

**BYLAWS
OF THE
KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

**ARTICLE I
NAME**

The Commission shall be the Kern County Children and Families Commission. References in these Bylaws to “Commission” shall mean the Kern County Children and Families Commission unless otherwise specified.

**ARTICLE II
OFFICES**

- Section 1 Commission’s principal office shall be located in or near the City of Bakersfield, Kern County, California.
- Section 2 The Commissioners (“Commissioners” and individually “Commissioner(s)”) may at any time establish branch or subordinate offices.

**ARTICLE III
PURPOSE**

The specific and general purpose of this Commission shall be to promote, support, and improve the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research. The Commission shall work with the California Children and Families Commission (hereinafter referred to as the “State Commission”) in the implementation of the “California Children and Families Act of 1998” (hereinafter referred to as the “Act”), which was adopted by the California electorate as Proposition 10 at the November 3, 1998 general election. The Commission shall develop and adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within Kern County in accordance with the provisions of Chapter 2.100 of the Kern County Ordinance Code.

**ARTICLE IV
COMMISSIONERS**

- Section 1 POWERS AND RESPONSIBILITIES: Subject to the provisions and limitations of the Founding Ordinance, applicable law and these Bylaws, the business and affairs of the Commission shall be managed, and all powers shall be exercised, by or under the direction of the Commissioners.

Section 2 NUMBER OF COMMISSIONERS: The authorized number of Commissioners shall be nine (9). All Commissioners shall be eligible to vote.

Section 3 TERM OF OFFICE: The initial and subsequent Commissioners shall be appointed in accordance with the Kern County Ordinance Code and applicable law. The initial Commissioners shall be appointed in three groups as follows:

Group One: A member of the Board of Supervisors as designated by the Board, the Public Health Officer, the Director of Human Services, and the Director of Mental Health shall serve permanent appointments;

Group Two: The Commissioners appointed by the Supervisors from the second and third supervisorial districts shall each serve until March 31, 2000; and

Group Three: The Commissioners appointed by the Supervisors from the first, fourth, and fifth supervisorial districts shall each serve until March 31, 2001

Thereafter, Commissioners in Groups Two and Three shall be appointed on or before March 15 of the calendar year in which their term expires and shall take office on April 1 of that year. Each Commissioner shall hold their position on the Commission until the earlier of:

1. The expiration of their term and such Commissioner's successor is appointed and qualified
2. The Commissioner no longer represents the membership category the Commissioner was appointed to represent
3. The Commission declares the Commissioner's position to be vacant
4. The death, resignation, or removal of the Commissioner

There shall be no limit on the number of consecutive or total terms a Commissioner may serve.

Section 4 QUALIFICATION, NOMINATION AND SELECTION:

A. Qualification: Commissioners must be at least twenty-one (21) years of age and shall be residents of, employed or have significant ties to Kern County. Commissioners shall be appointed as described in these Bylaws. Commissioners shall be chosen for their willingness and ability to effectively contribute to and support the objectives of the Commission. For purposes of these bylaws, "significant ties to Kern County" means present or recent historical connections to Kern County that are sufficiently great or important to be worthy of attention in considering whether a person should

be considered qualified to sit as a commissioner. Factors that may be considered in assessing the existence of significant ties to Kern County include the following: serving on Boards or Commissions in Kern County, having been previously employed in Kern County, and having retired from a business or government entity in Kern County.

B. Nomination and Selection: Commissioners shall be selected by the Board of Supervisors. The Commission shall prepare and submit to the Board of Supervisors list of nominees (“Nominee List”) for action. If any nominee on the Nominee List is rejected by the Board of Supervisors, the Commissioners shall make additional nominations and submit the new nomination(s) to the Board of Supervisors for action in accordance with this Section 4.B. Initial appointments and subsequent nominations shall be consistent with the following composition of the Commissioners:

1. A member of the Board of Supervisors
2. The Public Health Officer or his/her designee
3. The Director of the Department of Human Services or his/her designee
4. The Director of the Mental Health Department or his/her designee
5. Five members, appointed by the Board of Supervisors, one nominated by each of the five supervisors, taken from the following categories:
 - a. persons responsible for managing the county functions of children’s services, public health services, behavioral health services, social services, and tobacco and other substance abuse and prevention services;
 - b. the Board of Supervisors;
 - c. recipients of project services in the County strategic plan;
 - d. educators specializing in early childhood development;
 - e. representatives of a local child care resource or referral agency or a local child care coordinating group;
 - f. representatives of a local organization for prevention or early intervention for families at risk;
 - g. representatives of community-based organizations that have the goal of promoting nurturing and early childhood development;
 - h. representatives of local school districts; and
 - i. representatives of local, medical, pediatric, or obstetric associations or societies

Section 5 RESIGNATION, VACANCIES AND REMOVAL:

A. Resignation: Any Commissioner may resign effective upon giving written notice to the Chairperson, the Secretary, or the Executive Director, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time to take office when the resignation becomes effective.

B. Vacancies: Vacancies on the Commission shall be filled by appointments from the Board of Supervisors in accordance with Section 4. A vacancy or vacancies on the Commission shall be deemed to exist in case of the death, resignation, removal, or disability of any Commissioner, or if the Commission declares vacant the position of any Commissioner whose term has expired.

C. Removal: In the event any one (1) or more of the Commissioners is so removed, new Commissioners shall be appointed in accordance with the applicable provisions of this Article. The Commissioners may submit to the Board of Supervisors a recommendation that the Supervisors remove a Commissioner who has been:

1. Declared of unsound mind by a final order of court
2. Convicted of a felony
3. Found by a final order of judgment of any court to have breached any duty to the Commission
4. Absent from three (3) consecutive regular meetings without permission of the Chair of the Commission
5. Upon the termination of employment or affiliation with the interests/entities whom the Commissioner is representing
6. For any reason that would constitute grounds for the removal of a local agency public officer

The Commissioners may recommend the removal of any Commissioner only upon two-thirds (2/3) majority of the other then-existing Commissioners.

Section 6 MEETINGS OF THE COMMISSIONERS AND NOTICE:

A. Compliance with Ralph M. Brown Act: All annual, regular or special meetings of the Commissioners, and any committees thereof at which more than fifty percent (50%) of the Commission members are on the committee, shall be called, noticed (except where the Bylaws impose a greater period of notice), held and conducted in accordance with the Ralph M. Brown Act (the "Brown Act") (Section 54950, et seq. of the California Government Code, as amended).

B. Notices: All notices shall be posted at the main office of the Commission. Notices may also be posted for the public convenience in the Office of the Clerk of the Board of Supervisors at 1115 Truxtun Avenue, 5th Floor, Bakersfield, California 93301, and on the Commission website.

1. Regular Meetings. Meetings of the Commissioners may be held upon the notice to each Commissioner and the public as required under the Brown Act.
2. Special Meetings. Special meetings of the Commissioners may be held upon the notice required under the Brown Act. Notice of a special meeting need not be given to any Commissioner who signs a waiver of notice to holding the meeting at or prior to the time the meeting convenes, or who attends the meeting without protesting prior thereto or at its commencement the lack of notice to such Commissioner. Such waiver may be given by telegram. All such waivers, consents and approvals shall be filed with the Commission's records. Any such notice shall be addressed or delivered to each Commissioner at such Commissioner's address as it is shown upon the records of the Commission or as may have been given to Commission by the Commissioner for purposes of notice or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the trustees are regularly heard. Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by the person giving the notice by electronic means, to the recipient.
3. Proposed Bylaw Amendment. Meetings of the Commissioners in which these Bylaws may be amended may be held upon notice to each Commissioner and the public of a minimum of one (1) week.

Section 7 PLACE OF MEETINGS: Meetings of the Commissioners shall be held at any place within or without the County of Kern, State of California, which may be designated by the notice of meeting, or, if not stated in the notice, then at such place designated by resolution of the Commissioners as permitted under the Brown Act. In the absence of such designation, regular meetings shall be held at the principal office of the Commission.

