



New York City Coordinated Children’s Service Initiative (CCSI) By-Laws

I. Purpose of the Entity

- A.** To advance the development of a system of care for children and youth with mental health challenges in New York City. A system of care is defined as a comprehensive spectrum of mental health and other necessary services which are organized into a coordinated network to meet the multiple and changing needs of children and adolescents with serious emotional, social and behavioral challenges and their families. (Stroul and Friedman, 1986, 1996)
- B.** To provide a forum for agency, provider and family representatives to address cross-system problems
- C.** To liaise to other bodies/councils (e.g., Mayor’s office, ACS, etc.)
- D.** To provide the local structure for implementing the NYS Coordinated Children’s Service Initiative (CCSI) law and the mission of the NYC system of care.

II. Structure

A. Citywide Oversight Committee

1. Mission:

The purpose of the Citywide Oversight Committee (COC) is to provide a vehicle for cross-system collaboration between New York City and New York State child serving agencies, Borough Based Councils (BBCs), family members and youth for the purpose of improving the social and emotional well being of children and youth through implementation of New York City’s system of care. The Citywide Oversight Committee will work to advance the core values and principles (See Addendum A) of the system of care within New York City. Issues that cannot be resolved at the borough level will be forwarded to the Citywide Oversight Committee for discussion and resolution or referral to the appropriate agency or forum for further consideration. The Citywide Oversight Committee may also refer issues to the Borough Based Councils for consideration and action.

2. Goals and Objectives:

- a) To provide leadership to promote the advancement of System of Care principles and values.
- b) To assure that Borough Based Councils and the Citywide Oversight Committee are working in a coordinated fashion and that they have complementary agendas and workplans.
- c) To provide leadership to encourage the sustainability of the care coordination process through joint plans and integrated program development, training, and pursuit of funding opportunities.
- d) To review and work collaboratively toward solutions to systems issues and related policies, regulations and practices that interfere with the

implementation of the System of Care and its core values at the borough level.

- e) To disseminate an annual report to relevant local and state entities with recommendations endorsed by the Co-Chairs of the COC and BBCs.
- f) To refer issues that require state level intervention related to policies, procedure or regulation to the state level entity that promotes cross-system coordination of services for children and youth, and relevant Executive Branch Leadership and bring information and actions from those entities or Executive Branch agencies back to the Citywide Oversight Committee.

3. Membership:

The Citywide Oversight Committee membership is comprised of service providers from the city and state child-serving agencies¹; family members or caregivers of children and youth with serious emotional or behavioral challenges who are currently being served or have been served by the System of Care; youth with emotional and/or behavioral challenges who are or have been served by the System of Care; co-chairs of the Borough Based Councils; and parent leadership representation from each of the NYC child-serving agencies and child advocacy organizations. Other individuals and agencies may participate in the COC meetings and serve as members of workgroups.

COC members should willing to impact organizational change, which will facilitate problem solving at the program and policy levels within the System of Care. Each member of the Citywide Oversight Committee is expected to support the implementation of the System of Care core values and principles within their agency or organization, as well as within the broader community of providers. Family members/caregivers are expected to be full partners in all aspects of the Citywide Oversight Committee functioning and to be a voice for the experiences and needs of families served by the System of Care.

4. Leadership

There will be five Co-Chairs appointed for the Citywide Oversight Committee, including one family member, one youth, one senior representative from the NYC DOHMH, one senior representative from the NYS OMH and one senior representative of either the Mayor's Office or other city or state agencies represented on the COC. Non-mental health city and state representatives will be rotated among the other child-serving systems or the Mayor's Office.

Co-Chairs will serve a three year term of office which will be staggered so that no more than two Co-Chairs will rotate out of position in a given year. Co-Chairs may petition for additional terms if desired.

