

FVCC Charter and Operating Procedures
Last updated January 2018

Membership

<ol style="list-style-type: none"> 1. Allies in Change 2. Abuse Recovery Ministry and Services (ARMS) 3. Bradley Angle 4. Bridges to Safety 5. Call to Safety 6. CARES NW 7. Catholic Charities' EPH Project UNICA 8. Central City Concern/ChangePoint 9. Domestic Violence Safe Dialogues DVSD 10. EMERJ-SAFENOW 11. Gateway Center for DV Services 12. IRCO 13. Legal Aid Services of Oregon - Multnomah Regional Office 14. Lifeworks NW 15. Little Dog Laughed, Animal Assisted Therapy 16. Impact NW 17. Innerwork Portland 18. Metropolitan Public Defenders 19. Mult Co Sheriff's Office 20. Mult. Co. Circuit Court 21. Mult. Co. Dept. of Community Justice 22. Mult. Co. District Attorney's Office 	<ol style="list-style-type: none"> 23. Mult. Co. Domestic Violence Coordination Office 24. Mult. Co. Family Court Services (includes Safety First supervised visitation program) 25. Mult. Co. Health Dept. 26. NAYA Family Center - Healing Circle 27. Office of Neighborhood Involvement, City of Portland 28. Oregon Crime Victims Law Center 29. Oregon Dept of Human Services (Child Welfare & Self Sufficiency) 30. Planned Parenthood Columbia Willamette 31. Portland Police Bureau 32. Portland Veterans Administration Intimate Partner Violence Program 33. Project DART 34. Raphael House 35. Russian Oregon Social Services 36. Salvation Army West Women's & Children's Shelter 37. Self Enhancement Inc. 38. SoValTi Family Services 39. Volunteers of America Home Free 40. YWCA
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Charter and Operating Procedures

I. Context

Family violence is emotional, physical, psychological abuse or neglect, or sexual abuse, or the threat thereof, perpetrated against a person by a person's family member, parent, child, spouse, former spouse, partner, former partner, or adult relative, or by the parent of their minor child. Abuse may include threats, harm, injury, harassment, exertion of power and control, terrorism, or damage to living beings or property. Family violence may be a single incident, ranging in intensity from harassment to homicide. Often it is a systematic pattern of abuse that escalates over time in frequency and severity. Family violence occurs between partners of the same and different genders. Overwhelmingly, victims and survivors of family violence are women abused by men. The Council recognizes that abuse occurs in intimate partnerships between people of any age, and in any relationship formed between adults as described above. In addition, the effects of this violence on the community, other family members, and particularly children are included in the scope of the Council's work.

II. Vision

To assure the safety, well-being, and stability of all members of families, especially women and children, in Multnomah County, by eliminating family violence.

III. Mission

To promote public policies and facilitate and coordinate public and private efforts to prevent, respond to, and end family violence in Multnomah County

IV. Values

The work of the Council will be guided by Council members' shared commitment to:

- The right of all people to live free from family violence or the threat of violence;
- The need for social change and recognition of groups of people in our community who are disproportionately affected by violence, racism, and oppression on individual, institutional and systemic levels;
- Culturally responsive efforts to address the issues of family violence and support the growth of a culturally diverse community.
- Recognition of the public responsibility of government to prevent family violence, to enact and enforce laws, and to promote and enact policies and practices that protect victims and survivors of violence;
- Recognition that cooperation and coordination among public and private resources is essential to effectively address family violence;
- Promoting victim and survivor safety and holding batterers accountable for violence;
- Acknowledging the role oppression plays in social institutions and structures, including gender bias, racism, classism, ableism, heterosexism, cissexism, and religious oppression (and the intersections), which enables and increases the likelihood of family violence to occur.
- Preventing family violence by intervening and working to change social attitudes and cultural norms rooted in the oppression of marginalized people and communities in an attempt to build relationships which ensure affirmation, dignity, and liberation for all members of society. On-going education that recognizes that we all have a role in oppression and liberation and that all forms of oppression create an environment which promotes and encourages family violence.

