

THE CHICAGO DEPARTMENT OF FAMILY & SUPPORT SERVICES
CHICAGO COMMITTEE ON URBAN OPPORTUNITY
(CCUO)

BY-LAWS

Attached herewith are the Bylaws of the Chicago Committee on Urban Opportunity (CCUO), the Community Action Administering Board for programs of the Chicago Department of Family and Support Services funded by the Illinois Department of Commerce and Economic Opportunity through the Community Services Block Grant and the Department of Health and Human Services through the Head Start and Early Head Start Grants.

The Chicago Department of Family and Support Services is a department of the municipal government of Chicago established by an ordinance of the City Council passed January 1, 2009. The newly formed Department represents the former Department of Human Services (established by a City Council ordinance on December 3, 1976) and the Department of Children and Youth Services (established by City Council ordinance on November 2004). The Chicago Committee on Urban Opportunity was established by city ordinance effective May 26, 1965.

ADOPTED: August, 1987

Amendments

The following amendments are embedded in the bylaws as set forth:

Article III, section I: amended, May 12, 2002

Article III, sentence immediately following section K, number 1: amended, September 18, 2002

Article VI, section A: (Representatives of the Poor): amended, May 12, 2000

Article VI, section A: amended, September 18, 2002

Article VI, section C: amended, September 18, 2002

Article XXI: amended, March 15, 2005

Article VII: amended, December 13, 2007

Articles V, VIII, IX and X: amended, October 1, 2009

Articles II, III, IV, V, VI, VII, VIII, IX, X, XIV, XVII and XXII: amended, on January 15, 2015



ARTICLE 1 – PURPOSE

The purpose of the Chicago Committee on Urban Opportunity (CCUO) is to oversee and review the Chicago Department of Family and Support Services (DFSS) implementation of the Community Services Block Grant (CSBG) Program, The Head Start and Early Head Start Programs, in order to insure that DFSS:

- a. Provides a range of services and activities having measurable and potentially major impact on causes of poverty in the communities where poverty is a particularly acute problem;
- b. Provides activities designed to assist low-income participants that will:
 - i. Secures and retain meaningful employment
 - ii. Attains an adequate education
 - iii. Makes better use of available income
 - iv. Obtain and maintain adequate housing and a suitable living environment
 - v. Obtain emergency assistance to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing and employment related services
 - vi. Removes obstacles and solve problems which block the achievement of self-sufficiency
 - vii. Achieve greater participation in the affairs of the community
 - viii. Makes more effective use of other programs related to the purposes of the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-95), the Act that established the Community Services Block Grant.
- c. Provides on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor;
- d. Coordinates and establishes linkages between government and other social services programs in order to assure the effective delivery of such services to low income individuals; and
- e. Encourages the use of private sector entities of the community, to ameliorate poverty in the community, through participation in the CCUO Advisory Board process.

ARTICLE II – POWERS OF THE COMMITTEE

The Chicago Committee on Urban Opportunity will:

- a. Review the implementation of CSBG and Head Start/Early Head Start policies, programs and finances.

ARTICLE III – ONGOING FUNCTIONS OF THE COMMITTEE

The ongoing functions of the advisory board include the following:

- a. Assist in determining long and short range goals of the CSBG, Head Start and Early Head Start Grant Programs including review and approval of the annual budget;
- b. Assist in determining priorities of CSBG programs based on the Community Assessment Plan [CAP];
- c. Assist in identifying and attracting program resources;
- d. Assist in analyzing resources and developing strategies to coordinate them;
- e. Recommend and/or Review strategies for outreach and public education;
- f. Assist in establishing criteria and performance expectations of delegate agencies;
- g. Assist in deciding policy and establishing criteria for using neighborhood organizations;
- h. Assist in the establishment of program evaluation criteria and the evaluation of program outcomes
- i. Serve as an advisory vehicle to other advisory groups and councils within DFSS;
- j. Serve as advocates of the communities' poor
- k. Review monthly fiscal and program performance status reports for CSBG, Head Start and Early Head Start funded programs;

- l. The Chicago Committee on Urban Opportunity Advisory Board, on an annual basis, will review the role of the CCUO in the governance of the Head Start and Early Head Start Programs; and
- m. Facilitate shared decision-making in the governance of the Chicago Department of Family and Support Services' Head Start, Early Head Start and Community Services Block Grants. In addition, a member of the City Council of Chicago, as well as, the Chair of the Citywide Parent Policy Council (amended May 12, 2002) will hold seats on the CCUO Advisory Board.

