

# Maine Child Welfare Advisory Panel By-Laws

Updated April 2024

## I. Authority

### A. Name

- 1) The name of this organization shall be the Maine Child Welfare Advisory Panel (MCWAP).

### B. Purpose

- 1) MCWAP is a federally mandated Citizen Review Panel, a group of professional and private citizens who are responsible for determining whether state and local agencies are effectively discharging child protective and child welfare responsibilities, pursuant to the Child Abuse Protection and Treatment Act (CAPTA)<sup>1</sup> and the Children's Justice Act (CJA)<sup>2</sup>.
- 2) Under CAPTA, a State must establish a minimum of 3 Citizen Review Panels, which shall:
  - a) Examine the policies, procedures, and practices of state and local child protection agencies, and evaluate the extent to which the agencies are effectively discharging their child protection responsibilities in accordance with CAPTA child protection standards and the State performance improvement plan<sup>3</sup>;
  - b) Provide for public outreach and comment to assess the impact of current procedures and practices upon children and families in the community; and
  - c) Prepare an annual report containing a summary of the activities of the Panel and recommendations to improve the child protective services system, and make the report available to the public.
- 3) Under CJA, States must establish or designate and maintain a State multidisciplinary task force on children's justice composed of professionals with knowledge and experience relating to the criminal justice system and issues of child physical abuse, child neglect, child sexual abuse and exploitation, and child maltreatment related fatalities. At three year intervals, the CJA State task force is charged to comprehensively:
  - a) review and evaluate State investigative, administrative, and both civil and criminal judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal<sup>4</sup>; and

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<sup>1</sup> Child Abuse Prevention and Treatment Act, as amended, 42 U.S.C. §5106a.(c)

<sup>2</sup> Sec. 107. GRANTS TO STATES FOR PROGRAMS RELATING TO INVESTIGATION AND PROSECUTION OF CHILD ABUSE AND NEGLECT CASES. [42 U.S.C. 5106c]

<sup>3</sup> Child Protection Standards and State Plan requirements are outlined in CAPTA §5106a.Section (b).

<sup>4</sup> CJA also requires states to review cases "involving suspected child maltreatment related fatalities and cases." In Maine, the Child Death and Serious Injury Review Panel (CDSIRP) is the Citizen Review Panel that is responsible for meeting this requirement.

- b) make policy and training recommendations in each of the federally mandated categories (see Section IV). The task force may make such other comments and recommendations as are considered relevant and useful.
- 4) Federal regulations allow a State commission or task force with substantially comparable membership and functions to be considered the State task force for the purposes of CJA.
- 5) Maine has elected to convene MCWAP as one of three Citizen Review Panels required under CAPTA that also meets requirements under CJA.
  - a) The Justice for Children Task Force and the Child Death and Serious Injury Review Panel (CDSIRP) are Maine's two other Citizen Review Panels that meet specific requirements under CAPTA and CJA.
  - b) MCWAP will share annual reports with the Justice for Children Task Force and CDSIRP, and will convene a meeting of executive committee leaders at least quarterly to ensure coordinated efforts across the three Citizen Review Panels.

### **C. Mission and Goal**

- 1) The mission of MCWAP is to assure that the state system is meeting the safety, permanency, and well-being of children and families through assessment, research, advocacy, and greater citizen involvement.
- 2) The Panel's goal is to promote child safety and quality services for children, youth, and families.

### **D. State Assistance**

- 1) The State will provide the Panel appropriate levels of staff assistance for the performance of the duties of the Panel through the employment of a CAPTA/CJA Panel Coordinator; and
- 2) The State will provide MCWAP with access to information necessary for the Panel to carry out its functions. (CAPTA Sec. 106(c) CITIZEN REVIEW PANELS.)

