

**OPERATING GUIDELINES FOR THE
CHILDREN, YOUTH AND FAMILY SERVICES SECTION
OF THE
UNITED METHODIST ASSOCIATION OF HEALTH AND WELFARE MINISTRIES**

ARTICLE I. Name

The name of this Membership Section shall be the Children, Youth and Family Services Section of the United Methodist Association of Health and Welfare Ministries (UMA), referred to hereafter in these guidelines as the Children, Youth and Family Services (CYF) Section.

ARTICLE II. Authority

The CYF Section receives all authority from the Board of Directors, as stated in ARTICLE IX. MEMBERSHIP SECTIONS of the BYLAWS of the UNITED METHODIST ASSOCIATION OF HEALTH AND WELFARE MINISTRIES (March 10, 2007), and as such is accountable in all its actions and activities to the Board of Directors of the UMA.

ARTICLE III. Purpose(s)

SEGMENT 1. The CYF Section is the organization of UMA member Children, Youth and Family Service institutions through which opportunities and problems of mutual interest and concern are identified and discussed and to provide a communications network for united action regarding child and family welfare legislation, issues and crises.

SEGMENT 2. The CYF Section provides a means of interchange of expressed interests, experiences, needs and desires that promote a better understanding of the functioning of member organizations and to advocate for higher quality service standards and encourage and support organization efforts to meet and exceed such standards in their ministries of service to children, youth and families.

SEGMENT 3. The CYF Section provides collegiality, fellowship, leadership training, and development for its members in order to assure quality ministry to those persons receiving services through Children, Youth and Family Service institutions. Emphasis is placed on facets of enhancing administrative skills and management competencies.

SEGMENT 4. The CYF Section serves as an informational and educational resource for the general church relative to issues of health and welfare of children, youth and the family.

SEGMENT 5. The CYF Section represents the interests of CYF Section members throughout UMA.

ARTICLE IV. Membership, Voting Rights and Remuneration

SECTION 1. Membership and Voting Rights

Membership in the CYF Section consists of representatives of member organizations and individuals identified by the following categories:

(a) Persons who are employed by or affiliated with a UM related member organization have the individual

right to voice and the collective right to exercise one (1) vote on behalf of their UMA member organization, in the determination of CYF Section business.

(b) Individual members of the Association and those who are employed by or affiliated with a non-UM related member organization, have the right to exercise one (1) vote in all matters related to the CYF Section.

SEGMENT 2. Personal Expenses and Compensation

No member may be reimbursed by the Association for attendance at or participation in CYF Section events or activities. A member may be reimbursed for related expenses when properly authorized by the Section or its Executive Committee, to perform a task(s) or service(s) in response to the CYF Section's stated purpose(s).

ARTICLE V. Meetings

SEGMENT 1. Annual Meeting

An annual business meeting shall be held to conduct elections and to transact other business of the Section. This meeting will be held concurrently with the annual UMA Convention. Other regular or special meetings of the CYF Section may be called by the Chairperson, or by action of the Section Executive Committee.

SEGMENT 2. Notice of Meeting

Notice shall be given to each member of the CYF Section at least fourteen (14) days prior to each regular or special meeting. Such notice shall be written and delivered personally, or by mail, telegram, fax or electronic transmittal which will be deemed delivered when deposited with postage or fees prepaid or transmitted electronically. Such notice for any special meeting shall state the purpose of such meeting.

A member may waive notice of a meeting of the Section. A waiver of notice by a member entitled to notice is effective whether given before, at, or after the meeting, and whether given in writing, orally, or by attendance. Attendance by a member at a meeting is a waiver of notice of that meeting, unless the member objects at the beginning of the meeting to the transaction of the business because the meeting is not lawfully called or convened and does not participate in the meeting.

SEGMENT 3. Quorum

The members of the CYF Section present at any properly called, regular or special meeting shall constitute a quorum for voting purposes.

SEGMENT 4. Recording of Votes

Action shall be adopted by a simple majority affirmative vote, unless otherwise directed by these Guidelines, pending final approval by the UMA Board of Directors.