Responsibilities of the COC Co-Chairs include: assuring that vacancies on the COC are filled in a timely manner; facilitating COC meetings and holding a conference call or meeting at least once between meeting for planning purposes, including planning of the COC meeting agenda. It is expected that Co-Chairs have a special responsibility to serve as a liaison between the COC and city or state government or their respective constituencies and will serve

¹ Core governmental agencies are: DOHMH, OMH, OCFS, OASAS, OPWDD, ACS, HHC, DOE (including both Special Education and regular education), DOP, and DYCD.

as public representatives for the COC and shall finalize and approve all official communications or reports of the Citywide Oversight Committee or its workgroups. *(Please see Appendix A: Roles & Responsibility of the COC Co-Chair)*

5. Youth Involvement

The Citywide Oversight Committee will seek the input of youth and youth advocates on issues of concern to youth with emotional and behavioral challenges.

6. Workgroups

Workgroups will be time limited, focused, charged by the Co-Chairs with a specific goal, and will report back with recommendations to the COC.

7. Family Leadership Group & Youth Advisory Council (YAC)

The Citywide Oversight Committee will seek guidance about issues affecting family and youth via a Family Leadership Group and Youth Advisory Council. *(Please see Appendix D: Youth Advisory Council (YAC) Scope and Charter and Appendix E: Youth Advisory Council (YAC) By-Laws)*

B. Borough Based Councils

1. Mission

The purpose of the Borough Based Councils is to improve the social and emotional well being of children and youth through implementation of the New York State Children’s Plan within New York City’s system of care. More specifically, Borough Based Councils (BBCs) will work to develop, improve, and strengthen family-driven, culturally competent, strength-based services for children and adolescents who have or are at risk of developing serious emotional and/or behavior challenges through local cross-agency and cross-system collaboration, advocacy, training and shared resources.

2. Goals and Objectives

- a) Identifying and addressing local systemic issues, gaps in service, and interagency differences in service provision as identified through CCSI and by other providers. Issues that cannot be resolved at the local level will be referred to the Citywide Oversight Committee.
- b) Providing a vehicle for family and youth input into policy and program development for the System of Care.
- c) Informing and empowering families to access services and supports in the best interests of their families.
- d) Facilitating the integration of the cross-system collaboration and System of Care core values and principles into all member organizations.
- e) Identifying training needs of the respective systems in order to facilitate coordination of services and the implementation of the core values of the System of Care.
- f) Sharing new strategies, resources, linkages, and other mechanisms to increase access to services in all systems

3. Membership

Membership of the Borough Based Councils will consist of: family and youth members served by the System of Care; child-serving governmental agencies;

community-based child-serving agencies, family network representatives; the Borough President's Office; and other governmental agencies (such as but not limited to Probation, HRA, Homeless Services, HHC behavioral health service providers and Department of Housing), as may be appropriate.

BBC members should be people willing to act as agents of change, which will facilitate problem solving at the program and policy levels within the System of Care. Each member of the Borough-Based Council is expected to support the implementation of the System of Care core values and principles within their agency or organization, as well as within the broader community of providers.

Family members/caregivers and youth are expected to be full partners in all aspects of the Borough-Based Council functioning and to be a voice for the experiences and needs of families served by the System of Care. As needed, additional support, training, transportation and incentives (*please see Appendix C: COC Policy Guide regarding stipends for family and youth BBC participation*) to promote full participation in the Borough Based Council will also be provided to the Councils' family members.

All BBC members should actively identify appropriate stakeholders in the community and encourage their participation to achieve the goals and objectives of the Borough Based Council. All new BBC members will be provided with an orientation to the Borough Based Council, its mission, goals, objectives and workplan.

4. Leadership

Each Borough Based Council will consist of three Co-Chairs. Two of these individuals should hold positions in different child/family service systems, while one of the chairs should be a parent advocate or caregiver of a child or youth with behavioral or emotional challenges, or a youth with experience with a child-serving system.

Co-Chairs will ensure that membership includes all above-mentioned groups, and will be responsible for recruiting new members from any system that is not represented.

Co-Chairs must be prepared to attend all BBC and COC meetings, providing leadership and organization. In the event that a Co-Chair cannot attend a COC meeting, they should ensure that the BBC is represented by one of the other Co-Chairs, or another BBC member.