V. Role of the Council

The Council will focus its efforts in four broad areas:

System Coordination

- Facilitate the coordination of public information gathering and sharing through the council's membership, meetings and events
- Provide and maintain membership opportunities for networking and multi-disciplinary activities to solve problems and share approaches to address domestic and sexual violence
- Identify unmet needs and implement strategies to close the gaps within available resources

Policy and Leadership – Practices and Standards

- Advise policy makers within local government, regional government, law enforcement and corrections about policy issues and resource needs relating to domestic and sexual violence
- Identify, examine and work to correct institutional policies that may harm survivors of domestic and sexual violence
- Identify promising practices to improve current services and responses to survivors of domestic and sexual violence, and develop appropriate standards
- Identify and implement strategies to increase access to social, medical, and legal supports for marginalized and underserved communities

Education and Training

- Provide opportunities for the free-flow exchange of information and provide training among members
- Establish sub-committees to address specific topics to increase awareness within the council and the greater public
- Identify and implement system and community training opportunities to educate partners to the effects of domestic and sexual violence and promote greater awareness

Prevention

- Develop public service announcements to educate community and bring awareness to domestic and sexual violence
- Engage community through media sources such as newspaper, television and social media
- Participate in evaluation and assessment of batterer's intervention programs and strategies
- Partner with educational service providers to educate our youth about safe relationships and domestic and sexual violence

VI. Membership of the Council

A. Qualification for membership

Public and private agencies, which meet the following criteria, may request membership on the Council.

To qualify for membership, an agency must:

1. Intervene in or work to prevent family violence or have significant direct contact with survivors and/or perpetrators or that play a significant role in funding or public policy related to family violence intervention, agree with the mission and values of the Council,
2. Agree to attend regularly; and
3. Sign a memorandum of understanding in which the agency agrees to:
 - a) Support the Vision, Mission and Values as described in the Charter and Operating Principles,
 - b) Support the Council in its roles as described in the Charter and Operating Principles:
 - c) Participate fully in Council work as described in the memorandum of understanding and as approved by the FVCC:

1. Disseminate information from the Council, obtained at meetings or through written materials, to other employees, volunteers or clients of this agency.
2. Identify and make available to other member agency staff a contact person and an alternative to answer questions or assist in one-on-one problem-solving.
3. Participate in Council activities and projects by attending meetings, participating in committees, reviewing documents, and assisting in problem-solving at system level.
4. Assign the “right person” to meetings – has influence within the organization.
5. Demonstrate a willingness to discuss and solve problems brought to the Council or by other Council members about their agency.
6. Bring issues related to effective intervention and prevention of domestic and sexual violence to the Council for discussion and problem-solving.

This memorandum of understanding is effective upon signing for current members or is effective upon vote of membership for new members.

The Council shall seek members from public and private agencies working to eliminate or significantly reduce domestic and/or sexual violence in Multnomah County, and from organizations of individuals who are survivors of domestic and/or sexual violence, including but not limited to representation from the courts, law enforcement, corrections, the District Attorney, other agencies affiliated with the civil and criminal courts, batterer intervention providers, health care providers, social service agencies, elected officials, survivor advocacy organizations, businesses, defense bar and Legal Aid Services.

B. Application for membership

Applicants for Council membership shall submit a brief application (using the Council’s approved format), accompanied by a letter of recommendation from a current Council member and a signed copy of the MOU.

C. Approval of application for membership

The Council shall act upon all applications for membership. Approval of application for membership shall require an affirmative vote by two-thirds of members present at the meeting at which the application is considered.

D. Revocation of membership

Membership may be revoked with or without cause by a two-thirds vote of Executive Committee members. Members who have not been represented for 12 months at Council meetings, do not have a signed MOU or have not participated as defined in the MOU will be reviewed by the Executive Committee which may decide upon a revocation of membership.

E. Requirement for action by the Council

The Council will provide two weeks’ notice of the intent to take action on any membership decision. An affirmative vote of two-thirds of the Council members present at any meeting for which such notice has been given, and at which a quorum is present, shall be required for adoption of the proposal.

VII. Quorum

Representatives of at least one third of the organizations, which are currently members of the Council, must be present at any meeting at which the Council will take action, including adopting or rejecting a proposal or report, and electing officers or Executive Committee members.

VIII. Officers

The officers of the Council shall be the Chairperson and Vice Chairperson or Co-Chairs. The Officers shall be elected by the Council at a meeting scheduled for the election. Officers shall be elected for one-year terms. There shall be no limit on the number of one-year terms, which an individual may serve. The Chair or Co-Chairs will facilitate meetings of both the Council and the Executive Committee, set the agenda for those meetings, and act as spokesperson for the Council when appropriate. The Vice Chair will act as Chair in the absence of the Chair or at other appropriate times, and will oversee the operations of the Council, including committees and work groups, as appropriate. Both the Chair and Vice-Chair will work closely with the professional staff to the Council in these roles.