Any member present at a meeting of the CYF Section may request that his/her vote taken on any/all action(s) be recorded. Such request may be made to the secretary, verbally at the time of the voting action or in writing prior to the adjournment of the meeting. A vote to be recorded shall not be changed after the vote has occurred.

SEGMENT 5. Rules of Order

The rules contained in the current Roberts Rules of Order, Newly Revised shall govern all meetings in all

cases to which they are applicable and in which they are not inconsistent with these Guidelines or the Bylaws of the United Methodist Association.

ARTICLE VI. Activities

SEGMENT 1. Educational and training events for members of the CYF Section will be conducted during the annual UMA Convention. These events will be developed in coordination with the UMA Training Committee.

SEGMENT 2. Conferences, workshop and/or seminar type events may be conducted during other times of the year if supported by interest of the CYF Section Executive Committee and/or CYF Section membership and developed in consultation with the UMA. These may be in connection with other groups and/or organizations on a national, regional or local level. These events may be held jointly with other UMA Membership Sections.

ARTICLE VII. Officers

SEGMENT 1. Officers

The officers of the CYF Section shall be the Chairperson, the Chairperson-Elect, the Secretary, the Treasurer and the Immediate Past-Chairperson.

SEGMENT 2. Qualifications

Persons elected to hold such offices as described in ***ARTICLE VII.***, SEGMENT 1, above shall be a member of, or employed by an organization related to a connectional unit of The United Methodist Church at the time of such election; and provided that such organization, individual member or connectional unit holds current paid membership in the Association both at the time of such election and throughout that person's tenure.

SEGMENT 3. Standard of Conduct

Each officer shall discharge the duties of his/her office in good faith, in a manner the officer reasonably believes to be in the best interests of the CYF Section, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A person exercising the principal functions of an office or to whom some or all of the duties and powers of an office are delegated is considered an officer for purposes of this provision.

SEGMENT 4. Duties of Chairperson

The duties of the Section Chairperson shall include serving as a member of the Board of Directors of the UMA, to provide leadership for the Section, approve disbursements for the Section and others duties as assigned by the UMA Board of Directors [see **ARTICLE IX. MEMBERSHIP SECTIONS**, Sections 3 & 4 of the UMA Bylaws]. The Chairperson shall coordinate the work of the Section with the staff of the UMA. The Chairperson shall rise to this office after serving as Chairperson-Elect, and may serve no more than two consecutive 2-year terms.

SEGMENT 5. Duties of Chairperson-Elect

The Chairperson-Elect will be elected for a term of two years. The Chairperson-Elect succeeds to the Chairperson position at the conclusion of the Chairpersons term.

The Chairperson-Elect shall preside in the absence of the Chairperson. In the event that the position of the

Chairperson becomes vacant for any reason, the Chairperson-Elect shall succeed immediately to take the office of the Chairperson.

SEGMENT 6. Duties of Secretary

The Secretary shall be elected for a term of two years. The Secretary shall serve no more than two consecutive terms of office. The Secretary shall be responsible for the taking of minutes at all meetings of the Section, maintaining a current Membership list of the Section and coordinate correspondence with CYF Section membership. In case the Secretary is absent at a meeting of the Section, the Chairperson shall designate a member from among Section members present to record the meeting minutes.

SEGMENT 7. Duties of Treasurer

The Treasurer shall be elected for a term of two years. The Treasurer shall serve no more than two consecutive terms of office. The Treasurer shall be responsible for the Section's funds and accounts, subject to the order of the membership to keep funds and accounts, which at all reasonable times shall be open to the examination of the Section, and which shall be included in the annual audit of Association accounts by the UMA Financial Management Committee and shall be rendered at such times as the Chairperson shall order; to make financial reports to the Section, and; to serve as an ex-officio member of any Section committee/task force considering financial expenditures.

SEGMENT 7. Duties of Immediate Past-Chairperson

The Immediate Past-Chairperson shall serve for no more than two consecutive 2-year terms as an officer of the CYF Section following his/her term(s) as Chairperson of the Section. The Immediate Past-Chairperson shall convene the CYF Section Leadership Recruitment and Nominations Committee, the members of which are selected according to ARTICLE VIII. SEGMENT 8 of these Guidelines.