BBC Co-Chairs will work closely with one another, COC Co-Chairs and the CCSI staff to keep the council focused on its mission and goals. The BBC Co-Chairs should meet or have a conference call at least once in between each meeting to establish the meeting agenda.

Co-Chairs will have a three-year term of office. At the end of the third year term, Co-Chairs will have the option of re-election by the BBC, or stepping down. Terms of the Co-Chairs will be staggered to assure continuity of leadership. (*Please see Appendix B: Roles & Responsibility of the BBC Co-Chair*)

5. Subcommittees

- a) BBC Workgroups will be formed as needed, will be time limited, focused, charged by the Co-Chairs with a specific goal, and will report back with recommendations to the BBC.
- b) BBC Workgroups will report recommendations to present to the COC at a date determined by the COC.

III. Procedures

1. Method of Determining Membership

a) Citywide Oversight Committee

- 1. COC Co-Chairs will be responsible for recruiting agency and family members of the COC.
- 2. In addition to the members specified in section II.A.3 members may also be recruited by the Co-Chairs from the leadership of key community-wide or umbrella organizations.

b) Borough-Based Councils

In addition to the members specified in section II.B.3 members may also be recruited from the leadership of community wide umbrella organizations. Others with expertise to further the goals of the Borough Based Councils may be invited to be members at the discretion of the chairs. Each member agency (governmental and voluntary) will assign a staff person to attend monthly council meetings and additional staff will be invited or assigned to attend as needed.

2. Method of Selecting Co-Chairs

a) Citywide Oversight Committee

Standing Co-Chairs of the Citywide Oversight Committee shall include senior level representatives from NYC Department of Health and Mental Hygiene's and the New York State Office of Mental Health's New York City Field Office. Appointments to the rotating Co-Chair from among the New York State agencies including senior level representatives from SED, OCFS, OPWDD and OASAS will be approved by the Commissioners of their respective agencies. A senior representative of a family support and advocacy organization and youth representative shall be appointed by the the COC Co-Chairs. Term of office for rotating members of the COC Co-Chairs is three years. Co-Chairs may petition the COC for additional terms if desired.

b) Borough Based Councils

Candidates for Chair Persons may volunteer, or be nominated, by the General membership of the BBCs at such time as there is a co-chair opening. A slate will be prepared and mailed to BBC members with the next meeting notice. Voting will take place at the following BBC meeting. Voting members should have consistent attendance at BBC meetings. Voting will take place by paper ballot. Term of office is three years to be staggered among the Co-Chairs. A Co-Chair can petition the Borough Based Council for additional terms if desired.

3. Frequency and Scheduling of Meetings

Meetings of the Citywide Oversight Committee will be held every other month at a time determined by the Co-Chairs. In the event that a meeting needs to be cancelled or rescheduled, Citywide Oversight Committee members will be notified by e- mail or postal service.

4. Priority Setting and Reporting

a) For priority setting purposes the City wide Oversight Committee and Borough Based Councils' year of operation shall commence in September. At that time, the COC will undertake the development of a workplan and set priorities for follow-up to the previous year's work and decide new work priorities to be undertaken. Priorities shall be consistent with and advance the goals of the New York State Children's Plan.

b) Based on the work of the COC and the BBCs an annual report will be prepared with recommendations and sent to the Mayor, Commissioners of child serving city and state agencies.

5. COC Voting

Each BBC will be allocated one vote, Co-Chairs of the COC will be allocated one vote each, each city or state agency member (with the exception of those city or state agencies represented among the COC-Co-Chairs) will be allocated one vote apiece, and family and youth members will receive one vote each including the family member Co-Chair of the COC. Child advocacy organizations who are determined to be voting members by the COC Co-Chairs shall have one vote each.

6. Minutes

Minutes will be taken and circulated to the membership prior to the next scheduled meeting.

