

## By-Laws of the Child Poverty Reduction Advisory Council

### I. Child Poverty Reduction Advisory Council

- a. Child Poverty Reduction Advisory Council (the “Council”) shall carry out the required acts set forth in section 131-zz of the social services law.
- b. To fulfill its purpose and vision, the Council members shall work together and with others by sharing knowledge, listening, learning, consulting experts, researching, and striving to build consensus in order to develop and recommend policies and procedures to reduce child poverty in New York State by fifty percent in ten years.
- c. Office: The office of the Council shall be 40 N. Pearl Street, Albany, New York 12243

### II. Members

- a. Co-Chairs. The Council shall be chaired by a representative of the executive chamber and the commissioner of the office of temporary and disability assistance (“OTDA”), or their designees.
- d. Members, Designees, Quorums, Voting.
  - i. Members shall be appointed as directed by the social services law. The Co-Chairs shall appoint additional Members within the categories designated by the social services law as needed to fulfill the duties of the Council. Any vacancies in the council shall be filled in the same manner as the original appointment was made.
  - ii. Designees. Members who are employees of State agencies or authorities may designate an individual to represent them at meetings of the Council. Any designee shall have the power to attend and to vote at any meeting of the Council as if the designating Member were present and voting. Designation shall be by written notice to the Co-Chairs. The designation shall continue until revoked at any time by the designating Member through written notice to the Co-Chairs.
  - iii. A quorum shall consist of a majority of the appointed members entitled to vote on the matter under consideration. Vacant appointments shall not count for the calculation of a quorum until the vacancy is filled.
  - iv. Approval of final reports, recommendations or publications shall require the affirmative vote of a majority of the members voting on the matter.
  - v. Removal. Members may be removed with or without cause by a majority vote of the appointed members.
- e. Compensation. The members shall receive no compensation for their services but shall be allowed their actual and necessary expenses incurred in the performance of their duties to the extent funds are appropriated for such expenses.
- f. Code of Conduct. The members shall adopt a code of conduct. All members and their designees shall comply with this code.

### III. Meetings

- a. The Council shall meet as frequently as its business may require.
- b. Open Meetings. The meetings of the council, including any committee or subcommittee or executive session shall be governed by article seven of the public officers law and social services law 131-zz.

- c. Remote Participation. All meetings of the Council shall be governed by the Open Meetings Law and the Council may enact a resolution and guidelines permitting videoconferencing pursuant to Public Officers Law 103-a. Any member of a committee or subcommittee may participate in a committee or subcommittee meeting by means of a conference telephone, conference video or similar communication or electronic communication, provided that such communication allows all persons participating in the meeting, and all persons observing the meeting to hear each other at the same time. Participation by such means shall constitute attendance at a meeting. If a meeting other than an executive session is to be conducted by means of a conference telephone, conference video or similar communication or electronic communication, the public notice for such meeting shall inform the public that such equipment will be used and identify the means by which the public may listen to such meeting.
- d. Committees and Subcommittees. The Council may establish temporary or permanent committees or subcommittees to consider any question.
- e. Public Hearings. The Council shall conduct formal public hearings in at least four regions of the State. The Council shall establish procedures for the conduct of the public hearings, including outside participation by written submission or otherwise. Notice of the procedures shall be published as part of the meeting notice.

**IV. Reports**

The Council shall report to the governor, the speaker of the assembly and the temporary president of the senate as required or as set forth in social services law 131-zz. Committees and subcommittees shall report to the Council as a whole and shall not issue any separate reports.

**V. Amendments to Bylaws**

These By-Laws may be altered, amended, or repealed and new By-laws may be adopted by the affirmative vote of three fourths of the Members present at any meeting, provided a quorum, as provided in these By-Laws, be present and provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal, or such requirement shall have been duly waived by all Members.

Adopted by a vote of the Council on: \_\_\_\_\_

\_\_\_\_\_  
Co-Chair

\_\_\_\_\_  
Co-Chair