## **II. Membership**

### **A. Representation**

- 1) MCWAP will be composed of volunteer members who are broadly representative of the community. All Panel members will have professional expertise in the treatment and prevention of child abuse and neglect, or lived experience with the child protective system.
- 2) Citizen Representatives may serve on the Panel as delegates from a community organization, or as private citizens who have personal or professional experience with child protective services. The term "Citizen Representative" refers to any Panel member who is not employed directly by the state child protective services agency. Employees of community based organizations that receive state contract funds will be considered Citizen Representatives.
- 3) Statutory members: CJA Sec. 107. [42 U.S.C. 5106c] directs the Panel to maintain representation from the following public and private sectors:
  - a. Individuals representing the law enforcement community;
  - b. Judges or judicial branch representatives involved in court proceedings related to child abuse and neglect;

- c. Attorneys involved in both civil and criminal court proceedings related to child abuse and neglect (including individuals involved with the defense as well as the prosecution of such cases);
  - d. Child advocates, including attorneys for children, court appointed special advocates and guardians ad litem;
  - e. Health and mental health professionals;
  - f. Individuals representing the state child protective service agency;
  - g. Individuals experienced in working with children with disabilities;
  - h. Parents and representatives of parents' groups;
  - i. Youth survivors of child abuse or neglect who are over 18 years old;
  - j. Individuals experienced in working with homeless children and youth.
- 4) Additional members: The Panel will include representatives from other disciplines to ensure a breadth of knowledge and experience to meet the Panel's objectives. Additional members will include, but not be limited to:
- a. Representatives from foster, adoptive, and/or kinship families;
  - b. Tribal representatives;
  - c. Individuals representing early childhood development;
  - d. Individuals representing school systems;
  - e. Individuals representing substance use treatment and recovery supports;
  - f. Individuals representing domestic violence and sexual assault services;
  - g. Representatives from the child welfare ombudsman's office;
  - h. Representatives from community action programs;
  - i. Legislators; and
  - j. Individuals representing community-based child abuse and neglect prevention efforts, including Child Abuse and Neglect Prevention Councils.
- 5) The Panel will maintain at least one representative for each statutory role, and at least one representative for each additional role. Each Panel member may represent only one role. Except for parents with experience of the child welfare system and adults who are youth survivors of child abuse and neglect, the Panel will have no more than two representatives for each role.
- 6) The Associate Director of Child Welfare Services or designee will serve as state child protective service agency liaison and non-voting advisory member of the Panel, and will provide state agency updates at all regular meetings. Additional staff from the Department of Health and Human Services-Office of Child and Family Services may serve as advisory members.
- 7) There shall be no discrimination on the basis of race, color, ancestry, national origin, sex, sexual orientation (including gender identity and expression), physical or mental disability, religion, or age.
- 8) The Panel shall actively ensure representation of all underrepresented groups where barriers may otherwise prevent their participation, including youth, parents, and tribal representatives. This may include meeting with representatives at a location and time convenient to them outside the regular Panel meeting schedule.

#### **B. Terms and Conditions of Membership**

- 1) Members will be voted in by the full Panel. All membership voting will be conducted electronically, and the voting process and records will be administered and maintained by the CAPTA/CJA Panel Coordinator.

- 2) Panel members will serve for a minimum of one 4-year term and will commit to regular attendance at monthly meetings.
- 3) The CAPTA/CJA Panel Coordinator will collect and track dates of membership and report membership terms to Executive Committee annually at minimum. Members who have reached the end of a term will be invited to meet with Executive Committee members to discuss if they are interested in continuing to serve on the Panel.
- 4) When a representative from an organization vacates a Panel seat, the seat may be open to any individual who qualifies to represent the role, including individuals from the same organization or from another organization doing similar work.
- 5) Members may serve consecutive terms at the discretion of the full Panel. The Panel will consider if other Citizen Representatives have expressed interest in serving in the role before initiating a vote for re-appointment. All re-appointments will be approved by electronic vote by the full Panel.
- 6) When a Panel member leaves an organization but expresses interest in continuing to serve on the Panel, the Executive Committee will determine whether the individual continues to represent a statutory or additional role. If the Panel member does not continue to represent the same role, the full Panel must approve the member's continued membership as a representative of an alternative role.
- 7) Members of MCWAP and nominees for membership shall disclose any personal or professional relationships that may represent a conflict of interest to the Panel. If a conflict of interest arises that may compromise the individual or the work of MCWAP, the Panel may vote to limit, revoke, or deny the individual membership on the Panel.