ARTICLE VIII. Committees, Limitations and Duties

SEGMENT 1. Committees

The CYF Section or its Executive Committee may authorize from time to time such standing or special committees or task forces as it deems necessary. Unless otherwise provided in these Guidelines, the chairperson of each committee or task force is appointed by the CYF Section Chairperson.

SEGMENT 2. Terms of Office

The term of office shall commence upon the adjournment of the meeting at which they were elected or appointed, generally held in conjunction with the annual UMA Convention, and shall continue until their 2-year term expires, the officer resigns, or is otherwise removed from office by action of the CYF Section.

SEGMENT 3. Notice of Meetings

Notice shall be given to each member of the CYF Section at least fourteen (14) days prior to each regular or special meeting. Such notice shall be written and delivered personally, or by mail, telegram, fax or electronic transmittal which will be deemed delivered when deposited with postage or fees prepaid or transmitted electronically. Such notice for any special meeting shall state the purpose of such meeting.

A committee or task force member may waive notice of a meeting. A waiver of notice by a committee or task force member entitled to notice is effective whether given before, at, or after the meeting, and whether given in writing, orally, or by attendance. Attendance by a committee or task force member at a meeting is a waiver of notice of that meeting, unless the committee or task force member objects at the beginning of the meeting to the transaction of the business because the meeting is not lawfully called or

convened and does not participate in the meeting.

SEGMENT 4. Standard of Conduct

Each committee or task force member shall discharge the duties of his/her office in good faith, in a manner the member reasonably believes to be in the best interests of the CYF Section, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A person exercising the principal functions of a committee or task force or to whom some or all of the duties and powers of a committee or task force are delegated is considered a committee or task force member for purposes of this provision.

SEGMENT 5. Quorum

One third (1/3) of the Members of the committee or task force present and voting, at any properly called meeting shall constitute a quorum for any CYF Section committee or task force.

SEGMENT 6. Participation in Electronic Meetings

(a) A conference among CYF Section members by a means of communication through which the members may simultaneously hear each other during the conference shall constitute a CYF Section meeting, if the same notice is given of the conference as would be required for a meeting, and if the number of members participating in the conference is a quorum. Participation in a meeting by this means constitutes personal presence.

(b) A member may participate in a CYF Section meeting by any means of communication through which the member, other members participating, and all members personally present at the meeting may simultaneously hear each other during the meeting. Participation in the meeting by this means constitutes personal presence.

SEGMENT 7. Executive Committee

There shall be an Executive Committee that includes the Chairperson, the Chairperson-Elect, the Immediate Past-Chairperson, the Secretary, the Treasurer, those CYF Section representatives serving on the Professional Development Work Center, Member Relations Work Center and Strategic Mapping Work Center and any elected UMA Officer who is a member of the CYF Section. The Chairperson of the Section shall serve as the Chairperson of the Executive Committee. Each member of the Executive Committee shall be a representative of a member organization of the CYF Section. The President/CEO of UMA shall serve as ex-officio member without vote.

The duties of the CYF Section Executive Committee will be to provide general leadership to the CYF Section, the planning of the annual meeting, workshops, seminars, and any other events, projects, or duties assigned by the UMA Board of Directors or the CYF Section membership. The CYF Section Executive Committee will conduct all interim business, and shall report any action at the next meeting of the CYF Section membership and when deemed essential, shall report sooner to the members of the CYF Section.

The CYF Section Executive Committee shall select annually the CYF Administrator of the Year, who shall be recognized during the annual UMA Convention. This committee establishes the guidelines and criterion for this recognition.

The CYF Section Executive Committee shall have the authority to establish committees and other task forces as deemed necessary for the work of the CYF Section.

The CYF Section Executive Committee shall fill any position that may become vacant between meetings of the CYF Section, with such appointment confirmed by section vote at the next meeting of the CYF Section.

