetings of the Cuyahoga County Advisory Board on Children & Family Services except where otherwise provided in this Code of Regulations.

ARTICLE IX

AMENDMENT OF THE CODE OF REGULATIONS

This Code of Regulations or any part of it may be amended, repealed, or added to, in whole or in part, by a majority vote of the Advisory Board at the annual meeting or any regularly scheduled meeting at which a quorum of the Advisory Board is present, provided notice of such intended action is stated in the meeting notification sent to all members of the Advisory Board not less than ten (10) days prior.

A review of the Code of Regulations will be conducted by the Governance Committee every two (2) years and revised as needed prior to the annual meeting each year.

This Code of Regulations is revised and approved by the Advisory Board as of the last date set forth below.

Chair:

Signature _____

Date _____

Vice-Chair:

Signature _____

Date _____