#### **C. Application**

- 1) All applicants to serve on MCWAP must have professional or lived expertise related to the child protective services system and/or the families who are involved in this system.
- 2) The Executive Committee will review the member representation list annually at minimum and identify a list of open roles and recommended invitations for review, discussion, and approval by the full Panel.
- 3) Prospective members of MCWAP will submit a brief statement of interest and related experience to the Co-Chairs and the CAPTA/CJA Panel Coordinator. The Panel Coordinator will maintain all application communications in a format available to Panel members.
- 4) Executive Committee members will review all new applications, evaluate according to Panel roles and vacancies, and make a recommendation on the application. For applicants recommended by the Executive Committee to fill a vacancy, Co-Chairs will invite prospective new members to attend a regular MCWAP meeting as a guest to demonstrate their interest and learn about the Panel. If the prospective member fills a representation vacancy and demonstrates continued interest in serving on the Panel after attending as a guest, the Executive Committee will initiate an electronic vote for the full Panel to approve membership.
- 5) If the prospective new member is not approved by the full Panel, any member may call for a full Panel discussion regarding the application.
- 6) Upon full Panel approval, a Panel Co-Chair or the Panel Coordinator will reach out to prospective new members to invite them to join the Panel.

#### **D. Orientation**

- 1) Immediately upon full Panel approval and new member acceptance, the CAPTA/CJA Panel Coordinator will send onboarding materials (Bylaws, CRP information, and MCWAP website) to new members and add them to email distribution lists.
- 2) Each new Panel member will receive an individualized orientation by members of the Executive Committee or their designees. Orientation will, at a minimum, consist of a review of the Bylaws, pertinent information regarding the history and current focus areas of MCWAP, and an opportunity to ask questions.

#### **E. Termination**

- 1) Any member may resign at any time by submitting written resignation to either of the Co-Chairs.
- 2) Any member may be expelled from MCWAP by a two-thirds majority vote at any regular meeting. Grounds for expulsions will be taken by the Executive Committee until a notice and opportunity for a discussion is afforded the members in question.

#### **F. Confidentiality**

- 1) MCWAP meetings are open to the public. Any public comment may be limited by the Panel's Co-Chairs to a designated time during the Panel's meeting agenda.
- 2) MCWAP shares responsibility for CAPTA and CJA expectations with the state's two other Citizen Review Panels. MCWAP does not conduct detailed reviews of individual child protective cases.
- 3) All public comment received through the Panel website will be reviewed and de-identified by the Executive Committee to protect confidentiality before reporting to the full Panel. See Section IV.A.1. for additional confidentiality guidelines related to public comment through the website.
- 4) The members and staff of MCWAP shall not disclose to any person or government official any identifying information about any specific child protection case with respect to which the Panel is provided information; and shall not make public other information unless authorized by State statute. (CAPTA Sec. 106(c) CITIZEN REVIEW PANELS.)
- 5) This clause shall specifically exclude formal reports, media releases and other information approved by MCWAP to meet mandatory reporting guidelines, and information in the public domain.
- 6) Failure to uphold confidentiality will result in the member's termination from the Panel and could result in civil actions by the State of Maine or the affected party.

### **III. Operations**

#### **A. Executive Committee**

##### **1) Roles and Terms**

- a. MCWAP will maintain an Executive Committee with six members to include four Citizen Representative members. Citizen Representatives will be members of the Panel for a minimum of one year before appointment to the Executive Committee and approved by the full Panel.
- b. Two Citizen Representative members of the Executive Committee will be elected by

the full Panel to serve as Panel Co-Chairs. Panel Co-Chairs will share responsibility for facilitating Executive Committee and Panel meetings and for representing the Panel in public settings, including responding to Legislative requests for reports from the Panel.

