

**COLLIN COUNTY COUNCIL ON FAMILY VIOLENCE
ADOPTED POLICIES AND PROCEDURES¹**

I. ORGANIZATIONAL STRUCTURE OF THE COUNCIL

Facilitator: The Collin County Council on Family Violence (the “Council”) is an initiative of the Junior League of Plano (JLP). A member of the JLP shall serve as facilitator and volunteers are provided through the Family Violence Special Committee to support the work of the Council.

Professional Teams: Members of the Collin County Council on Family Violence serve on one of the following professional teams according to profession: criminal justice, education, faith, healthcare, social services or business community. Originally created to write the Community Coordinated Response Plan, the professional teams now meet to improve communication and coordination of services between council members and to obtain objectives set forth in the strategic plan.

Advisory Committee: The Advisory Committee is composed of one member from each of the professional teams, the chairs of the committees, the President of the Junior League of Plano and a member appointed by the President of the Junior League of Plano, who shall serve as Chair of the Advisory Committee. The Facilitator of the Council also serves on the Advisory Committee as a non-voting member.

The Purpose of the Advisory Committee is to make recommendations, and provide support and leadership for the direction of the overall Council. Each January, the professional teams and chairs are responsible for electing their representative to the Advisory Committee. The chairs from the professional teams will be elected each year. Committee chairs will be elected in odd numbered years or as needed. Committee chairs will serve two year terms unless a different term is specified. All members are required to attend 75% of the meetings. If a member is unable to attend, they should have a representative from their team or committee attend in their place.

Designated members of the Advisory Committee serve as spokespersons of the Council before the media on issues involving the Collin County Council on Family Violence.

The Advisory Committee will approve all prospective new members and friends once an Information Sheet is submitted and before a MOA is completed. The Advisory Committee has the right to terminate status of members and friends if the organization or individual is not meeting the criteria for their level of participation.

The Advisory Committee will determine which items need to go to a formal Council vote. Examples of items the Council should vote on include but are not limited to proposed events and Council materials (e.g., brochures) planned for distribution to a wide audience.

Council Committees: Committees will be established from time to time by the majority vote of the Council (as defined in the Council Votes section of the Policies and Procedures). Committees will work on specific goals set forth in the strategic plan or to address needs as determined by the Council. A consistent designee from each member organization of the Council is expected to serve on at least one professional team and one committee. *Friends* of the Council have the option of serving on a professional team and/or a committee, but may not chair committees or serve on the Advisory Committee.

¹ Reflects policies and procedures revised approved by majority vote of the Council from 2000 to present.

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II. VOTING

Committee Votes: For the purpose of voting on motions coming before a committee, each organization shall have one (1) vote. All motions require a majority vote of the members present to pass.

Council Votes: For the purpose of voting on motions coming before the Council, each organization shall have one (1) vote. The Junior League of Plano, however, shall have two (2) votes. The Facilitator shall be a non-voting member of the Council. All motions require a 2/3 majority vote of the voting members present to pass. A notice of vote must be sent out prior to the Council meeting. **A quorum must be present in order to conduct a vote. Quorum is defined as ten Council members, including at least one voting JLP member.**

III. FINANCIAL POLICIES

Foundation of Council Financial Policies: The Collin County Council on Family Violence is an initiative of the Junior League of Plano and operates under the JLP's 501(c)(3) exemption. The Council and the Junior League of Plano have executed a memorandum of understanding which sets forth the policies and procedures for the fiscal agent services provided by the JLP. All Council funds are maintained and managed by the Junior League of Plano in a d/b/a account in the name of the Council ("Council Funds"). The funds in the account come from conference sponsorships, conference registrations, grants and corporate/private donations. The finances shall be reported out quarterly to the Council.

The Collin County Council on Family Violence is designed as a collaborative, with multiple agencies all working towards the same goal. The Council supports the work of its community partners in addressing family violence.

1. Policy As a general rule, the Council will not seek funding in direct competition with a member agency.
2. Conflict Before submitting an application for a grant, the Advisory Committee will send a notice to Council members advising them of its intent to apply. Member agencies are required to notify the Advisory Committee of any conflicts within three (3) business days. If no response is received, the Advisory Committee will continue with the application process. If timely notice of conflict is given, the Advisory Committee will contact the responding agency or agencies to ascertain if there are opportunities to partner in the application process. If there is no opportunity to partner, the Advisory Committee may choose to withdraw from or proceed with the application process.
3. Expenditures for Council Approved Projects Approved projects shall be any objective set forth in the current Council strategic plan or otherwise approved by a majority vote of the Council (as defined in the Council Votes section of the Policies and Procedures). With the exception of the annual Facing Family Violence Conference, the Advisory Committee is authorized to expend up to \$2,000 of Council funds on approved projects. Council funds may be spent in excess of said amount by the Conference Committee for the annual conference without prior approval for the Advisory Committee or Council. At the end of the conference, a report will be given to the Council on the total expenses and income. On other expenditures, the Advisory Committee will review quarterly and provide reports annually to the Council in May or June to coincide with the end of the Junior League financial cycle. The Advisory Committee will bring a budget to the Council in May or June to coincide with the end of the Junior League financial cycle.

Except as otherwise noted herein, a majority vote of the Council (as defined in the Council Votes section of the Policies and Procedures) is required to approve expenditures of funds in excess of \$2,000.

4. Expenditures for Projects Not Previously Approved Before Council funds can be expended on projects not previously approved, the approval by majority vote of the Council (as defined in the Council Votes section of the Policies and Procedures) must be secured.

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5. Council Liaison The Chairman of the Advisory Committee shall serve as the liaison between the Junior League of Plano and the Council for the Council account.

IV. COMMUNICATION POLICIES

The Council name and logo can be used only with prior approval from the Advisory Committee and Junior League of Plano.

The Council distribution list is only to be used for Council business, and all communications should be emailed to the JLP Facilitator for approval and dissemination to the entire Council. The Council distribution list cannot be used for non-Council business.