SEGMENT 8. Leadership Recruitment and Nominations Committee

The Section Chairperson will select no less than three members to serve on the CYF Section Leadership Recruitment and Nominations Committee, which is chaired by the Section Immediate Past-Chairperson. This group shall be alert for possible Chairpersons-Elect, Secretaries, Representatives to UMA Work Centers, UMA Standing Committees, UMA Task Forces, and any other positions deemed necessary by the membership.

At the CYF Section annual business session, a single slate of nominees will be presented for those Section Officer and/or Section Representative positions that become vacant at the close of the annual UMA Convention. Additional persons may be nominated by Section members from the floor, provided prior approval has been obtained from the person so nominated.

ARTICLE IX. Elections and Appointments

SEGMENT 1. The election of officers is conducted at the CYF Section's annual business meeting, held concurrent with the annual UMA Convention.

SEGMENT 2. Officers are elected by a majority vote of the CYF Section members present at the annual business meeting, where a quorum exists.

ARTICLE X. Representation in UMA Governance Structure

SEGMENT 1. The Chairperson of the CYF Section shall be a member of the UMA Board of Directors.

SEGMENT 2. There shall be one (1) member of the CYF Section selected to serve on each of the following UMA Work Centers: Professional Development Work Center, Member Relations Work Center and Strategic Mapping Work Center. These selections are to be made by the CYF Section Executive Committee.

SEGMENT 3. The length of term of office for CYF Section Representatives to the UMA Work Centers shall be for two years with a limit of two consecutive terms.

SEGMENT 4. There shall be one (1) member of the CYF Section selected to serve on each of the following UMA Standing Committees: Bylaws Review, Policy, Business Practices, Human Resources, Fund Raising, Membership, Resource Promotion, Ethics, Field Consultation, Order of Good Shepherds and Training. These selections are to be made by the CYF Section, as determined by its Guidelines.

SEGMENT 5. The length of term of office for CYF Section Representatives to the UMA Standing Committees shall be for three years with a limit of two consecutive terms.

SEGMENT 6. The CYF Section Chairperson or his/her Designated Representative shall serve on the EAGLE Accreditation Program Committee. This term of office is coterminous with the office of Section Chairperson.

Up to four (4) additional representatives of the CYF Section, as determined by the EAGLE Committee, may be selected to serve on the EAGLE Accreditation Program Committee. These representatives shall be selected in staggered terms and may serve no more than two consecutive 3-year terms.

SEGMENT 7. The appointments and/or selection of representatives to the various committees and task forces shall be made with consideration to cultural, gender, racial, and geographic diversity.

ARTICLE XI. Amendments and Revision

SEGMENT 1. Forum

These Guidelines may be amended at any regular or special meeting of the CYF Section provided such proposed changes are presented in writing to the Section membership at least (30) days prior to such meeting.

SEGMENT 2. Proposed Changes

Any changes to proposed amendments to be presented at a regular or special CYF Section membership meeting must be presented in writing at least twenty-four (24) hours prior to proposed action, except for perfecting of said amendment(s) by means of open debate.

SEGMENT 3. Voting by Mail/Electronic Means

If these Guidelines are to be amended at a special called meeting of the CYF Section, the members may submit their vote to the CYF Section Secretary on a special ballot form provided by the Section indicating a positive or negative vote for the amendment or amendments in question. This special ballot form may be transmitted by mail, fax or email and may be returned by any of these means.

The Section Secretary is empowered to cast votes based on the number of submitted ballots received from the Section members provided such ballots are received at least twenty-four (24) hours before the meeting. Each Section member with vote may complete one (1) mail/electronic ballot and submit it to the Section Secretary for count at the meeting.

SEGMENT 4. Approval or Non-Approval

The determination of the approval or non-approval of an amendment to these Guidelines, at a properly called, regular or special CYF Section membership meeting is based on a simple majority of the votes rendered by those present and qualified to vote, or participating by means of a mail/electronic ballot.

ARTICLE X. Fiscal Year

The Fiscal Year for the CYF Section shall be consistent with that of the UMA.