- c. Panel Co-Chairs and Citizen Representative members of the Executive Committee will serve two-year terms. Co-Chairs and Citizen Representative Executive Committee members may serve a second two-year term upon approval by the full Panel, with a four year term limit.
- d. In order to ensure uninterrupted leadership of the Panel, the Panel will nominate and vote for a Co-Chair Elect no less than 6 months before the end of an incumbent Co-Chair's term. Upon approval, the Co-Chair Elect will work with both Co-Chairs to prepare for the leadership role, and will assume the full duties of Co-Chair when the parting Co-Chair completes the term of office.
- e. The Associate Director of Child Welfare Services or a representative designee with decision-making authority will serve on Executive Committee as state child protective service agency liaison and non-voting member with responsibility for oversight of CJA funds. State child protective agency representatives will be designated based upon position, and as such will have no term limit.
- f. The state designated Child Welfare CAPTA/CJA Panel Coordinator will provide coordination and administrative support for Executive Committee meetings.
- g. In the event an Executive Committee member resigns or is otherwise unable to perform duties, the Panel will elect a replacement at a regularly scheduled meeting.

## **2) Duties**

- a. The Executive Committee will meet as necessary to coordinate the activities of the Panel between meetings, and will act as delegated by the membership.
- b. The Executive Committee will develop agendas and edit draft minutes, ensure required representative membership, orient new members, ensure all annual tasks of the Panel are completed on schedule (Appendix A), lead development of the annual report, ensure effective communication with Panel members and with the public, and lead continuous quality improvement efforts of the Panel.
- c. State child protective service agency members of Executive Committee will ensure representation of the State agency on subcommittees as necessary, and coordinate timely State agency response to annual reports.
- d. The designated Panel Coordinator will prepare and distribute monthly agendas that have been agreed upon by the Panel Co-Chairs; record and distribute minutes and other materials as requested; invite guests to attend meetings as directed by the Panel; coordinate and prepare meeting space and/or remote meeting platform; administer and record electronic votes and membership records; and provide oversight and maintenance of the MCWAP website and shared files.
- e. Panel Co-Chairs will share responsibility for facilitating Executive Committee and Panel meetings and for representing the Panel in public settings, including reports to Legislative committees. Panel Co-Chairs will also receive and review public comment from the website and conduct follow up activities with the citizen who made the submission.

## **B. Subcommittees**

- 1) Subcommittees are focused study- or task-oriented groups that are designated by the Panel to support, coordinate, and complete aspects of Panel operations, including clearly defined, time-limited research, activities, and tasks.
- 2) The Panel may appoint subcommittees to carry out any portion of its duties, including supporting and coordinating action steps and activities of the group.
- 3) The Executive Committee and Panel will ensure each subcommittee has a clear purpose, focus, and assigned timeline for completion. The State agency will ensure subcommittees have clear guidance on funding, regulations, and other factors that could affect the work of the group.
- 4) Subcommittees will be made up of individuals qualified through expertise in child abuse and neglect and/or other relevant fields, and may include individuals who are not members of MCWAP. Upon request by Panel members, a member of the Executive Committee or representative from the state child protective services agency may serve on the subcommittee.
- 5) Subcommittees will identify one or two members to coordinate the group's activities and will meet with frequency sufficient to meet the purpose and goals of the group. Each subcommittee will report at regular monthly Panel meetings on the activities of the subcommittee.
- 6) Subcommittees designated to conduct a study on a specific topic shall incorporate any conflicting evidence and counter arguments or opinions into their reports to the Panel to ensure Panel members are well informed to discuss the full scope of the issue.
- 7) Subcommittee recommendations will be reviewed annually, and voted on by the full Panel for inclusion in the Panel's annual report.