The First Vice-Chair can designate a member of the Committee (Board) to represent the Committee (Board) on the Citywide Head Start Parent Policy Council. The member so designated shall serve in said capacity at the pleasure of the First Vice-Chair.

ARTICLE IV -- OFFICERS

The Chairperson Ex-Officio of the Chicago Committee on Urban Opportunity is the Mayor of the City of Chicago. The Chairperson shall appoint the 1st Vice-Chairperson. The 1st Vice-Chairperson shall preside over the CCUO Advisory Board in the absence of the Chairperson. At least one member of the board shall have a background and expertise in fiscal management and/or accounting to assist in the review of program fiscal reports for the committee.

ARTICLE V -- COMPOSITION OF THE COMMITTEE (BOARD)

The Chicago Committee on Urban Opportunity (Board) shall consist of at least fifteen but not more than fifty-one members. Elected public officials currently holding office or their representatives shall constitute one-third of the Board, only if the number of elected officials is reasonably available and willing to serve is less than one-third of the membership of the Board, may appointed officials be counted in meeting this one-third requirement. Persons chosen to represent the poor (client) shall constitute at least one-third of the Board. Representatives of business, industry, religious organizations, education, welfare or other major groups and interests, shall constitute the remaining one-third of the Board. Each member shall be entitled to one vote on each matter submitted to a vote of the membership.

In addition, to all CSBG Board composition requirements, the CCUO Advisory Board composition shall comply with all Head Start rules and regulations. This includes but is not limited to Public Law 110-134, the Improving Head Start School Readiness Act of 2007, Section 642(c)(1)(B) (as it is related to compositional make-up).

No employee of the Community Action Agency (CAA) or the Illinois Department of Commerce and Economic Opportunity (DCEO) may serve on the Board, and no other Federal or State employee may serve on the Board in a capacity which will require him/her to act as an agent of or attorney for the CAA in its dealing with DCEO or with any other Federal or State agency.

ARTICLE VI – SELECTING MEMBERS OF THE COMMITTEE

Members of the Committee (Board) will be selected in such a manner as to assure they speak and act on behalf of the group or organization, which they represent.

A. PUBLIC OFFICIALS

The Mayor of the City of Chicago shall select the elected public officials to serve on the Committee (Board). In the event that there are not enough elected public officials reasonably available and willing to serve on the Committee, the Mayor may select appointed public officials. Appointed public officials selected to serve on the Committee shall have general governmental responsibilities, which require them, to deal with poverty related issues.

The Committee (Board) shall include a member of the City Council of Chicago, to be appointed by the Mayor, in the category of Public Officials.

Each public official selected to serve on the Committee may choose one permanent representative to serve whenever he/she is unable to attend a meeting. These representatives need not be public officials themselves, but shall have full authority to act for the public officials whom they represent at meetings of the Board.

If the public officials, both elected and appointed, who are willing to serve do not comprise one-third of the Board, then the remainder of the seats allotted to public officials shall remain vacant. However, the Mayor may fill these seats at any time, as soon as an official is willing to sit on the Board.

B. REPRESENTATIVES OF THE POOR (CLIENT)

Representatives of the poor (client) will be appointed by the Mayor in accordance with democratic selection procedures adequate to assure that they represent the poor (clients) in the areas served by the Community Action Agency/Head Start/Early Head Start Grantee (The Chicago Department of Family and Support Services). They need not be poor (a client) themselves, but the selection procedure shall assure that they represent the poor (clients). Potential candidates may be recommended, for consideration, by any member of the Board to the nominating committee. The nominating committee will, in turn, evaluate the organization and/or individual based upon the constituency group

represented and the qualifications of the candidate. Candidates that are deemed qualified and fulfill the requirements of this category, by the nominating committee will have their names placed into consideration by the full Board. The Board shall decide, by majority vote, whether to approve the appointment.

The annually elected Citywide Head Start Parent Policy Council Chairperson shall serve as a member of the CCUO Advisory Board. This individual will be considered as a Representative of the Poor (Client). Notwithstanding any limitations on terms of office and committee (Board) service set out in Article VII of these Bylaws.

Any low-income individual, low-income community organization, or low-income religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the Board may petition the Board, in writing, for adequate representation. The Board shall consider the petition at its next regularly scheduled meeting.

In considering petitions that allege under representation, the Board shall take into account (1) the composition of its membership during the last seven years, (2) current vacancies, and (3) the record of attendance of current members.