Revised 10/28/15



Roles & Responsibility of the COC Co-Chair

The purpose of the Citywide Oversight Committee (COC) is to provide a vehicle for cross-system collaboration between New York City and New York State child-serving agencies, Borough Based Councils, family members and youth for the purpose of improving the social and emotional well-being of children and youth through implementation of the New York State Children’s Plan within New York City’s system of care. The Citywide Oversight Committee will work to advance the core values and principles of the system of care within New York City. Issues that cannot be resolved at the borough level will be forwarded to the Citywide Oversight Committee for discussion, resolution, or referral to the appropriate agency or forum for further consideration. The Citywide Oversight Committee may also refer issues to the Borough Based Councils for consideration and action.

The Citywide Oversight Committee must be co-chaired by five members with responsibilities for children/adolescent/young adult services and systems: a family member, one youth, one senior representative from the NYC DOHMH, one senior representative from the NYS OMH and one senior representative of either the Mayor’s Office or other city or state agencies represented on the COC. Non-mental health city and state representatives will be rotated among the other child-serving systems or the Mayor’s Office.

The COC Co-Chair’s responsibilities are to:

- Ensure that membership includes family and youth members served by the System of Care, child-serving governmental agencies, Borough Based Council Co-Chairs, senior representatives of community-based child-serving agencies, and other governmental agencies as may be appropriate.
- Facilitate COC meetings and hold a conference call or meeting at least once between meetings for planning purposes, including planning of the COC meeting agenda.
- Serve as a liaison between the COC and city or state government or their respective constituencies; and serve as public representatives for the COC; and shall finalize and approve all official communications or reports of the Citywide Oversight Committee or its workgroups.
- Ensure that vacancies on the COC are filled in a timely manner.
- Serve for three-year term of office. At the end of the third year term, Co-Chairs may petition the COC for additional terms if desired, or step down

Qualities of a COC co-chair:

- Executive/administrative/supervising position in a city or state government agency
- Good communication skills
- Collaborative (comfortable collaborating with family members, service providers, local government representatives, and child/family advocates)
- Knowledgeable about the children’s mental health system and other child-serving systems
- Resourceful
- Comfortable facilitating a group
- Strength-based perspective



Roles & Responsibility of the BBC Co-Chair

The purpose of the Borough Based Councils is to improve the social and emotional well-being of children and youth through implementation of the New York State Children's Plan within New York City's system of care. The Borough Based Councils (BBCs) work to develop, improve, and strengthen family-driven, culturally competent, strength-based services for children and adolescents who have or are at risk of developing serious emotional and/or behavioral challenges through local cross-agency and cross-system collaboration, advocacy, training and shared resources.

Each Borough Based Council must be co-chaired by a parent advocate or caregiver of a child or youth with behavioral or emotional challenges.

The BBC Co-Chair's responsibilities are to:

- Ensure that membership includes family and youth members served by the System of Care, child-serving governmental agencies, community-based child-serving agencies, family network representatives; the Borough President's Office; and other governmental agencies (such as but not limited to Probation, HRA, Homeless Services, HHC behavioral health service providers and Department of Housing) as may be appropriate.
- Recruit new members from any child-serving system that is not represented.
- Support each other including the BBC Family Co-Chair in any aspects of family and youth member participation listed below including orientation and mentorship of family members/caregivers and youth attending BBC meetings (mission, goals, objectives and work plans).
- Communicate with different child/family serving systems, providers, programs, and family-serving groups to improve family-driven, culturally competent, strength-based services for NYC children and adolescents.
- Assist in the development, implementation, and conclusion of projects for BBC members to address cross-system family issues raised at the BBC
- Attend BBC and COC meetings, provide leadership, management, and organization, and help facilitate the meeting and follow-up on any issues identified during the meeting.
- Review notes and minutes at BBC and COC meetings
- Serve for three-year term of office. At the end of the third year term, Co-Chairs will have the option of re-election by the BBC, or stepping down

In addition, the Family Co-Chair will:

- Help recruit new members from any child-serving system that is not represented.
- Help in orientation and mentorship of family members/caregivers and youth to BBC meetings (mission, goals, objectives and work plans).
- Support family members/caregivers and youth to be a voice for the experiences and needs of families served by the System of Care

Qualities of a BBC co-chair:

- Be willing to act as an agent of change
- Be employed by a child/family nonprofit or service system (not necessary for the Family/Youth Co-Chair)
- Family Co-Chair should have a broader perspective of family/child issues other than those they experienced personally
- Good communication skills
- Collaborative (comfortable collaborating with other family members, service providers, local government representatives, and other child/family advocates)
- Knowledgeable about the children's mental health system and other child-serving systems
- Knowledgeable about the Family Resource Centers and the NYC family support resources
- Resourceful
- Comfortable facilitating a group
- Strength-based perspective



CITYWIDE OVERSIGHT COMMITTEE

COC Policy Guide regarding Stipends for family and youth BBC participation December 2014

Rationale:

The Citywide Oversight Committee's (COC) is committed to access the family and youth advocacy agendas, and to ensure that its work is responsive to the needs identified by parents/caregivers, youth and other family members. To encourage active voice and ongoing participation of youth and parents/caregivers in the work of each Borough Based Council (BBC), the following policy to provide stipends and metrocards to youth and family members is outlined below:

Eligibility:

To receive a round-trip metrocard:

- Any youth or parent/caregiver who is not in a paid position as an advocate, or who attends BBC meetings outside the capacity of their paid advocate position
- Metrocards are provided directly to participants at each meeting.

To receive a \$20 stipend:

- Must be a youth or parent/caregiver who is not in a paid position as an advocate, or who attends meetings outside the capacity of their paid advocate position.
- Youth or parent/caregiver agree to ongoing membership and participation in the BBC.
- Youth or parent/caregiver must arrive within 30 minutes of the start of the meeting.
- Youth or parent/caregiver becomes eligible to receive the stipend upon attendance at their second meeting (retroactive to include their attendance at their first meeting)*
- Cash stipends will be distributed through CCSI **
- One \$20 stipend will be provided to one member of the household for attending one monthly BBC meeting in the borough of their choice (preferably the borough that the youth or parent/caregiver lives in).

We encourage all of our co-chairs to meet directly with new families and with youth who attend BBC meetings to orient them to the mission and work of the BBC and the important role they have through an ongoing commitment to this work.

If you have any questions, please email Jessica LeBeau-Richman at jlebeau-richman@mhaofnyc.org.

* Of each BBC meeting year (September to July)

** Any youth or parent/caregiver interested in receiving a stipend must sign-in with Jessica LeBeau-Richman at each meeting. A BBC co-chair must approve each request with initialization.

Appendix D: Youth Advisory Council (YAC) Scope and Charter



Citywide Oversight Committee Youth Advisory Committee New York City

Purpose:

The Youth Advisory Committee (YAC) to the Citywide Oversight Committee (COC) is charged with bringing the perspective of young people who receive cross-systems services to the work of the COC. The information they provide assists the COC in addressing cross-systems issues, which affect youth and their families in New York City. The YAC ensures meaningful two-way communication and collaboration between the COC and young people who receive services.

Scope:

The YAC is asked to provide input as the COC works to address specific systems issues. Members of the YAC are invited to serve on workgroups of the COC as deemed appropriate by the youth member and the workgroup chair.

The Youth Advisory Committee can initiate their own projects and bring forth recommendations to the COC.

The YAC may also serve as a vehicle to bring in additional youth perspectives by holding focus groups, town hall meetings, forums, developing surveys, etc.

Membership:

Members of the YAC must be between the ages of 16-30, who have lived experience with multiple child serving systems such as Mental Health, Foster Care, Special Education, substance abuse and Juvenile Justice and are connected to a larger network of youth such as a youth group, council or organization.

Membership to the YAC will be decided through an application process that was designed by a team of Youth Advocates. The initial set of members will be selected by a sub-committee of COC members. Once the initial set of members is selected, the YAC will initiate their own recruitment and selection process.

Structure:

The COC Youth Co-Chairperson serves as the facilitator of the YAC. This ensures a strong connection and collaboration between the COC and its YAC.

The YAC will serve as a vehicle for youth voice by maintaining a structure, which connects them directly to Youth Advocates and diverse youth, as well as to the COC.

