

TWIN FALLS COUNTY
BOARD OF COMMUNITY GUARDIANS
BY-LAWS

ARTICLE I
NAME

The name of this organization is the Twin Falls County Board of Community Guardians (Board), organized to function within the boundaries of Twin Falls County, State of Idaho.

ARTICLE II
PURPOSE

The purpose of the Board is to:

1. Fulfill the duties and responsibilities of guardian for Twin Falls County residents in need as set forth by Idaho law, and within the confines of any county Resolution or Ordinance.
2. Assist in recruiting and training volunteers.

ARTICLE III
BOARD OF DIRECTORS

1. The Board shall be comprised of Twin Falls County residents appointed by the Twin Falls County Commissioners.
2. The members who are so appointed shall conduct all business of the Board.
3. The Board shall consist of at least seven (7) members and no more than eleven (11).
4. Members of the Board shall serve at the discretion of the Twin Falls County Commissioners. Any vacancy created by resignation or otherwise shall be filled in the same manner as the original appointment.
5. The Board shall meet not less than once each quarter.
6. No person shall be a member of the Board who is also an employee of the District Court, Twin Falls County, or the Clerk of the District Court.
7. A Board member having previously provided or currently providing services to a ward shall disclose such to the Board and abstain from any decision or action taken concerning that particular ward.
8. Board members and officers shall serve without pay.
9. The Board shall elect a Chairman and a Vice Chairman by a majority vote from among the Board's members. The officers shall be selected at the first meeting in January and serve for a one (1) year term.
10. Each Board member shall have one vote. The Chair shall not vote except in the case of a tie, in which case he/she must vote.
11. A Board member may vote in absentia on specific agenda items by notifying the Coordinator, prior to the meeting at which the agenda item will be voted on. Such notification may be in writing or by e-mail but must be received by the Coordinator before the meeting in question is called to order. The Coordinator must present the written absentia vote at the meeting or it may not be considered.
12. It is the duty of all members to attend all meetings of the Board, in person or by phone.

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- a. If a member cannot attend, it is his/her responsibility to notify the Coordinator prior to the meeting;
 - b. A member who misses three (3) consecutive meetings without notification may be deemed to have resigned and shall be so notified by the Coordinator. In such instance, the Coordinator shall request that the vacancy be filled by another appointment without delay.
13. Members may have expenses refunded if funds are currently available and only pursuant to county budgeting policies. Expenses may not be accumulated and the Board must approve reimbursement prior to the expense being incurred.

ARTICLE IV
FUNCTIONING OF THE BOARD

The Board shall have all the powers and perform all the duties granted to a Board of Community Guardians by the provisions of Idaho Code § 15-5-601 *et seq.* The Board shall have such other authority and perform such other functions as provided by law or by order of the courts of this state.

- 1. Officers: The officers of the Board shall be a Chair and a Vice-Chair.
- 2. Duties of the Officers:
 - a. Chair: The Chair shall preside at all meetings, designate subcommittee members and duties, call special meetings and be an ex officio member of all subcommittees.
 - b. Vice-Chair: The Vice-Chair shall perform all duties and exercise all powers of the Chair in the event of absence or disability of the Chair. He/She shall perform all duties assigned by the Chair.
- 3. Terms of Office:
 - a. The Chair and Vice-Chair shall serve for a period of one (1) year. No person shall serve successive terms of either office.
 - b. The election of officers shall be held in January of each year or as soon thereafter as practicable at a regularly scheduled meeting of which at least five (5) days' notice was given to all Board members which notice shall state the purpose of the meeting is to elect officers.
 - c. Board Members must attend no less than two trainings per year.
 - d. Vacancies for unexpired terms are to be filled by nomination and election by the Board and the elected person shall serve until the next regular election. There shall be no rights of succession.
- 4. Terms of Members:
 - a. Initial appointments to the Board, made by the County Commissioners, shall be for four (4) years and shall be staggered. A number of members equaling or most closely exceeding one-half (1/2) shall initially be appointed for three (3) years.
 - b. No person shall be appointed for more than three (3) successive terms or twelve (12) successive years on the board; provided however, that the limitations

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expressed in this paragraph do not prohibit a person from continuing to serve on the board until that person's successor is appointed.

- c. Terms shall expire on December 31 of the expiring year.
- d. When a member's term expires, the County Commissioners must either reappoint the member or appoint a new member to fill the vacancy.
- e. There shall be no honorary, lifetime or advisory members of the Board.

5. Appointment:

- a. Anyone interested in being on the Board shall submit an application to the Coordinator.
- b. All Board applicants will be screened by the Coordinator.
- c. Potential Board Volunteers must pass a criminal history background check, paid for by the Board of Community Guardians.
- d. The potential Board Volunteer must provide the Coordinator with no less than three positive references.
- e. The Coordinator will present the Board application to the Board members.
- f. The Board applicant will be interviewed by the Board members at the next available meeting.
- g. Recommendations shall be made through the Coordinator to the County Commissioners, for initial and all subsequent appointments by December 1 of the expiring year. Applicants may also apply for appointment upon public notice of vacancy.
- h. The County Commissioners shall appoint new Board members by majority vote by December 31 of the expiring year of the Board member whose term is up.
- i. The County Commissioners can, by majority vote, reorganize or dissolve any advisory board for any reason.

