

**Benton County Positive Youth Development Coalition (BC-PYDC)
Operating Policies – ADOPTED 11/6/14**

I. MISSION

Benton County Positive Youth Development Coalition is a countywide action oriented collaboration of organizations and community advocates, that leverage partnerships and resources directed at providing supports for youth aged 6-20 in order to create healthy, happy, productive young adults and community members.

II. ACTIVITIES

Toward achieving our Mission, Benton County Positive Youth Development Coalition members work together to:

- Help youth fulfill their mental, physical, economic, familial, and social needs;
- Foster positive relationships between youth and their peers, family, and fellow community members;
- Connect youth with educational and employment opportunities;
- Equip youth with necessary skills to actively and lawfully participate in their community;
- Review community and county data, assess the needs of youth and families, and identify and achieve outcomes that benefit youth;
- Pursue resources to support evidence-based and evidence-informed programs targeting identified needs;
- Encourage coordination among local service providers and funding sources to promote efficient use of resources;
- Identify and address areas of overlap or gaps in services;
- Develop and recommend policies to improve the delivery of youth services; and
- Oversee Coalition-sponsored projects that further the Coalition's goals.

III. PRINCIPLES

As we work together, Benton County Positive Youth Development Coalition upholds the following values:

- **COLLABORATION** among members through supporting each other's programs, referring clients to each other as appropriate, and avoiding duplication of services
- **INCLUSION** through involving youth, community members and a variety of organizations that provide culturally appropriate services to diverse populations
- **EMPOWERMENT** of youth by helping them put their best selves forward
- **FLEXIBILITY** in our approaches and services as we actively learn of changing circumstances and needs of our clients and communities
- **HONESTY** and **TRANSPARENCY** in our communications and activities with clients, stakeholders, funders, and each other

IV. MEMBERSHIP

A. Coalition Membership

1. Membership in BC-PYDC shall be open to any individual or organization that subscribes to the BC-PYDC Mission, Activities, and Principles and provides or supports youth development programs in Benton County, Oregon.

2. Prospective members shall apply for membership by signing a Member Application and Agreement.

B. Voting Membership

1. Members wishing to apply as a voting member shall indicate such on the Member Application and Agreement.
2. Acceptance as a voting member shall be decided by the current voting members.
3. Only one representative of a member organization may be a voting member. For the purpose of this section, autonomous departments or divisions of public agencies or private companies may be considered distinct organizations.
4. BC-PYDC strives to include Voting Members who identify as a/an:
 - a. Youth
 - b. Community member (not employed by a youth-serving organization)
 - c. Organization primarily serving rural communities
 - d. Organization primarily serving minority populations
 - e. Organization focused on prevention of at-risk youth behaviors
 - f. Organization focused on intervention of at-risk youth behaviors
 - g. School or school district
 - h. Law enforcement agency
 - i. For-profit business
5. Maintaining voting membership status:
 - a. To maintain voting status, voting members must attend at least three-fourths of meetings in the previous 12 months.
 - b. If a voting member is unable to attend a meeting and they are a representative of a member organization, they may send a proxy from their organization. A proxy's attendance shall count toward the voting member's attendance.
 - c. Any voting member who loses voting status shall become a non-voting member. To once again become a voting member, they must re-apply.

V. VOTING

- A. Only Voting Members shall make decisions for BC-PYDC.
- B. A quorum, consisting of a simple majority of voting members, must be present at a meeting for decisions to be made.
- C. Voting by consensus, when possible:
 1. When the Chair calls for a vote, following a proposal made by a Member, Voting Members shall indicate their approval of the proposal, as follows:
 - a. 1 or Green means: Yes
 - b. 2 or Yellow means: Yes, with modification or minor concern
 - c. 3 or Red means: No, or major concern
 2. A proposal shall be considered approved by consensus when:
 - a. It receives all 1's upon initial voting, or
 - b. It receives 1's and 2's only upon subsequent voting
 3. If a proposal does not receive all 1's upon initial voting, then present coalition members shall be given an opportunity to ask questions, express concerns, and offer amendments.

