

# **The Ohio Commission on Fatherhood**

## **Bylaws**

Adopted January 27, 2009

Revised 5/19/09, 9/29/13, 2/11/16 and 4/21/16

# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

## PREAMBLE

Pursuant to R.C. 5101.34 et seq., the Ohio Commission on Fatherhood is established. The general management of the Commission shall be vested with the nineteen Commission members in accordance with R.C. 5101.34 et seq.

## ARTICLE I.

### Statement of Purpose

The Commission purpose is to enhance the well being of Ohio's children by inspiring and supporting diverse groups and communities to improve the quality of fatherhood.

#### 1.01 Duties of the Commission

According to R.C. 5101.342, the Commission shall do both of the following:

- (A) Organize a state summit on fatherhood every four years;
- (B) Prepare a report each year that identifies resources available to fund fatherhood-related programs and explores the creation of initiatives to do the following:
  - (a) Build the parenting skills of fathers;
  - (b) Provide employment-related services for low-income, non-custodial fathers;
  - (c) Prevent premature fatherhood;
  - (d) Provide services to fathers who are inmates in or have just been released from imprisonment in a state correctional institution or any other detention facility so that these fathers are able to maintain or reestablish their relationships with their families;
  - (e) Reconcile fathers with their families;
  - (f) Increase public awareness of the critical role fathers play.

#### 1.02 Acceptance of Gifts and Grants

Pursuant to R.C. 5101.341, the Commission may accept gifts, grants, donations, contributions, benefits, and other funds from any public agency or private source to carry out any or all of the Commission's duties. The funds shall be deposited into the Ohio Commission on Fatherhood Fund that has been created in the State treasury. All gifts, grants, donations, contributions, benefits, and other funds shall be used solely to support the operations of the Commission.

## ARTICLE II

### Commission Structure

#### 2.01 Membership

As set forth in section 5101.34 of the Ohio Revised Code, the Ohio Commission on Fatherhood shall consist of nineteen voting members including:

# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

(1)(a) Four members of the house of representatives appointed by the speaker of the house, not more than two of whom are members of the same political party. Two of the members must be from legislative districts that include a county or part of a county that is among the one-third of counties in this state with the highest number per capita of households headed by females.

(b) Two members of the senate appointed by the president of the senate, each from a different political party. One of the members must be from a legislative district that includes a county or part of a county that is among the one-third of counties in this state with the highest number per capita of households headed by females.

(2) The governor, or the governor's designee;

(3) One representative of the judicial branch of government appointed by the chief justice of the Supreme Court;

(4) The directors of health, job and family services, rehabilitation and correction, youth services, mental health and addiction services and the superintendent of public instruction, or their designees;

(5) One representative of the Ohio family and children first cabinet council created under section 121.37 of the Revised Code appointed by the chairperson of the council;

(6) Five representatives of the general public appointed by the governor. These members shall have extensive experience in issues related to fatherhood.

Commission terms shall be filled pursuant to Section 5101.34 of the Ohio Revised Code.

Pursuant to section 3.17 of the Revised Code, all members of the Commission, except those members of the General Assembly or judges of any court, are required to attend at least three-fifths of the regular and special meetings of the Commission during a two-year period. Pursuant to R.C. 317, nonattendance shall result in forfeiture of the member's position on the Commission.

## **2.02 Designees**

As set forth in section 5101.34 of the Ohio Revised Code, the Governor and the Directors of Departments may appoint a designee. These Commission members may change their designee as often as they deem necessary. A written letter of assignment must be forwarded to the Chairperson of the Commission and copies to the Executive Director whenever these Commission members appoint a different designee to act on their behalf.

## **2.03 Compensation**

Pursuant to R.C. 5101.34(B), all Commission members shall serve without compensation except that Commission members shall be reimbursed for necessary expenses incurred in carrying out Commission duties.

# **THE OHIO COMMISSION ON FATHERHOOD BYLAWS**

## **2.04 Vacating Term**

Vacancies occurring prior to the expiration of the Commission member's term shall be filled in the same manner as set forth by Section 5101.34 of the Ohio Revised Code. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which the member's predecessor was appointed shall hold the Commission for the remainder of that term. If a Commission member resigns prior to the expiration of his/her term, a written notice should be sent to the Chairperson and copied to the Executive Director.

## **2.05 Conflicts of Interest**

In the event that Commission members may have a conflict of interest in matters before the Commission, the actions of Commission members shall be governed by Ohio Ethics Laws. Commissioners are required to complete Ohio Ethics Law training annually. A Commission member with a conflict of interest shall excuse himself or herself from any room or space where any discussion, deliberation or voting regarding the interest is taking place. A Commission member with a conflict of interest shall not discuss with any voting member relative regarding the interest. The Commission members shall not return to the room or space until such time as the Chairperson invites them to return, which shall be after all discussions, deliberations and voting have taken place.

## **2.06 Staff and Support Services**

The Ohio Department of Job and Family Services shall provide staff and other support services for the Commission pursuant to Section 5101.34 of the Ohio Revised Code.