## **C. Meetings**

- 1) MCWAP meetings must be held at least quarterly and are typically held 10 times annually on a monthly basis.
- 2) The Executive Committee will decide the location and time of the meeting. Meetings may be held in person or electronically on a remote meeting platform.
- 3) Notice and agenda of the meeting, as well as any backup material, will be sent one week prior to the meeting.
- 4) Panel meetings are open to the public. Upon vote of the membership, the Panel may choose to go into closed session to review any information that is protected by the confidentiality standards outlined in Section II.F and Section IV.A. of these Bylaws.
- 5) Additional Panel meetings may be called by the Executive Committee as necessary. One week advance notice of additional meetings will be provided to Panel members.
- 6) Subcommittees may meet between Panel meetings.
- 7) The Executive Committee will be responsible for developing agendas with membership input, and will ensure monthly agendas are aligned with the Panel's statutory purpose, strategic goals, and annual task schedule (Appendix A). Agendas will be designed to support the Panel to make actionable recommendations to improve the child welfare system.

- 8) Agenda items and presentations may be proposed by State agency members on topics including but not limited to State policies, procedures, internal and external reviews, research and data, and community-based agencies presenting on relevant issues.
- 9) The Executive Committee will review with the full Panel the statutory obligations of the Panel annually, and ensure the Panel develops annual strategic goals and a work plan to meet these obligations.
- 10) At minimum, one meeting per year will be dedicated to reviewing annual recommendations and proposed strategic goals presented by Subcommittees.

#### **D. Voting**

- 1) State child protective services agency representatives will serve as non-voting Panel members.
- 2) Citizen Representative members will serve as voting members and have final decision making authority for the Panel.
- 3) A majority of members is required to be present in order to take a vote.
- 4) Actions will be approved by consensus or, failing consensus, by a majority of those present and voting. Modern Rules of Order will be used to govern the proceedings of final decision making.
- 5) Electronic voting by email may be used at the discretion of the Executive Committee provided all members have adequate access and time to review materials before the vote.
- 6) Voting on final recommendations for the annual report will be conducted electronically to ensure adequate review time.
- 7) The Executive Committee will follow the same voting procedures as the full Panel.

### **IV. Responsibilities**

#### **A. Public Outreach and Comment**

MCWAP shall continuously provide for public outreach and comment about the child welfare system in order to assess the impact of current policies and practices upon children and families in the community, and make a report of these assessments available to the public annually.

(CAPTA Sec. 106 CITIZEN REVIEW PANELS.)

- 1) **Public Comment through Website:** MCWAP will continuously maintain a feature on the Citizen Review Panel website that allows citizens to submit public comments directly to the Panel.
  - a) When public comment is received through the website, the CAPTA/CJA Panel Coordinator will receive the notification and forward to the Panel Co-Chairs.
  - b) The Panel Co-Chairs will review the input and communicate with the citizen who submitted it to further understand their concerns or experiences. The Co-Chairs will ensure the citizen understands the statutory role, responsibilities, and limitations of the Panel.
  - c) The Co-Chairs will ask the citizen for permission to share de-identified input with the full Panel. Executive Committee will ensure there is a standardized form for collecting and reporting public comment to the Panel. The citizen sharing the input shall hold the authority for determining the amount and type of information to be shared with the Panel.



- c) In accordance with citizen permission, Co-Chairs will de-identify public comment to protect the confidentiality of the citizen, and will share a summary of the feedback with members of the Panel using a standardized form.
  - d) Panel members will discuss the public comment at the following Panel meeting, identify any clarifying questions for the Co-Chairs to ask the citizen for additional input, and discuss potential themes for system improvements.
  - e) All public comments received through the website and additional information from contact with the citizen will be de-identified, compiled in a file accessible to Panel members, and reviewed annually by the Panel to inform recommendations in the annual report.
- 2) **Three Year Evaluation:** In accordance with CJA requirements, every three years, MCWAP shall conduct additional activities that provide for extensive public outreach and comment as part of a comprehensive evaluation of the State's handling of child abuse, neglect, and exploitation cases (see Section IV. B. 2 for additional information). This outreach will:
- a) Elicit public input regarding investigative, administrative, and judicial handling of child protective cases;
  - b) Ensure input from youth and parents who have been involved with the child protective system; and
  - c) Include opportunities for public comment regarding the laws, ordinances, regulations, protocols, and procedures that provide comprehensive protection for children (sec. 107 42 U.S.C. 5106c).