Section 8 ANNUAL MEETINGS: The Commissioners may hold an annual meeting for purpose of election of officers, election of the Commissioners and chairpersons of committees, and the transaction of other business. Annual meetings may be held upon the notice to each Commissioner and the public as required under the Brown Act.

- Section 9 REGULAR MEETINGS: Regular meetings of the Commissioners shall be held at such frequency, time and place as the Commissioners shall from time to time determine by resolution so long as all meetings are properly noticed as set forth above. All Commission meetings shall be held in compliance with the Brown Act.
- Section 10 SPECIAL MEETINGS: Special meetings of the Commissioners for any purpose or purposes may be called at any time by the Chairperson or presiding officer of the Commission or a majority of the Commissioners, or as otherwise provided in the Brown Act, so long as all meetings are properly noticed as set forth above.
- Section 11 TELEPHONIC AND VIDEO TELECONFERENCE MEETINGS: Commissioners of the Commission may participate in a regular or special meeting through use of conference telephone or video teleconferencing, so long as all Commissioners participating in such meeting can clearly hear one another. Participation in a meeting pursuant to this section constitutes presence in person at such meeting, if such meeting is conducted in accordance with the Brown Act.
- Section 12 QUORUM: A majority of the authorized number of voting Commissioners constitutes a quorum of the Commission for the transaction of business, except to adjourn as provided in this Article. Every act or decision done or made by a majority of the Commissioners present at a meeting duly held at which a quorum is present shall be regarded as the act of the Commissioners, unless a greater number is required by law or these Bylaws, except as provided below. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, if any action taken is approved by at least a majority of the required quorum for such meeting.
- Section 13 ADJOURNMENT: A majority of the Commissioners present, whether or not a quorum is present, may adjourn any Commissioners' meeting to another time and place, so long as such adjournment is in compliance with the Brown Act. Notice of the time and place of holding an adjourned meeting need not be given to absent Commissioners if the time and place is fixed at the adjourned meeting and such meeting is adjourned for less than twenty-four (24) hours. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time and place shall be given to absent Commissioners prior to the time of the adjourned meeting, so long as such notice is in compliance with the Brown Act.

ARTICLE V ALTERNATE COMMISSIONERS

- Section 1 AUTHORITY TO APPOINT ALTERNATES: Any Commissioner who serves by virtue of being the Public Health Officer, the Director of the Department of Human Services or the Director of the Mental Health Department is authorized to appoint an alternate to participate on behalf of the Commissioner at any Commission meetings when that Commissioner is otherwise unavailable.

- Section 2 POWERS AND RESPONSIBILITIES: Alternate Commissioners shall have the same powers and responsibilities as the appointing Commissioner when attending meetings, including the power to vote and to be counted in determining the constitution of a quorum. Alternate Commissioners may not hold office and may not participate as a Commissioner in any meetings of standing or ad hoc committees.
- Section 3 APPOINTMENT AND TERM OF OFFICE: Alternate Commissioners shall be appointed in accordance with the Kern County Ordinance Code and these Bylaws. Alternate Commissioners shall be an employee of the county department which the appointing Commissioner heads. Alternate Commissioners shall be appointed by delivery of a notice in writing, signed by the appointing Commissioner, to the Commission Chairperson or to the Executive Director. Any such appointment shall be in effect immediately and until it is rescinded by the appointing Commissioner or until such time as the appointing Commissioner's term of office ends.
- Section 4 QUALIFICATION: Alternate Commissioners must be at least twenty-one (21) years of age and shall be an employee of the county department which the appointing Commissioner heads. Alternate Commissioners shall be chosen for their willingness and ability to effectively represent the appointing Commissioner and to contribute to and support the objectives of the Commission.

