

## **CHILD ABUSE TRAINING AND COORDINATION COUNCIL BYLAWS**

### **Article I. Name.**

The name of this organization shall be "The Child Abuse Training and Coordination Council".

### **Article II. Object.**

The Child Abuse Training and Coordination Council shall:

1. Establish objective criteria and guidelines for multidisciplinary and, as appropriate for each discipline, discipline-specific training on child abuse and neglect for professionals with responsibilities affecting children, youth and families.
2. Review curricula and make recommendations to state agencies and professional organizations and associations regarding available curricula and curricula having high standards of professional merit.
3. Review curricula regarding child abuse and neglect used in law enforcement officer training by the Oklahoma Council on Law Enforcement education and training (CLEET) and make recommendations regarding the curricula to CLEET.
4. Cooperate with and assist professional organizations and associations in the development and implementation of ongoing training programs and strategies to encourage professionals to participate in said training programs.
5. Make reports and recommendations regarding the continued development and improvement of said training programs to the Commissioner of Health, the Commission on Children and Youth, and each affected agency, organization and association.
6. Approve the confidentiality statement, interagency agreement and protocol as developed by multidisciplinary child abuse teams in the state.
7. Annually review and approve the list of functioning multidisciplinary child abuse teams to ensure the teams are functioning effectively.
8. Promulgate minimal standards for the multidisciplinary child abuse teams.
9. Prepare and issue a model protocol for multidisciplinary teams, regarding the investigation and prosecution of child sexual abuse, child physical abuse, and neglect cases.
10. Advise multidisciplinary child abuse teams on team development.
11. Collect data on the operation and cases reviewed by the multidisciplinary child abuse teams.
12. Issue annual reports.

### **Article III. Members.**

The Child Abuse Training and Coordination Council shall consist of 22 voting members appointed by the Oklahoma Commission on Children and Youth and shall consist of representatives from those organizations, agencies or groups as identified in Title 63, Oklahoma Statutes, Section 1-227.9. Non-voting representatives from other appropriate organizations may be appropriately appointed by the Council as needed. Said representatives shall serve for one year and may be re-appointed as needed.

### **Article IV. Officers.**

The officers of the Child Abuse Training and Coordination Council shall be a Chairman and a Vice-Chairman. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Child Abuse Training and Coordination Council. Officers shall be elected annually to serve for one (1) year or until their successors are elected.

### **Article V. Meetings.**

1. The Child Abuse Training and Coordination Council shall meet at least quarterly, at a time and place to be designated either by action of the Child Abuse Training and Coordination Council or by the Chairman.
2. Special meetings may be called by the Chairman or upon written request from five (5) or more members.
3. Eleven (11) members of the Child Abuse Training and Coordination Council shall constitute a quorum for the transaction of any and all business.
4. In the event any member is unable to attend a meeting of the Child Abuse Training and Coordination Council, he or she may designate an alternate to attend in his or her place. This designation should be made in writing to the Chairman. The alternate should be representative of the same group or organization from which the member was selected.
5. (a) If any member or their designated alternate does not attend three (3) consecutive meetings of the Child Abuse Training and Coordination Council, the Chairman shall notify the member that a fourth absence might result in notification as outlined in subsection (b) hereunder.  
  
(b) If any member or their designated alternate does not attend four (4) consecutive meetings of the Child Abuse Training and Coordination Council, the Chairman may notify the Oklahoma Commission on Children and Youth and recommend the commission take whatever action they deem appropriate.

### **Article VI. Committees.**

1. The Executive Committee will consist of the Chairman, Vice-Chairman and the immediate past chair. In the absence of an immediate past chair, a member-at-large shall be appointed by the Chair. The Executive Committee shall have general supervision of the Child Abuse Training and Coordination Council and shall perform such functions as designated by the Child Abuse Training and Coordination Council.

2. Such other committees, standing or special, shall be appointed by the Chairman as the Child Abuse Training and Coordination Council shall deem necessary to carry on the work of the Child Abuse Training and Coordination Council. The Chairman shall be ex officio a member of all committees.

**Article VII. Parliamentary Authority.**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases where they are applicable and in which they are not inconsistent with these bylaws and any special rules the Child Abuse Training and Coordination Council may adopt.

**Article VIII. Amendment of Bylaws.**

These bylaws may be amended at any regular meeting of the Child Abuse Training and Council Coordination Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.