If the Board finds that the petitioner is under represented the Board shall direct the Nominating Committee to present to the Board a slate of candidates for membership on the Board, such that the petitioner, or a member of the class represented by the petitioner, can be added to the Board without violating the principle that one third of the Board shall consist of public officials, one third shall consist of representatives of the poor, and one third shall consist of representatives of private organizations. The Board shall decide, by majority vote, whether to recommend the appointment to the Board of the petitioner and/or other nominees deemed appropriate.

Any increase in the number of members of the Board that results from appointments made in connection with the granting of a petition to correct under representation shall not be construed as a decision by the Board to effect a permanent increase in the number of members of the Board.

C. REPRESENTATIVES OF PRIVATE ORGANIZATIONS

Private organization representation shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Mayor shall draw representation not only from among private social service agencies, private educational institutions, and constituencies of the poor (client) concerned with specified problems (for example, the disabled poor), and other private organizations, but also from among business industry, and labor organizations. Once representation is selected it shall choose the person to represent it on the board. If a private organization's chosen representative



becomes unable to serve for any reason during his or her term, the organization shall notify the 1st Vice Chairperson or the Commissioner of the Department of Family & Support Services in writing of such inability, and must designate, in writing by the next Board meeting, a person who shall replace the representative for the duration of the term. Each representative shall be empowered to speak and act on behalf of the organization, which he/she represents in connection with the Board's business.

D. NOMINATING COMMITTEE

The Board will establish a Nominating Committee to make recommendations to the Mayor on the selection of members as representatives of the poor (client) and on the selection of private organizations to be presented on the Board. Whenever there is a vacancy within the two representative segments (poor/client and private organizations), the Nominating Committee will present its recommendations to the Board for approval. Once approved by the Board the recommendations will be presented to the Mayor for review and consideration.

The 1st Vice Chairperson shall recommend no less than three and no more than five members to sit on the Nominating Committee. A combination of the committee shall consist of at least 1 representative of the poor (client), at least one representative of private organizations, and one public official. The members of the Nominating Committee shall be elected by a majority vote of the members of the Board and shall serve for a one-year term or the balance of the member's term on the Board

ARTICLE VII – TERMS OF OFFICE AND LIMITATION ON BOARD SERVICE

Public officials serve at the pleasure of the Mayor. Each appointed public official may appoint a designated representative. Representatives of the poor (client) and of private not-for-profit organizations will serve one five-year term. After service for five consecutive years, a representative of the poor (client) or of a private organization may be reappointed to one additional five-year term for a maximum of 10 years served consecutively on the Board (CCUO). Any member may resign at any time by filing a written resignation with the 1st Vice-Chairperson and/or the Commissioner of the Chicago Department of Family & Support Services.

ARTICLE VIII - CONFLICT OF INTEREST

A. VOTING RESPONSIBILITIES

Whenever a Board member has cause to believe that a matter to be voted upon would involve him or her in a potential conflict of interest or the appearance of a conflict of interest, the Board member shall fully disclose such potential or the appearance of a conflict of interest to the full Board. Following full disclosure, the Board members



present (except for any Board member present who has been disqualified from the matter to be voted upon because of his or her actual conflict of interest) shall determine by a majority of the vote if an actual conflict of interest exist. If the majority Board voted that an actual conflict of interest exists, the Board shall by majority authorize or reject the matter to be voted upon, disqualify the interested Board member in participating in any discussion related to the matter to be voted upon or take any action deemed necessary to address the conflict of interest.

The question of a potential conflict of interest or the appearance of a conflict of interest raised by any other member of the Board shall be decided in the same manner provided above.

Board members should not participate in discussions in which they have a personal or organizational interest, associated with CSBG, Head Start and/or Early Head Start. In addition, no Board member shall vote on any matter for which they have a stated conflict of interest.

Annually, in December, each board member shall sign a conflict of interest and disclosure statement with the department.

B. ACCESS TO SERVICES

Except with respect to the participation of Eligible Persons (as defined in the Municipal Code of Chicago ["MCC"] Section 2-45-130 (b) (ii) in Eligible Programs, no member of the Chicago Committee on Urban Opportunity ("CCUO" or its successor) Advisory Board, or their relatives (as defined in the MCC Section 2-156-010 (w)) or domestic partners (as defined in MCC Section 2-152-072) shall: (i) receive support, monies or assistance from; or (ii) have either an economic interest or financial interest (as defined in MCC Sections 2-156-010 (i) and (l), respectively) in grants, sub-grants, programs, services or initiatives under the Community Services Block Grant Program, the Head Start Program or the Early Head Start Program as more fully described in Article I, herein, and known in these CCUO By-laws as "Eligible Programs," unless the Commissioner of the Department of Family & Support Services (or its successor) explicitly determines in writing that a board member of CCUO (or their respective relatives or domestic partners) may receive such support, monies or assistance from or have an economic interest in a grant, sub-grant, program, service or initiative under an Eligible Program, and provided the Commissioner files an original of that writing with the CCUO.