ARTICLE VI COMMITTEES

- Section 1 GENERAL: The Commissioners may create one (1) or more committees, and delegate to such committees any of the authority of the Commissioners so long as such authority is in accordance with applicable law and, as noted below, except with respect to:
- A. Making a recommendation to the Commissioners regarding the filling of vacancies on the Commission or any committee
 - B. Fixing of compensation of the Commissioners for serving on the Commission or on any committee
 - C. Amendment or repeal of Bylaws or the adoption of new Bylaws
 - D. Amendment or repeal of any resolution of the Commissioners that by its express terms is not so amendable or repealable
 - E. Appointment of other committees of the Commission or the Commissioners thereof
 - F. Approval of any self-dealing transaction

- G. Approval of quarterly financial reports, annual audits, and any transaction which involves more than ten percent (10%) of the assets, whether fixed, real or executory, of the Commission
- H. The employment, evaluation, compensation, and discipline of any Commission employee

Any such committee must be created, and the Commissioners thereof appointed, by the Chairperson, with the approval of the Commission, and any such committee may be designated by such name as the Chairperson shall specify. The Chairperson may appoint, in the same manner, alternate Commissioners of any committee who may replace any absent Commissioner at any meeting of the committee. The Chairperson shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, such committees shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Chairperson of such committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provisions of this Article applicable to meetings and actions of the Commissioners.

Each committee shall keep regular minutes of its proceedings, which shall be filed in the offices of the Commission. There shall not be present more than four members of the Commission to any committee meeting. All actions by any committee shall be reported to the Commissioners at the next meeting thereof, and, insofar as rights of third parties shall not be affected thereby, shall be subject to revision and alteration by the Commissioners.

Section 2 TECHNICAL ADVISORY COMMITTEE: The Commissioners shall create and convene a Technical Advisory Committee comprised of eighteen representatives of service providers, of public or government agencies, and the public, plus four Commissioners appointed by the Commission Chairperson. Each Commissioner shall appoint two persons to serve on the Committee. The Commissioner designated by the Commission Chairperson shall serve as the Committee Chairperson. The Technical Advisory Committee shall consider and provide advice and comment to the Commissioners as to all matters referred by the Commissioners, or any other matters that come to the attention of a Technical Advisory Committee member that appear relevant or useful to the Commission. Members of the Technical Advisory Committee shall serve without compensation and without bond, and shall be residents of or employed within Kern County, at least twenty-one (21) years of age, and able to travel to and attend Technical Advisory Committee meetings. The Technical Advisory Committee shall adopt rules of order and procedure as are expedient, provided, however, that all meetings are called, noticed, held and conducted in accordance with the Brown Act.

Section 3 EXECUTIVE COMMITTEE: The Executive Committee is composed of the Chairperson, the Vice-Chairperson, Secretary, and the Treasurer of the

Commission. The Commission Chairperson shall serve as the Committee Chairperson. The Executive Committee may act for the Commission on any matter not specifically enumerated in Article V, Section 1, above. The Executive Committee shall also serve as the Nominating Committee and shall, at such time and place as the Chairperson shall determine, nominate, and recommend Commissioners to serve as officers. The Executive Committee meetings shall be held at such frequency, time and place as the Chairperson shall from time to time determine so long as all meetings are called, noticed, held and conducted in accordance with the Brown Act.

Section 4 BUDGET AND FINANCE COMMITTEE: The Budget and Finance Committee is composed of the Treasurer and up to three other Commissioners appointed by the Chairperson. The Treasurer shall serve as the Committee Chairperson. The Budget and Finance Committee shall advise the Commission and the Executive Director on all budgetary and financial matters, including the annual budget and the annual audit. The Budget and Finance Committee meetings shall be held at such frequency, time and place as the Committee Chairperson shall from time to time determine so long as all meetings are called, noticed, held and conducted in accordance with the Brown Act.

Section 5 PERSONNEL COMMITTEE: The Personnel Committee is composed of the Commission Vice-Chairperson and up to three other Commissioners appointed by the Chairperson. The Vice-Chairperson shall serve as the Committee Chairperson. The Personnel Committee shall advise the Commission and the Executive Director on all personnel matters, including the employment, evaluation, compensation, and discipline of Commission employees. The Personnel Committee meetings shall be held at such frequency, time and place as the Committee Chairperson shall from time to time determine so long as all meetings are called, noticed, held and conducted in accordance with the Brown Act.