The YAC has two co-chairs, one of which is the New York City Regional Youth Partner from Youth Power!. The other co-chair will be agreed upon by the YAC membership. One will have the responsibility of attending the COC meeting in the absence of the Regional Youth Partner, co-facilitating meetings. A

secretary will also be agreed upon by the YAC membership and will assist with administrative duties.

Activities:

The activities of the YAC are supported by the COC. Any strategies and approaches identified to effecting positive change and/or addressing concerns are undertaken with the approval of both the COC and the YAC. Such activities may include, but are not limited to the following:

- Organize events and opportunities to gain broader youth input.
- Participate in cross-systems meetings, trainings, and gatherings as youth representatives.

Meeting Schedule:

The YAC meets monthly unless otherwise determined by its members.

Funding and Support:

The New York City Regional Youth Partner of YOUTH POWER! (NYC RYP) serves as the coordinator of this committee. The NYC RYP collaborates with the Office of Mental Health New York City Field Office, Youth Involvement Specialist as well as the Co-Chairs of the COC to effectively structure and facilitate the YAC.

As a need for funds is identified, the COC and the NYC RYP will assist in seeking out and securing funds to support the work of the YAC. Anticipated expenses include transportation (metrocards to attend meeting), food/refreshments, stipends, leadership development training, and costs associated with specific projects. An annual budget will be created and approved by the YAC with the support of the COC.

Responsibilities of the Citywide Oversight Committee:

The COC values the perspectives of young people and is responsible for ensuring the meaningful youth input and participation in its work. To accomplish this, the COC will:

- Educate young people and provide information so that they may better understand the systemic structure, principals, etc. that guide the COC's work.
- Provide access to leadership development opportunities for YAC members
- Include youth perspectives in all phases of working on a particular issue and not just at the beginning or at the end of a process.
- Ensure young people know what their contributions helped to accomplish.
- Provide guidance and support to the YAC.
- Address barriers to young people's active participation on the YAC.
- Provide a place on the COC meeting agenda for YAC reports.

Incentives for Members of the YAC:

YAC members gain valuable professional experience as a member of this group. The COC and the YAC coordinator make a commitment to assist all members in listing their experience with the YAC and COC on their resumes. Other incentives may include:

- \$20 Stipends
- Professional Connections and Network of Opportunities
- Letters of reference



YOUTH ADVISORY COUNCIL

Citywide Oversight Committee Youth Advisory Council Bylaws (October, 2015 update)

Section 1. Purpose:

The Citywide Oversight Committee Youth Advisory Council was established as an advisory body to bring the perspectives, recommendations and input of young people who receive cross-systems services to the work of the COC. The information they provide assists the COC in addressing cross-system issues which affect youth and their families in New York City. The YAC ensures meaningful two-way communication and collaboration between the COC and young people who receive services.

Section 2. Functions:

In an advisory role to the COC, the YAC will perform the following duties:

- A. Advise COC on matters (e.g., economic, educational, employment, housing, social, transportation, and technological) related to the needs of children and youth involved in multiple child-serving systems.
- B. Review and provide comments on COC's priorities and projects.
- C. Select a reasonable number of issues and activities among COC's priorities for YAC concentration.
- D. Enhance COC's knowledge about how the lives of children, and youth (including young adults) are affected by cross-systems.
- E. YAC members are invited to serve on workgroups of the COC as deemed appropriate by the youth member and the workgroup chair.

Section 3. Membership:

The YAC shall be comprised of a balanced, culturally diverse group of appointees between the ages of 16 and 30 years, having lived experience with multi-child serving systems such as mental health, foster care, special education, substance abuse and juvenile justice and are connected to a larger network of youth such as a youth group, council or organization. Members of YAC represent and/or obtain perspectives from youth throughout the five boroughs of NYC.