It is further understood that, the access to service restrictions do not apply to the CPPC Chairperson who serves as a client of the Head Start/Early Head Start Program(s).

ARTICLE IX – CODE OF CONDUCT

All Board Members shall abide by the Code of Conduct [Ethics] established by the City of Chicago. The Code of Conduct [Ethics] is a set of standards that govern the conduct of Board activities and ethical behavior of the Board members. The City's Code of Conduct is pursuant to §2-156-005 of the Municipal Code of Chicago. In addition, the pledge to comply with all applicable requirements is set forth in §§2-156-015 and -105 of the Municipal Code of Chicago.

The CPPC Chairperson is also governed by the code of conduct set-forth by the Department's Head Start/Early Head Start program(s).

ARTICLE X - CONFIDENTIALITY

Members of the Board shall agree that at all times and notwithstanding any termination or expiration of their term that they will hold in strict confidence and not disclose to any third party confidential information of the CCUO Advisory Board and the Vice Chair unless disclosure is required by law. Information provided during the normal course of business of the CCUO Advisory Board shall be considered confidential, unless otherwise indicated and/or labeled.

ARTICLE XI - BOARD ATTENDANCE

Board members may be recommended for removal from the Board if they incur more than two unexcused absences in any calendar year. They shall be replaced in the same manner in which they were selected.

ARTICLE XII - VACANCIES

There is a vacancy on the Board when a member has been notified of the official removal [pursuant to Article XI], when a member notifies the Board of his/ her resignation [pursuant to Article VII], when a member's term expires [pursuant to Article VII], when the Mayor removes a public official, or when a public official leaves office. When the seat becomes vacant, a new member will be selected in accordance with the provision of Article VI of these Bylaws. The Board shall call all vacancies to be filled as soon as reasonably possible.

ARTICLE XIII - QUORUM

The quorum for a meeting of the Board shall be at least one third of the appointed seats on the Board.

ARTICLE XIV – SCHEDULE AND NOTICE OF MEETINGS

The Board shall meet at least four times a year. The meetings shall be scheduled by the 1st Vice-Chairperson for the convenience of the members and of the general public; or members may elect by vote, to specify pre-determined dates and times for the meetings. Special meetings may be called by one third of the appointed Board members or at the request of the Department as deemed necessary. The Board shall provide in writing to all its members notice of and the agenda for any meeting at least five days in advance.

ARTICLE XV - MINUTES

The Board shall keep for each meeting written minutes, which include a record of all actions taken by the Board. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request. The Board shall also make available to the public upon request translations of the minutes in areas where a significant portion of the poverty population does not speak English.

ARTICLE XVI – AD HOC COMMITTEES

The Board may establish any ad hoc committees it considers necessary for carrying on its business. The composition shall fairly reflect the composition of the full Board.

ARTICLE XVII – VOTING ACCOMODATIONS

A. PROXY VOTING

Voting by proxy is not permitted at meetings of the Board or of its committees. This prohibition applies equally to all members of the Board. The casting of a vote by a designated permanent representative of a public official shall not be deemed a vote by proxy.

B. ELECTRONIC VOTING

Electronic voting is permitted by members for any action that may be taken at a meeting of the members. A vote may be taken electronically by e-mail or any other electronic means whereby the members entitled to vote on the matter have an opportunity to vote for or against the proposed action. The voting period must remain open for at least five days from the date of the voting request. A vote shall be considered approved provided that a quorum of the member(s) casting votes has submitted an approval response. All voting requests and responses should be in accordance with the governing confidentiality and security provisions, of the board.

ARTICLE XVIII – COMPENSATION

Reimbursement for expenses incurred in attending meetings of the Board or its committees shall be made to Board members who are representatives of the poor/client. This provision is specific to the Head Start Parent Policy Council Chairperson. No compensation or reimbursement shall be paid to any other Board members.

ARTICLE XIX – MEETINGS

All Board meetings and ad hoc committee meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order.

ARTICLE XX - AMENDMENTS

The powers to alter, amend, or repeal the Bylaws or to adopt new Bylaws shall be vested in the Board. Any such change may be made by a majority vote of the then appointed members of the Board. The Bylaws shall be reviewed biannually by the Board.

ARTICLE XXI- FISCAL YEAR

The fiscal year of the Board for purposes of terms of office or otherwise shall be a calendar year.