IX. Executive Committee

A. Role of the Executive Committee

The Executive Committee shall provide leadership for the Council. Its role may include:

- In-depth study of issues and formulation of proposals for action by the Council; and
- Approval of proposals consistent with the mission and values of the Council when there is insufficient time for the full Council to consider and act upon an issue.

B. Composition of Executive Committee

The Executive Committee shall be composed of 1. Chair and Vice Chair or 2. Co-Chairs - whichever model of leadership is mutually agreed upon by the Executive Committee as most productive and beneficial to the function of the Council. In addition to the two individuals selected for the Executive Committee leadership roles, the Committee will be composed of at least 6 additional members. The composition of the Executive Committee shall be broadly representative of Council membership, avoiding over representative of a single type of agency. The Council will, from time to time, specify key organizations which should be represented on the Executive Committee. Individuals representing these organizations will be elected to the Executive Committee.

C. Terms of office for the Executive Committee

Executive Committee members shall serve two-year terms. Terms for Executive Committee members shall be staggered. There shall be no limit on the number of terms, which an individual may serve on the Executive Committee.

D. Quorum for meetings of the Executive Committee

One-half of the total number of members of the Executive Committee must be present at any meeting at which the Executive Committee takes action.

X. Nomination and Election of the Officers and the Executive Committee

Members interested in joining the Executive Committee, and whose agencies have attended at least 5 meetings in the last year, may contact an Executive Committee member to be considered for membership.

XI. Vacancies on the Executive Committee

Multnomah County Family Violence Coordinating Council - Charter and Operating Procedures

The Executive Committee shall appoint individuals to fill Executive Committee vacancies until the next regular election. In the event that the individual representing a specified organization is no longer associated with that organization, the Executive Committee may choose to fill the vacancy with someone else from the organization or a similarly structured organization until the next regularly scheduled election.

XII. Voting

Each member organization is entitled to one vote on all matters put to a vote of the Council, including the election of officers and the Executive Committee, and action on any proposed measure. When more than one individual from a single member organization is in attendance at a meeting at which voting will occur, those individuals will caucus among themselves to agree upon the vote which will be cast on behalf of the organization.

XIII. Other Committees

The Executive Committee may establish other standing committees or ad hoc task forces as needed. The Executive Committee shall give each such committee or task force a clear charter and scope, and provide oversight for its actions. Committee or task force members will be asked to report on workplans and activities on a quarterly basis to the Executive Committee and semi-annual basis to the larger membership during general meetings. The committees and task force member may seek guidance and feedback from the Executive Committee at any time. Members may request to attend Executive Committee meetings when needed, depending on the scope of their work and need for input and feedback from the Executive Committee.

XIV. Process for Approval of Proposals

Any committee that seeks Council action on proposals, recommendations, or policy statements shall present their request for Council action to the Executive Committee. Committee requests for consideration shall include a clear statement of the proposal to be acted upon by the Council, a record of the vote of the committee in support of the recommended proposal, and any minority reports which any committee member wishes to make known to the Executive Committee. The Executive Committee shall review the proposal for Council action for completeness and clarity, and may request that the committee revise it if needed. Once the Executive Committee is satisfied that a committee proposal for Council action is clear and complete, it will schedule the proposal for discussion by the full Council.

All Council members shall receive at least two weeks' written notice of the intention of the Council to consider action on the proposal, recommendation, or policy statement presented by a committee.

XV. Role of the Multnomah County Domestic and Sexual Violence Coordination Office Director

The Multnomah County Domestic and Sexual Violence Coordination Office Director shall provide or assign professional staff support to the Council and Executive Committee, including development of meeting agendas, drafting proposals and reports, serving as spokesperson upon request of the Council, and overseeing the preparation of minutes, meeting notices, and other clerical support functions.

XVI. Revision of Council Charter and Operating Policies

Any member of the Council may request that the Executive Committee consider a proposed change to the charter and operating policies of the Council. The Executive Committee may draft and forward to the full Council recommendations for changes to the Council charter and operating policies. The Council shall consider changes recommended by the Executive Committee at a regularly scheduled Council meeting.

Written notice of the intention to consider such changes shall be given to all Council members at least two weeks prior to the meeting at which the consideration shall occur. In an emergency, the Executive Committee may schedule a special meeting for consideration of proposed changes in the charter and/or operating policies of the Council, so long as the Council members receive at least two weeks written notice of the special meeting and the proposed changes. Approval of changes shall require an affirmative vote by two-thirds of the Council members present at the meeting at which a quorum is present.