- A. The Youth Advisory Committee shall be comprised of ten to twelve members with diverse backgrounds and a variety of cross-system experience both professional and personal.
- B. Each member can be selected for a one-year term and considered for another one-year extension or until their successors are elected. Terms of appointment may be staggered to ensure a mixture of new and continuing members. Selection of members and their terms shall be determined by both the COC and YAC; members will serve and have the option to renew after two years.
- C. A member who is absent twice without due cause or from two consecutive absences quarterly, removal from the Council can occur. Absences do not always mean there

- will be removal but for the co-chairs and the council may bring membership up for discussion and possibly terminate membership from YAC.(If membership is terminated the Council still appreciates your attendance but it is no longer required.)
- C. In the event that a member vacates his/her position through resignation (via written communication to the YAC Chair), the Chair will, within 10 days after receipt of the resignation, notify COC and request a replacement.
 - D. Membership will stipulate receiving a stipend and a vote on Council issues. If you are not a member of the council but attend the meeting your input will be weighed into decisions of the council but you will not have a counted vote towards policy or decision making.

Section 4. Meetings:

- A. The YAC shall hold at least 10 meetings within a fiscal year in order to provide timely advice to the COC.
- B. YAC meetings are often open to youth who have lived experience with child serving systems.
- C. The YAC's meeting agenda will be presented in a consistent structure, with flexibility when appropriate to address new matters (e.g., welcome and introductions, project, and/or other work group briefing, discussion of relevant COC-YAC issue(s)).

Section 5. Officers & Responsibilities

The officers of the YAC shall include a Chair, Co-Chairs, and Secretary.

- A. The Regional Youth Partner:
 - 1. Serve as COC Youth co-chairperson and main facilitator of the YAC. Chair ensures a strong connection and collaboration between the COC and YAC.
 - 2. Exercise general oversight and coordination of the affairs of the YAC, including encouragement of open communication among the members.
 - 3. Arrange periodic consultations with the COC and with the other YAC members.
 - 4. Implement the organizational structure and procedures of the YAC. In consultation with the COC, this will include designating YAC member for shared leadership of internal workgroups.
 - 5. Assist CCSI staff with annual reports highlighting YAC updates, accomplishments, challenges and goals.
 - 6. Recommend appointments to internal workgroups for purposes of collecting youth perspectives, sharing information, increasing knowledge about cross-system issues and the enforcement of laws, information dissemination and outreach to other youth and young adults.
 - 7. Preside at all COC and YAC meetings.
 - 8. Share an overall vision and related goals after consultation with other YAC members and the COC.

- B. The COC-YAC Co-Chair will:
 - 1. Serve as acting secretary in absence of the secretary.
 - 2. Assist with the planning of public meetings and internal discussions, as appropriate and requested by the Chair.
 - 3. Assist Chair with quarterly reports highlighting YAC updates, accomplishments, challenges and goals to the COC.
 - 4. Share an overall vision and related goals after consultation with other YAC members and the COC.

- C. The Secretary will:
1. Assist with note-taking tasks for public meetings, share notes and be available to collaborate with the Chair as needed after each public meeting.
 2. Assist with keeping YAC summary records and accomplishments for the fiscal year and make information available to the co-chairs of the COC-YAC for consideration in the quarterly reports the YAC shares with COC.
 3. Assist Chair with quarterly reports highlighting YAC updates, accomplishments, challenges and goals to the COC.
 4. Share an overall vision and related goals after consultation with other YAC members and the COC.
- D. COC-YAC Regional Youth Partner will be appointed. Co-chair and secretary will be agreed upon by the YAC and shall serve for one year or until their successors are elected.

Section 6. Ethics and Member Responsibilities:

The members of the YAC will:

- A. Participate actively in at least one internal workgroup to carry out tasks based on selected COC projects or priorities annually.
- B. Demonstrate awareness of the role and goals of the YAC and consider the need for consistency with COC's mission and goals.
- C. Attend and participate regularly in meetings. This includes making known readiness to offer input at appropriate times.
- D. Participate actively in the work groups and be encouraged to use skills and talents that impacted his/her selection for YAC membership.
- E. Respect other members' viewpoints, opinions, values, and professional standards.

Section 7. Other Procedures:

Consistent with these By-Laws, the Advisory Committee may establish other procedures to guide its operations.