

CHILD PROTECTION ROUNDTABLE – CHARTER

(As Amended and Restated March 23, 2020)

MISSION

The mission of the Child Protection Roundtable is to be the leading convener and driver of child protection public policy and governmental action in Texas that:

- **Helps prevent child abuse and neglect before it occurs;**
- **Ensures protection and well-being of children and youth who come into state care; and**
- **Heals the ongoing trauma and other adverse consequences experienced by children and youth as the result of maltreatment.**

PREAMBLE

Texas has emerged as the epicenter of the growth in our nation’s child population in the 21st Century. The good news is that every day, millions of Texas parents make raising their children their highest family priority, giving their children a strong start toward a fulfilling and productive life.

Unfortunately, that is not every child’s reality. Far too many Texas children are subjected to abuse and neglect with staggering adverse legal, moral and economic consequences to these children and our society.

The Child Protection Roundtable (the “Roundtable”) was founded in 2008 to convene the leading voices of child protection across Texas and to empower those diverse voices to speak with unity, shared purpose and maximum impact.

The Roundtable adopted a charter in late 2016 that included a multi-organization governance structure and continues to serve as a convener for those Texas organizations engaged in child welfare which share a child-centered common vision and seek to leverage data, resources and strategy to achieve more progress collectively than could be achieved individually.

TexProtects and its founder, Madeline McClure, were the driving force in launching the Roundtable and deserve great credit and gratitude for their efforts – as do the many individuals who actively engage in the Roundtable’s work, contributing in many ways large and small toward protecting our state’s most precious resource - our children.

This is why we exist and what we do. Join us.

I. AREAS OF POLICY FOCUS

A. SCOPE OF POLICY FOCUS

The policy focus of the Roundtable involves the following three distinct areas of concern, which taken collectively represent a continuum built around children and youth who have experienced or are at risk of experiencing maltreatment. The Roundtable exists to convene those organizations who share commitment toward driving public policy and governmental action in the following areas of policy focus:

- Child Abuse Prevention and Early Intervention: policies, programs and practices designed to promote the prevention of child abuse and neglect before it occurs (primary prevention), and early intervention in family circumstances that present elevated risk of abuse and neglect to children and youth (secondary prevention).
- Child Protection System Improvements: policies, programs and practices to address the protection and well-being of children and youth in substitute care, including those in the custody of the Texas Department of Family and Protective Services as well as those of other service providers and stakeholders in the system.
- Child Health and Well-Being: policies, programs and practices that provide children and youth who have been maltreated or are at risk of maltreatment with integrated mental and physical health care services, education services, and substance use disorder services for their families.

By working to assure that our child protection system addresses all three priorities, we have the best hope of disrupting the intergenerational cycle of abuse and neglect through reducing and ideally eliminating the number of children and youth who the system fails, and increasing the chances that every Texas child will have the same opportunity for lifelong success as those who are so fortunate as to have their upbringing be the top priority of their families.

B. POLICY PRINCIPLES AND POSITIONS

The Roundtable shall adopt and thereafter update from time to time a statement of policy principles encompassing its three areas of policy focus that will serve as guidance for adopting policy positions on or endorsing legislation, regulation or other governmental action according to the procedures set forth in this Charter.

II. GOVERNANCE AND ADMINISTRATION

A. STEERING COMMITTEE AND MANAGING DIRECTOR

The Roundtable will be governed and administered by a Steering Committee consisting of up to five (5) senior level representatives employed by five (5) different Regular Members, as follows:

- Up to four (4) senior level representatives of Regular Members to be selected by vote of the Regular Members of the Roundtable; and
- One (1) senior level representative of, and designated by, TexProtects, the Roundtable's founding organization and which serves as the Managing Director for Roundtable operations

The Steering Committee will be selected at the June meeting of the Roundtable in each odd-numbered year or as close to that time as reasonably practicable, and will serve for a two-year term that will conclude following the end of the next biennial Texas Legislature and upon the election of its members for the subsequent term.

The Steering Committee will select a Chair and Vice-Chair and may adopt such procedures for its meetings as it deems appropriate with the purpose of reaching unanimous decisions as frequently as possible. In the event a decision is not unanimous, the matter must either be taken to the full membership of the Roundtable for approval before the decision is implemented or be tabled. Steering Committee Members are permitted to designate alternate representatives employed by their respective organizations to participate in Steering Committee discussions and decision-making, however each Steering Committee organization shall only have one vote. The Chair and Vice-Chair shall have general authority to coordinate management of day-to-day Roundtable matters with the Managing Director and shall keep the other members of the Steering Committee informed as to such matters.