Section 6 FEES AND COMPENSATION: Members of committees may receive such reimbursement for expenses as may be fixed or determined by the Commissioners. Committee members shall not be compensated for their services.

ARTICLE VII OFFICERS

Section 1 OFFICERS: The officers of the Commission shall be a Chairperson of the Commission, a Vice-Chairperson of the Commission, a Secretary of the Commission, and a Treasurer of the Commission. The Commission may also have, at the discretion of the Commissioners, one (1) or more Vice Chairpersons, Assistant Secretaries, Assistant Treasurers, and such other officers as may be elected or appointed in accordance with the provisions of this Article. Any number of offices may be held by the same person except that neither the Secretary nor the Treasurer may serve concurrently as the Chairperson of the Commission or the President and Chief Executive Officer, if any.

- Section 2 ELECTION AND TERM OF OFFICERS: An election of the officers of the Commission will be conducted bi-annually at the first regular meeting in April of odd-numbered years. The officers of the Commission shall be elected by a majority of the vote of the Commissioners then sitting on the Commission. At the time of the election, the recommended slate of officers will be placed in nomination. Nominations by Commissioners will also be accepted from the floor at the time of the election. Each officer elected will assume office immediately and shall serve until a successor is elected.
- Section 3 OTHER OFFICERS: The Commissioners may elect and may empower the Chairperson to appoint such other officers as the business of the Commission may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as the Commissioners may from time to time determine.
- Section 4 REMOVAL: Any officer may be removed, either with or without cause, by the Commissioners at any time or, except in the case of an officer chosen by the Commissioners, by any officer upon whom such power of removal may be conferred by the Commissioners.
- Section 5 RESIGNATION: Any officer may resign at any time by giving written notice to the Commission, but without prejudice to the rights, if any, of the Commission under contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 6 VACANCIES: A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office. Such vacancies shall be filled as they occur and not on an annual basis.
- Section 7 CHAIRPERSON OF THE COMMISSION: The Chairperson of the Commission shall preside at board meetings and shall exercise and perform such other powers and duties as may be assigned by the Commissioners or prescribed by the Bylaws.
- Section 8 VICE-CHAIRPERSON OF THE COMMISSION: The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as from time to time may be prescribed by the Chairperson or the Commissioners.
- Section 9 SECRETARY OF THE COMMISSION: The Secretary shall keep or cause to be kept, at the principal office or such other place as the Commissioners may order, a book of minutes of all meetings of the Commissioners and its committees, with the time and place of holding, whether regular or special, and if special, how authorized,

the notice thereof given, the names of those present at Commission and committee meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office of the County of Kern the original or a copy of the Founding Ordinance and the Commission's Bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Commissioners and any committees thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be prescribed by the Chairperson or the Commissioners.

- Section 10 TREASURER OF THE COMMISSION: The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Commission. The books of account shall at all times be open to inspection by any Commissioner. The Treasurer shall deposit or cause to be deposited all moneys and other valuables in the name and to the credit of the Commission with such depositories as may be designated by the Commissioners. The Treasurer shall disburse or cause to be disbursed the funds of the Commission as may be ordered by the Commissioners, shall render to the Commissioners and the Board of Supervisors, whenever they request it, an account of all transactions and of the financial condition of the Commission, and shall perform such other duties as may be prescribed by the Chairperson or the Commissioners.
- Section 11 ASSISTANT SECRETARIES OF THE COMMISSION: The Assistant Secretaries, if there shall be such officers, shall have all the powers to perform all the duties of the Secretary in the absence or inability of the Secretary to act, as well as such other powers and duties as may be prescribed by the Chairperson or the Commissioners or these Bylaws.
- Section 12 ASSISTANT TREASURERS OF THE COMMISSION: The Assistant Treasurers, if there shall be such officers, shall have all the powers to perform all the duties of the Treasurer in the absence or inability of the Treasurer to act, as well as such other powers and duties as may be prescribed by the Chairperson or the Commissioners or these Bylaws.
- Section 13 FEES AND COMPENSATION: Commissioners may receive such reimbursement for expenses as may be fixed or determined by the Commissioners. Commissioners shall not be compensated for their services.