## **ARTICLE III.**

### **Officers**

#### **3.01 General Provisions**

Officers of the Commission shall consist of a Chairperson, a Vice Chairperson, a Secretary, and such other officers of the Commission as may be required and necessary from time to time.

#### **3.02 Chairperson**

The Commission shall annually elect a Chairperson by a simple majority vote of the Commission as defined in these bylaws in Section 5.05. The Chairperson shall preside at all meetings of the Commission at which the Chairperson is present. In addition, the Chairperson shall be the Chairperson of the Executive Committee of the Commission.

#### **3.03 Vice Chairperson**

The Commission shall annually elect a Vice Chairperson by a simple majority vote as defined in these bylaws in Section 5.05. The Vice Chairperson shall perform all of the duties of the Commission

# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

Chairperson in his/her absence or inability to perform the duties of office. He/She shall perform such other duties as the Commission may direct from time to time. The Vice Chairperson shall serve on the Executive Committee.

## 3.04 Secretary

The Commission shall elect a Secretary by a simple majority vote as defined in these bylaws in Section 5.05. The Secretary shall be the custodian of and responsible for the official books and records of the Commission. The Secretary shall keep minutes of all meetings of the Commission, but may delegate the actual taking of minutes. If the Secretary is unable to be present at a meeting of the Commission, the Secretary may designate an individual to fulfill his or her duties at such meeting. If neither the Secretary nor the designee is present at a meeting, the presiding officer at such meeting shall appoint another person to serve as Secretary for such meeting. The Secretary shall serve on the Executive Committee.

## 3.05 Election of Officers

Officers shall be elected at the first Commission meeting of every calendar year and shall serve until elections are next held the following calendar year. In the event an officer should for any reason vacate his or her position prior to the expiration of his or her term, the Commission may select a replacement to complete said unexpired term.

## ARTICLE IV.

### Commission Committees

#### 4.01 Committees

- (a) The Commission may establish committees to assist with its statutorily assigned duties.
- (b) The standing committees of the Commission shall be:

- The Executive Committee
- The Fiscal/Funding Committee
- The Summit Committee

- (c) Each committee shall consist of no fewer than three (3) Commission members. The actions of any such committee must be ratified by a simple majority vote of the Commission as defined in these bylaws in Section 5.05. The Commission, at least once every two years, shall review the need for the continued existence of any committee created by the Commission.
- (d) The purpose of the Executive Committee is to create Commission meeting agendas, to facilitate strategic planning, to coordinate the work of Commission members and to make recommendations concerning the Executive Director, including, but not limited to, filling the position. Under no circumstances shall the Executive Committee's actions supplant the authority of the full Commission.

# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

Actions of the Executive Committee must be ratified by a simple majority vote as defined in these bylaws in Section 5.05.

The purpose of the Fiscal/Funding Committee is to provide feedback to the Commission on proposed RFGAs. This Committee will also provide guidance on how OCF accepts and solicits financial gifts to support the work of the Commission as provided for in Bylaw 1.02.

The purpose of the Summit Committee is to assist in the planning of both the statewide fatherhood conference and regional forums to educate the public on the benefits of father involvement and problem of father absence and to enlist the involvement of key stakeholders in local communities to support and encourage responsible fatherhood.

(e) The Commission may create ad hoc committees as the Commission may deem appropriate and necessary. Each ad hoc committee shall consist of at least one Commission member. The actions of any such committee must be ratified by simple majority vote of the Commission as defined in these bylaws in Section 5.05.

(f) Each committee shall serve at the pleasure of the Commission, and shall be subject to the control and direction of the Commission.

(g) The Executive Director shall serve as an ex-officio member on all committees.

## **4.02 Authority and Manner of Acting**

Unless otherwise ordered by the Commission, any committee shall act (e.g. setting agendas for the committee meetings, and location of the meeting) by a simple majority vote of the committee as defined in these bylaws in Section 5.05. Any subcommittee will make recommendations to the full Commission unless certain powers have been delegated.

## **4.03 Membership on Committees**

(a) Commission members are appointed to a committee by the Commission Chairperson and may volunteer to serve on any Committee, except on the Executive Committee. The Commission Chairperson shall appoint one Commission member of each committee to serve as the chairperson of that committee.

(b) The Committee Chairperson shall design the process to determine formal committee members

(c) Non-Commission members may serve on committees but shall do so without any compensation or reimbursement.

## **4.04 Limited Membership Committees**

Membership on the Executive Committee shall consist of the Commission Chairperson, Vice Chairperson, Secretary and chairs of standing committees. The Executive Director is a non-voting, ex-officio member.

# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

## ARTICLE V.

### Meetings

#### 5.01 Regular Meetings

The Commission shall hold a minimum of four regular quarterly meetings per year or on such dates and at such times as the Commission may determine. The Commission may, at such regular meetings, perform all such duties and functions and take all such actions as authorized by Section 5101.34 et seq. of the Ohio Revised Code. The Commission may hold meetings at any location within the State of Ohio.