The primary responsibilities of the Steering Committee in implementation of this Charter will consist of the following:

- Administrative Workload Allocation – The up to four organizations whose representatives are elected to serve on the Steering Committee will be expected to share in the Roundtable's administrative workload in accordance with an arrangement to be developed and agreed upon by the members of the Steering Committee. Although TexProtects will continue to serve as its Managing Director, it is recognized that shared governance and shared responsibility for the work go hand in hand, and the Steering Committee will be responsible for both achieving clarity as to the workload allocation and communicating the delineation of that allocation to the full membership of the Roundtable.
- Committees or Task Forces - The Steering Committee may from time to time establish committees or task forces to (a) address specific areas of policy concern that may need attention, or (b) address structural, governance and operational issues of the Roundtable.
- Financial Contributions and Support – The Steering Committee may recommend the establishment of a contribution structure for Regular Members for the purpose of defraying the reasonable and necessary costs and expenses incurred to operate the Roundtable. This recommendation shall be subject to approval by the Regular Members

of the Roundtable and shall be accompanied by a budget of the costs and expenses to be defrayed. Additionally, the Steering Committee may seek, with notification to the Managing Director, external third-party funding for Roundtable activities and initiatives as it deems appropriate.

- Membership Selection – The Steering Committee will make all determinations regarding Roundtable membership consistent with the Membership section of this Charter.
- Rapid Response Decision-Making – The Steering Committee shall have limited authority, in the event it is impractical for the full Roundtable to be convened in a timely manner, to authorize a Roundtable position by unanimous vote to take a position on or endorse any proposed legislation to the extent the Steering Committee has a good faith belief that the position is consistent with the Roundtable’s policy principles, prior policy positions and endorsements. Steering Committee decisions of this nature shall be subject to ratification at the next meeting of the Roundtable.
- Other Matters – The Steering Committee may address other matters not enumerated in this Charter in such manner as it deems appropriate and may refer questions to the full membership of the Roundtable for feedback or determination as it deems advisable.

The primary responsibilities of the Managing Director in implementation of this Charter will include management of operations, including but not limited to: administrative processes and support, information technology, website and membership database maintenance, fiscal agent for membership or third-party contributions, internal and external communications, and marketing of the Roundtable.

The primary responsibilities of the Chair and Vice-Chair (in the absence of the Chair) will include setting the agenda for and presiding over meetings of the Steering Committee, coordinating day-to-day management of Roundtable business with the Managing Director, serving to facilitate collaboration among Roundtable members for the purpose of unifying the voices of the members and policy positions, communicating with key stakeholders external to the Roundtable and proactively dealing with conflict resolution when necessary.

B. ROUNDTABLE PRESIDING REPRESENTATIVES

Roundtable meetings will be presided over by the senior level representative designated by the organization that employs the Steering Committee Chair, or in the absence of that representative, the senior level representative designated by the organization that employs the Steering Committee Vice-Chair, or by agreement of the Steering Committee, may be rotated among the five senior level representatives who serve on the Steering Committee. Steering Committee members who serve as the Chair of a Roundtable meeting are responsible for coverage of out-of-pocket costs for printing, refreshments, meeting room and technology fees for that meeting unless the Steering Committee has obtained third-party funding available to cover such costs.

III. MEMBERSHIP

A. CATEGORIES OF MEMBERSHIP AND PARTNERSHIP

The Roundtable will include the following types of members:

- Regular Members – This category includes all members who are eligible to participate in all aspects of the Roundtable’s work, including voting on matters of policy positions.
- Resource Members – This category includes members who are eligible to participate in all aspects of the Roundtable’s work except for voting on matters of policy positions. This category will include all representatives of the Executive, Legislative and Judicial Branches of the State of Texas and any other organizations and entities who are restricted from or otherwise choose to not vote on matters of policy positions.

Each present and new member of the Roundtable will complete and submit a membership commitment form at least once every two years in the form established by the Steering Committee.

Any public or private sector organization or entity may either be invited to, or apply for, membership in the Roundtable in the appropriate category. The Steering Committee will make all determinations concerning admission, rejection or termination of Roundtable membership in such manner as it deems appropriate in its sole discretion.