ARTICLE VIII EXECUTIVE DIRECTOR

- Section 1 APPOINTMENT: The Commission shall appoint an Executive Director, who shall serve at the pleasure of the Commission and in accordance with the terms of any employment contract. The Executive Director shall serve as the Administrative Officer of the Commission.

Section 2 RESPONSIBILITIES: The Executive Director shall be responsible for the conduct and administration of Commission programs and services; for implementing and enforcing all policies, procedures, and guidelines established by the Commission; for the employment, evaluation, discipline, and termination of any Commission employees; and for ensuring compliance with the open meeting requirements of the Brown Act.

ARTICLE IX
RECORDS AND REPORTS

- Section 1 MAINTENANCE OF RECORDS: The Commission shall keep:
- A. Adequate and correct books and records of account
 - B. Written minutes of the proceedings of its Commissioners, and committees of the Commission
 - C. A record of each Commissioner's name and address
- Section 2 INSPECTION BY COMMISSIONERS: Every Commissioner shall have the absolute right at any reasonable time to inspect the Commission's books, records, documents of every kind, and physical properties. The inspection may be made in person or by the Commissioner's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.
- Section 3 ANNUAL REPORT: The Commissioners shall cause an annual report to be sent to each of the Commissioners and the Board of Supervisors within one hundred twenty (120) days after the end of the Commission's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:
- A. The assets and liabilities, including trust funds, of the Commission as of the end of the fiscal year
 - B. The principle change in assets and liabilities, including trust funds
 - C. The revenue or receipts of the Commission, both unrestricted and restricted to particular purposes
 - D. The expenses or disbursements of the Commission for both general and restricted purposes
 - E. Any information required by Article VIII of these Bylaws

The annual reports shall be accompanied by any reports of the Commission's independent accountants or, if there is no such report, by the certificate of an authorized officer of the Commission that such statements were prepared without audit from the Commission books and records.

ARTICLE X
OTHER

- Section 1 AMENDMENTS: These Bylaws may be amended or repealed by the approval of two-thirds (2/3) of the Commissioners, except that no action may be taken without at least one week's prior notice in accordance with Article IV, Section 6.B.3.
- Section 2 EXECUTION OF DOCUMENTS: The following persons shall be authorized to execute any deeds, mortgages, bonds, contracts, or other instruments which the Commissioners have authorized: Any officer or other person duly authorized by Commissioners' resolution, the Chairperson of the Commission, and the Secretary or any Assistant Secretary, if there be such an officer (all subject to such limitations as may be imposed by resolution of the Commissioners.)
- Section 3 CONFLICT OF INTEREST: The members of the Commission shall comply with the requirements of Government Code section 1090 et seq. and Government Code section 81000 et seq. during their term of office. The Commission shall adopt a conflict of interest code for its members as required by Government Code section 87300 et seq. Such policies shall ensure full disclosure of financial interests and transactions where conflict of interest is a possibility, and shall ensure the avoidance of potential conflict of interest in choosing new Commissioners and committee members. Such policies shall impose upon each Commissioner and committee member the responsibility to be alert to possible conflict of interest of himself or of other Commissioners or committee members, and shall require that each Commissioner or committee member disqualify himself or herself from making a decision where he or she has a conflict of interest.
- Section 4 GENDER: The masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.
- Section 5 EQUAL OPPORTUNITY: The Commission is an equal opportunity employer, and shall not discriminate in hiring, promotion, or retention of employees on the basis of race, ethnicity, gender, sexual preference, age (over forty (40)), religion, marital status, physical handicap, medical condition, or other invidious basis.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of Kern County Children and Families Commission, that the above Bylaws, consisting of 14 pages, are the Bylaws of Commission as adopted by the Commissioners on May 3, 2000, and amended on January 29, 2003, on April 2, 2003, on April 6, 2005, and on April 6, 2022.

Executed on April 6, 2022, at Bakersfield, California.

Jennie Sill
Secretary