## B. Reports

- 1) **Annual CAPTA Citizen Review Panel Report:** In accordance with CAPTA, the Panel will prepare and make available to the State and the public, on an annual basis, a report containing a summary of the activities of the Panel and recommendations to improve the child protective system, including State and local agencies. (CAPTA Sec. 106(c) CITIZEN REVIEW PANELS)
- a) Citizen Representative members of the Executive Committee and Panel member volunteers will be responsible for preparation of the MCWAP annual report. The CAPTA/CJA Coordinator will provide administrative, informational, and operational support to Panel members in the preparation of the report.
  - b) The Panel will consider public comment and information gained from the Panel's ongoing evaluation of the child protective system to draft annual recommendations for improvement.
  - c) Subcommittees will present draft recommendations to the full Panel for discussion, and the Panel will approve by vote the final recommendations to be included in the annual report.
  - d) Recommendations should align with the Panel's CAPTA and CJA mandates and include the Panel's assessments of the impact of current policies and practices upon children and families. Recommendations should include progress measures and timelines for implementation when applicable, and may be directed toward any of the state and local agencies with responsibilities for activities intended to protect children.

- e) The annual report will also include a summary of Panel activities from the past year and strategic goals that have been approved by vote for the Panel's continuous quality improvement.
  - f) The State agency will submit a written response to MCWAP that describes whether or how the State will incorporate the recommendations of the Panel (where relevant) to make measurable progress in improving the State and local child protection system. State responses to MCWAP recommendations may be incorporated into the Panel's final report.
  - g) Voting members of the Panel shall approve the final report before public release.
  - h) The MCWAP annual report and State responses will be made available to the public and presented annually to the Joint Standing Committee on Health and Human Services Committee of the State Legislature, in accordance with Maine statute (22 MRSA §4010-D).
- 2) **Three-Year CJA Recommendations:** In accordance with CJA, every three years, MCWAP will conduct a comprehensive evaluation of the State's investigative, administrative, and judicial handling of child abuse neglect and exploitation cases and make recommendations for improvements. These recommendations will be incorporated into the MCWAP annual report. Recommendations should be made in each of the following categories:
- a) Investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family, and which also ensures procedural fairness to the accused;
  - b) Experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused; and
  - c) Reform of State laws, ordinances, regulations, protocols, and procedures to provide comprehensive protection for children, which may include those children involved in reports of child abuse or neglect with a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, from child abuse and neglect, including child sexual abuse and exploitation, while ensuring fairness to all affected persons.
  - d) The Panel may make such other comments and recommendations as are considered relevant and useful. (Sec. 107 42 U.S.C. 5106c)

### **C. Citizen Review Panel Coordination**

- 1) MCWAP is one of Maine's three Citizen Review Panels and will share annual reports with the Justice for Children Task Force and Child Death and Serious Injury Review Panel.

- 2) MCWAP will review recommendations from Child Death and Serious Injury Review Panel (CDSIRP), Judicial Task Force, Child Welfare Ombudsman, and the Indian Child Welfare Act (ICWA) findings from OCFS or ICWA Workgroups as available on an annual basis.
- 3) MCWAP Co-Chairs will convene with the Chairs of the other Citizen Review Panel at least quarterly to ensure coordinated efforts.
- 4) MCWAP Co-Chairs will participate in the National Citizen Review Panel listserv, and ensure opportunities for Panel member volunteer representatives to attend the annual National Citizen Review Panel conference.

**D. Federal Report Mandates**

- 1) The State Agency and CAPTA/CJA Coordinator will be responsible for submitting MCWAP annual reports to the appropriate agencies in accordance with all Federal reporting mandates.