B. PARTICIPATION BY REGULAR AND RESOURCE MEMBERS

All Roundtable Members are strongly encouraged to participate in Roundtable activities and initiatives to the maximum possible extent, recognizing that the Roundtable is best able to achieve its mission when its Members are fully engaged in the work.

Except as set forth below, Regular and Resource Members are permitted to have representatives present at all meetings of the Roundtable and of those committees and task forces in which the Member has elected to participate and will be notified of all scheduled meetings in a timely manner. The Steering Committee may elect to limit participation in any meeting to the Regular Members as it may deem appropriate from time to time.

Regular and Resource Members are permitted to be represented at meetings by third-party consultants, and in those instances the consultants will be expected to (a) disclose the organization on whose behalf the consultant is participating; (b) vote the position of the organization being represented without regard to the interests of any other clients the consultant may represent; (c) not use any information gleaned from Roundtable discussions for the benefit of any other client; and (d) to the extent the consultant becomes aware that any position being

taken by the Roundtable is one which another of the consultant's clients would oppose, to disclose that positional conflict to the Roundtable Steering Committee.

With respect to the policy positions adopted by the Roundtable, if any Regular Member of the Roundtable intends to express opposition to any one or more of those adopted positions whether at the Legislature or otherwise in the public domain, the member must disclose that intention to the Roundtable Steering Committee. While it is not expected that every Roundtable Member will agree on every issue, it is vital to the effectiveness of the Roundtable that its members speak with one voice on the key policy questions relating to the Roundtable's mission, and this requirement is intended to promote unity to the maximum possible degree.

IV. OTHER MATTERS AND GENERAL PROVISIONS

- Notification and Voting Requirements:
 - At least ten (10) days prior notice of the time and place of all meetings of the Roundtable shall be given to all Regular and Resource Members. At least five (5) days prior notice of the time and place of all meetings of committees and task forces shall be given to all Regular and Resource Members who have requested the opportunity to participate in these meetings, respectively.
 - All specific matters to come before the Roundtable shall be communicated to all Regular Members at least three (3) days in advance of the Roundtable meeting at which the matter is to be decided upon, or such longer period of advance notice as the Steering Committee may determine appropriate. This notification shall include a description of the item to be decided upon and supporting materials as appropriate.
 - All Regular Members shall have one (1) vote per matter to be decided upon and must be present in person or by telephone in order to cast its vote. This requirement is intended to recognize the importance of hearing all points of view before participating in making a Roundtable decision.
 - Except as otherwise set forth in this Charter or as otherwise determined by the Steering Committee, all matters to come before the Roundtable or any of its committees or task forces shall be decided by a simple majority vote of those Regular Members present and voting.
- Meeting Participation Protocol:
 - All Roundtable meetings are intended to promote thorough discussion of all items under consideration in a manner that is both respectful of all points of view being expressed and of the confidentiality of individual comments offered by Roundtable Members at its meetings unless confidentiality is waived by the Member in question.
 - The Roundtable seeks to make its decisions by consensus to the maximum possible extent. In those instances where the decision-making process requires the use of any form of parliamentary procedure, the most recent edition of Robert's Rules of Order shall govern the application of those procedures.

- While no quorum requirements are set forth in this Charter, the Steering Committee may adopt a quorum requirement for the consideration of specific matters warranting assurance of broader participation at its discretion.
- Communications Protocol:
 - The Steering Committee shall establish a protocol for the Roundtable with respect to authority for any Roundtable Member or Member's representative to speak for the Roundtable or to communicate a Roundtable position in the public domain on any topic.
 - Policy positions and endorsements adopted by the Roundtable shall identify the lead organization(s) on the matter of concern when appropriate. This requirement promotes both the value of shared endeavors among Roundtable Members and efficiency in knowing which Roundtable Member to approach for information or with offers of assistance to advance the agenda item in question.
- Charter Amendments:
 - This Charter may be amended from time to time by a three-quarters vote of the Regular Members of the Roundtable present and voting.
 - Any proposed amendments to this Charter must be authorized for consideration by the Steering Committee and communicated to all Regular Members of the Roundtable at least ten (10) days in advance of their consideration.
 - This Charter will be reviewed in its entirety in the eighth year following its original 2017 effective date (i.e. 2025), or at such earlier time as determined by the Steering Committee, in order to assure it remains appropriate in all respects to the Roundtable's mission, endeavors and actual practices.
- Effective Date: This Amended and Restated Charter shall become effective on March 23, 2020 and shall remain effective as the same may be amended from time to time until a new charter or other governing document is adopted.