6. Disqualification: Board members serve at the will and pleasure of the County Commissioners and any member may be removed for any reason, by a majority vote, by the County Commissioners. The Board may, by majority vote, recommend removal of a member to the County Commissioners, for any reason, including, but not limited to:

- a. Excessive conflicts of interest or continued conflicts of interest which interfere with the member's ability to perform duties as interpreted by the board; or
- b. False or misleading statements by a member at the time of application and appointment; or
- c. A member who misses three (3) consecutive meetings without notification.

ARTICLE V
VOLUNTEER COMPANION

Each Volunteer Companion will be expected to visit a designated ward on a regular basis, monitor their situation, and ensure each ward is receiving benefits and care that they are entitled to receive to meet their needs.

1. Appointment:

- a. Anyone interested in being a Volunteer Companion shall submit an application to the Coordinator.
- b. All Volunteer Companion applicants will be screened by the Coordinator.

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- c. Potential Volunteer Companions must pass a criminal history background check, paid for by the Board of Community Guardians.
 - d. The potential Volunteer Companion must provide the Coordinator with no less than three positive references.
 - e. The Coordinator will present the Volunteer Companion application to the Board members.
 - f. The Volunteer Companion applicant will be interviewed by the Board members at the next available meeting.
 - g. Recommendations shall be made through the Coordinator to the County Commissioners for initial appointment.
 - h. The County Commissioners shall appoint new Companions by majority vote.
2. Disqualification: Volunteer Companions serve at the will and pleasure of the County Commissioners and may be removed for any reason, by a majority vote, by the County Commissioners. The Board may, by majority vote, recommend removal of a Volunteer Companion to the County Commissioners, for any reason, including, but not limited to:
- a. Excessive conflicts of interest or continued conflicts of interest which interfere with the Volunteer Companion's ability to perform duties as interpreted by the Board; or
 - b. False or misleading statements by a Companion at the time of application and appointment.
3. Requirements:
- a. Volunteer Companions shall provide monthly updates on any and all wards assigned to them, by either attending the monthly Board Meeting in person or notifying the Coordinator of said updates by telephone, in writing or through the use of e-mail.
 - b. Volunteer Companions shall attend no less than two trainings per year.
 - c. Volunteer Companions shall attend at least one Board Meeting per year.
 - d. If a ward has any significant changes to health or wellbeing, the Volunteer Companion is expected to notify the Coordinator immediately.

ARTICLE VI
MEETINGS

1. Regular meetings: Regular meetings shall be held at a date and time voted on by the majority of the board members. Notice of each meeting shall be given to all Board members at least five (5) days prior to each meeting. Notice of said meetings may be given verbally, in writing or through the use of e-mail.
2. Quorum: To constitute a quorum for conducting business, at least four (4) members of the Board must be present, or by proxy. A majority of votes cast shall decide all issues.
3. In the event the Chair is absent from a scheduled meeting, the Vice-Chair shall preside over and conduct the meeting. In the event both the Chair and Vice-Chair are absent from a meeting at which a quorum of the Board is present, the members present shall appoint a temporary Chair for the sole purpose of presiding over and conducting said meeting. The temporary Chair so appointed shall have no other

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powers or authority generally reserved in these Articles for the elected Chair.
4. Parliamentary procedure: Roberts Rules of Order shall be a guide for all meetings.

ARTICLE VII
COORDINATOR

Under the direction of the Executive Director of the Treatment and Recovery Clinic, the Coordinator will serve as the principal executive staff person for the Board of Community Guardians. The Coordinator will conduct initial screenings and investigations of potential Wards, resulting in recommendations to the Board. The Coordinator will provide technical and responsible administrative assistance to the Board, with duties including but not limited to: managing, directing and accomplishing the day-to-day clerical operation of the Board; creating agendas, attending and preparing minutes of the Board; assisting in recruiting and training Volunteer Companions and Board Members; monitoring activities of Volunteer Companions and Board Members to ensure compliance with established standards of conduct and state law; and ensure that the Board fulfills its duty in submitting timely annual reports to the Court and to County Commissioners. The Coordinator will also make face to face contact with all Wards overseen by the Board, at least quarterly.

ARTICLE VIII
AMENDMENTS

These Policies and Procedures may be amended by a majority of the Board members present at a duly constituted meeting, provided that notice of intent to amend, together with the full text of the proposed amendment, is given to all members at least ten (10) days prior to said meeting; amendments are then approved by Executive Director; and amendments must have final approval from the Twin Falls County Legal Department.
Amendment, when passed, shall be dated and attached to and made a part of these by-laws.

I have read and understand the Twin Falls County Board of Community Guardians by laws. I am a resident of Twin Falls County and I qualify to be a Board Member based on the by laws.

Name

Date