**E. Legislative Reports**

- 1) Panel Co-Chairs and Citizen Representatives serving on the Executive Committee will be responsible for preparing and delivering MCWAP reports to legislative committees.

**F. Outcomes Review**

- 1) On an annual basis, at minimum, the Panel will review outcomes of recommendations made to the child protective system, and MCWAP's progress on strategic goals for the Panel.

**V. Grant Funds**

- A. CAPTA/CJA Citizen Review Panel designated grant funds shall be shared among the state's three Citizen Review Panels.
- B. Stipends will be made available for individuals who are not otherwise reimbursed for their participation, including those with lived experience, to serve as members of the Panel.
- C. MCWAP will coordinate with the other Citizen Review Panels to make annual recommendations for spending the portion of Children's Justice Act funds allocated to Citizen Review Panel activities.

**VI. Public Statements**

- A. The Executive Committee will be responsible for responding to all requests for public statements from the Panel.
- B. The Panel may request one or more of its members to provide testimony on its behalf at a public hearing or governmental function.
- C. Any public statements or legislative testimony purporting to represent MCWAP must be previously approved by the Executive Committee.
- D. Any member may make statements or give testimony as an individual and in doing so may identify as a member of MCWAP, but must stipulate that such statements are not on behalf of the Panel.
- E. Annual reports, meeting minutes, and other reports that have been approved by the Panel will be made available to the general public on the Citizen Review Panel website.

**VII. Amendments**

- A. These Bylaws may be amended by a majority vote of Panel members at any regular meeting or by email.
  - 1) A motion to amend these Bylaws may not be voted upon until after discussion at the next official meeting. Notice of the nature of the proposed amendment shall be provided to all members in advance of the meeting at which the vote will occur.

## Appendix A. MCWAP Annual Task Schedule

Month	Task	Lead
September	Annual Panel Retreat Review draft recommendations for current year report and proposed Panel goals for upcoming year Develop topics/Panel strategies for upcoming calendar year (include 3-year assessment if applicable)	Executive Committee Retreat Subcommittee
October	Monthly meeting Begin new topics and Subcommittees Conduct vote on final recommendations for report	Executive Committee
November	Monthly meeting Finalize and approve next MCWAP annual work plan Report workgroup begins drafting annual report; OCFS drafts responses to recommendations	Executive Committee Report Subcommittee
December	Monthly meeting Review draft MCWAP annual report content Receive DHHS responses by the end of month	Executive Committee Reports Subcommittee
January	Monthly meeting- Receive annual report from CACs Incorporate OCFS responses and release annual report on website Present annual report to HHS Legislative Committee upon request	Reports Subcommittee Executive Committee
February	Monthly meeting Approval of any public surveys for release in March	Executive Committee
March	Monthly meeting Release of any public surveys (see CJA schedule below) CJA report years: federal report information due by 3/1	Executive Committee
April	Monthly meeting Annual Review of OCFS Strategic Plan and PIP	Executive Committee
May	Monthly meeting Reserve Annual Retreat Location for September	Executive Committee
June	Monthly meeting Review progress on past Panel recommendations and goals Form Retreat Planning Subcommittee	Executive Committee
July	Summer Break- No regular meeting Executive Committee and Subcommittees meet as needed Retreat Planning Subcommittee begins	Executive Committee Subcommittees
August	Summer Break- No regular meeting Executive Committee and Subcommittees meet as needed Executive Committee review Panel membership and terms Finalize Annual Retreat plans	Executive Committee Subcommittees

Children's Justice Act 3-Year Survey and Reporting Schedule (Updated 12.2022):	
Surveys released no later than 3/1/2024	CJA Federal Report Due 5/31/2025
Surveys released no later than 3/1/2027	CJA Federal Report Due 5/31/2028
Surveys released no later than 3/1/2030	CJA Federal Report Due 5/31/2031
Surveys released no later than 3/1/2033	CJA Federal Report Due 5/31/2034