- D. Voting by majority rule, when needed:
 - 1. If, in the view of the Chair, consensus voting has been given ample opportunity and a decision has not been reached, the Chair may call for a “Yes” or “No” vote.
 - 2. A proposal shall be considered approved if a simple majority of present Voting Members vote “Yes.”

- E. Voting outside of meetings:
 - 1. The Chair may call for a vote outside of meetings.
 - 2. A proposal shall be considered approved when every voting member participates and votes “Yes.”

- F. Conflicts of interest:
 - 1. Coalition members shall declare any private pecuniary interest or potential or actual financial gain to themselves, their family, or their organization from any issue being discussed.
 - 2. Voting members shall recuse themselves from any decision that may provide a potential or actual financial gain to themselves or their family. Receiving a salary from an organization that financially benefits from a decision does not itself constitute a personal conflict of interest.
 - 3. Conduct of Coalition members shall be consistent with ORS 244.010.400 and the Oregon Government Standards and Practices Laws.

VI. MEETINGS

- A. All Coalition members are encouraged to attend and participate in coalition meetings.

- B. The public is welcomed to attend and observe coalition meetings. Portions of meetings designated as “executive session” shall be closed to the public and open only to members.

- C. Meetings shall be held at least four times per year.

- D. At least one meeting each calendar year shall be held outside Corvallis.

VII. OFFICERS

- A. The officers of BC-PYDC, collectively the Executive Committee, are responsible for the day-to-day operations of BC-PYDC between coalition meetings.

- B. BC-PYDC officers and duties:
 - 1. Chair:
 - a. Call meetings
 - b. Provide an agenda for meetings no later than one week prior to the meeting
 - c. Preside over meetings
 - d. Appoint committee and workgroup conveners, and oversee their activities
 - e. Act as spokesperson for the coalition
 - f. Request a substitute for any duties in their absence
 - 2. Treasurer:
 - a. Maintain financial records of the coalition
 - b. Produce quarterly financial reports

- c. Oversee any BC-PYDC funds held at a member organization (fiscal sponsor)
 - d. Assist in creating meeting agendas
 - e. Act as chair and preside over meetings as requested by the Chair in their absence
 - 3. Secretary:
 - a. Maintain records and documents of the organization
 - b. Assist in creating meeting agendas
 - c. Write and distribute meeting minutes within two weeks of a meeting
 - d. Act as chair and preside over meetings as requested by the Chair in their absence
- C. Officer eligibility, elections, and terms:
 - 1. Officers must be Voting Members.
 - 2. All officers shall be elected at the last scheduled meeting every other calendar year.
 - 3. Officer terms begin the following January 1, for a period of two years.
 - 4. A voting member may be elected to fill a vacant officer position at any time to serve out the remainder of the current term.
 - 5. Officer term limits:
 - a. For each officer position, members shall be limited to serving no more than two consecutive terms.
 - b. If an officer's first term filled a vacancy of one year or less, that term shall not count toward this limit.
 - c. A term-limited officer shall become eligible to serve again in that position after two years. A term-limited officer may immediately serve in a different officer position.

VIII. COMMITTEES AND WORKGROUPS

- A. Standing Committees shall be created by Voting Members for the purpose of working on ongoing goals and activities between meetings.
- B. Ad-hoc Workgroups shall be created by Voting Members for the purpose of completing a specific goal or task, after which time they will be dissolved.
- C. Each committee and workgroup must include at least one voting member. Conveners do not need to be voting members.
- D. Duties of conveners of committees and workgroups include:
 - 1. Guiding committee/workgroup members toward completion of tasks and objectives
 - 2. Reporting progress and making proposals for consideration at BC-PYDC meetings
 - 3. Maintaining committee/workgroup membership
 - 4. Designating a committee or workgroup member to perform duties in their absence

IX. AMENDMENTS

- A. These operating policies may be amended by Voting Members, with at least four weeks' notice.
- B. Notwithstanding section V.D.2; if these operating policies are amended by majority rule, then the amendment shall be considered approved when a two-thirds super-majority of present Voting Members vote "Yes."