#### 5.02 Special Meetings

Special meetings of the Commission may be called by the Commission Chairperson after consultation with the Executive Committee. The Chairperson shall also call a special meeting upon written request signed by at least a simple majority of the members of the Commission.

#### 5.03 Emergency Meetings

In the event of an emergency requiring immediate official action, the Chairperson or the Chairperson's designee shall call an emergency meeting as soon as practicable.

#### 5.04 Notice of Meetings to Members and Officers

Notice of each meeting shall be given to each Commission member by regular mail or e-mail at their home or business address (as directed by the member), at least ten (10) calendar days prior to a regular meeting, or twenty-four (24) hours prior to a special meeting of the Commission. Such notice shall specify the time and place of such meeting and shall further specify the purpose or purposes for which such meeting is to be held. Members of the Commission shall be provided an agenda, prepared by the Chairperson, which will identify all matters to come before the Commission. The existence of a written agenda will not preclude any other important items from being added to the agenda by the Chairperson.

#### 5.05 Quorum and Voting

One-half plus one of the current roster of voting members of the Commission shall constitute a quorum. Commission business shall not be conducted unless a quorum is present. No vacancies in the membership of the Commission shall impair the rights of a quorum to perform all the duties of the Commission. Commission members or their proper designees as provided for under Section 2.02 of these bylaws, shall only have a vote when present at scheduled Commission meetings. Action of the Commission on any proposal, question, or other matter that comes before the Commission at a meeting at which a quorum is present shall require the affirmative vote of a simple majority of Commission members, unless a larger majority vote is specified in these bylaws. Should a member leave a Commission meeting after a quorum has been established, his or her departure does not defeat the quorum. Voting may proceed and the absent member is treated as having abstained from the vote.

# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

## **5.06 Public Meetings**

All meetings of the Commission and any of its bodies shall be open to the public, except that the Commission may meet in executive session based upon the majority vote of the Commission as described in section 5.05 of these bylaws and in accordance with Section 121.22 of the Ohio Revised Code.

## **5.07 Record of Commission Meetings**

The minutes of Commission meetings, upon approval by the Commission, shall constitute the official record of its proceedings.

## **5.08 Commission Records**

All records of the Commission shall be governed by Ohio's public records laws.

## **5.09 Record Retention**

All Commission records and files will be retained in a manner consistent with all applicable federal and state regulations.

## **5.10 Organization of Meetings**

### **(1) Presiding Officer**

The Chairperson of the Commission shall call all meetings of the full Commission to order and shall act as Chairperson thereof.

### **(2) Order of Business**

The Chairperson shall cause an agenda to be prepared for each meeting, and shall determine the order of business at all meetings of the Commission.

### **(3) Rules of Order**

Meetings of the Commission shall be conducted in accordance with the latest edition of Robert's Rules of Order, with exceptions made at the discretion of the Chairperson or the Chairperson's designee.

### **(4) Minutes**

The Secretary of the Commission shall act as Secretary of all meetings of the full Commission and shall cause a written record of the proceedings thereat. The Secretary shall keep the minutes of all meetings of the Commission in a minute book and shall cause the Commission's official transcribed minute book to be open to the public for inspection at all reasonable times. The Secretary shall cause to be furnished to each member of the Commission a copy of the minutes of the most recent Commission meeting as soon thereafter as is practical but in no event later than the next Commission meeting.



# THE OHIO COMMISSION ON FATHERHOOD BYLAWS

## ARTICLE VI.

### Consistency with Laws of the State of Ohio

The powers, duties, and functions of the Commission shall be defined and governed by the provisions of the laws of the State of Ohio and, particularly, by 5101.34 et seq. of the Ohio Revised Code. These bylaws shall apply and have effect only to the extent that these bylaws conform to and are consistent with said provisions.

## ARTICLE VII.

### Amendment, Severability and Suspension

#### 7.01 Adoption of Bylaws

These bylaws shall be adopted by a simple majority vote as defined in section 5.05 of these bylaws.

#### 7.02 Amendment and Repeal

These bylaws may be amended at any regular Commission meeting at which a quorum is present, as defined in section 5.05 of these bylaws, provided that the amendment has been submitted in writing at least thirty (30) days prior to meeting, and subject to the requirements of any applicable law. Any amendment approved by the Commission shall take effect in accordance with Section 5101.34 et seq. of the Ohio Revised Code.

#### 7.03 Severability

In the event that any part of these bylaws is found to be in conflict with the Ohio Revised Code or any other law, only the portion in conflict shall be stricken from the bylaws.

#### 7.04 Suspension

Any of these bylaws relating to procedures for the transaction of business, unless otherwise mandated by applicable law, may be temporarily suspended, if implementing such by-law would, under the circumstances, constitute a waste of time, be meaningless, be unfair, or duly delay or otherwise impede the lawful transaction of the business of the Commission.

Adopted January 27, 2009

Revised 5/19/09, 9/29/13, 2/11/16 and 4/21/16