CANYON COUNTY BOARD OF COMMUNITY GUARDIANS BY-LAWS

ARTICLE I. DESIGNATION

The Canyon County Board of Community Guardians was created and organized by the Canyon County Board of Commissioners to function within the boundaries of the State of Idaho, in and for the County of Canyon. Idaho Code §15-5-320.

ARTICLE II. PURPOSE

The purpose of this public benefit organization is to:

1. Oversee the protection of any adult person that lacks the ability to meet essential requirements for physical health, safety, or self-care because that person lacks sufficient understanding or capacity to make or communicate decisions concerning his or her person. Idaho Code §15-5-301(a)(i).

2. Select and delegate the use of an Agent to act as guardian or conservator in compliance with Idaho Code §15-5-124.

3. Review and monitor the services provided by the public and private agencies to any individual person subject to guardianship and conservatorship for whom the board acts as guardian and conservator and to determine the continued need for those services. Idaho Code §15-5-321(11)(c)

ARTICLE III. PRINCIPAL OFFICE

The principal office shall be located in Canyon County, 1115 Albany St., #11, Caldwell, Idaho, 83605.

ARTICLE IV. BOARD STRUCTURE

1. Board members shall be appointed to the Canyon County Board of Community Guardians by the Canyon County Board of County Commissioners. Idaho Code §15-5-320, Idaho Code §15-5-321.

2. A Board of Community Guardians shall consist of no fewer than seven (7) and not more than eleven (11) members who are representatives of community interests involving people needing guardians and conservators as defined by Idaho Code §15-5-321(2).

a. The terms of the Board members shall be for four (4) years and shall be staggered. A number of members equaling or most closely exceeding fifty percent (50%) shall initially be appointed for three (3) years. Any vacancy created by resignation or expiration of term shall be filled in the same manner as the original appointment.
b. The Board members and it officers are volunteers and shall serve without pay.
c. The Board members shall each have one vote.
d. The Board shall not meet less than once each quarter.
e. It is the duty of all voting Board members to attend all meetings. Board member attendance shall be in person; or by phone; or by online video conference.
f. If a Board member misses three (3) regular meetings without notification of absence, that member shall be deemed to have resigned and shall be so notified to all Board members by the Chairman of the Board.
g. A Volunteer Board member shall provide written notice to the Board of Directors with their intention to resign their appointment to the Canyon County Board of Community Guardians.

3. Board members may vote in absentia on specific agenda items which have been agendized for a vote by giving notice to the Secretary prior to the meeting or the members' vote may not be considered for items on which a vote is held. Such Board member notifications may be in writing or by email or verbal, however their vote must be received by the Secretary prior to the call of order by the Director of the Board. The Secretary must present the members' written absentia vote on record during the meeting.

4. A Board member having previously provided or currently providing services to a person shall disclose to the Chairman of the Board and abstain from any decisions or action taken concerning that person under guardianship.

ARTICLE V. POWERS AND DUTIES OF THE BOARD

1. All power and duties of the Canyon County Board of Community Guardians shall operate under the laws of the State of Idaho, including the Idaho guardianship, conservatorship, and trust laws. Idaho Code §15-5-321

2. The Board shall have the power, subject to the approval of the Canyon County Board of County Commissioners, to adopt such rules as are necessary to carry out the duties and responsibilities of the Board. Idaho Code §15-5-321(11)(e).

3. Each Board shall elect its own Board of Directors. Idaho Code §15-5-321(9). Board of Director officer positions shall be filled with nominations and elections at the first regular

meeting of the new year and shall serve for a one (1) year term. Board member term vacancies shall be filled by nomination and election by the Board of Directors. Any Board member may nominate a candidate for an office from the floor at the last scheduled, regular meeting of the previous year. A simple majority shall suffice for election of officers.

4. Board of Directors:
    a. Officers shall consist of Chairman, Vice-Chairman, and Secretary. Idaho Code § 15-5-321(9).
        i. CHAIRMAN: Shall prepare each meeting's agenda, select the date, time, and place of monthly meetings; run all meetings.
        ii. VICE-CHAIRMAN: Shall exercise all powers and perform all duties of the Chairman in the event of the absence of the Chairman.
        iii. SECRETARY: Shall record monthly meeting minutes and make them available to the Board members for their review. Board members may make requests for changes to the minutes during the motion to approve the minutes as written.

5. Disqualification:
    a. All Board members serve at the will and pleasure of the Canyon County Board of Commissioners. Any member may be removed for any reason by a majority vote of the Canyon County Board of Commissioners.
    b. The Board of Directors may recommend removal of a Board member by majority vote to the Canyon County Board of County Commissioners for any reason, including but not limited to:
        i. Excessive conflicts of interest or continued conflicts of interest which interfere with the member's ability to perform their duties as interpreted by the Board; or
        ii. False or misleading statements by a member at the time of application and appointment; or
        iii. Board member who misses three (3) consecutive meetings without notification.

ARTICLE VI. MEETINGS

1. The Board members shall meet monthly on a designated date, at a designated time and with choice of attendance. Notice of each meeting shall be given to all Board members one (1) day prior to each meeting. Board members shall have access to a County cloud-drive to review confidential documentation including, but not limited to: meeting

agendas, meeting minutes, financial accounting, referral applications with supporting documentation, and Ward status reports.

a. Regular Meetings: The Board shall meet in regular session once a month at a designated time and place.
b. Special Meetings: Any Board member shall call a special meeting, whenever deemed necessary. Notice of a special meeting shall have an agenda of purpose and notice shall be given to Board members twenty-four (24) hours in advance of said meeting. No other business may be conducted except for the special meeting purpose stated on the agenda for such meeting.
c. Quorum: The Chairman of Board shall conduct meeting business by quorum. There must be present at least three (3) Board members. Except as otherwise provided in these By-Laws, all actions and decisions shall be determined by a majority vote of those present and voting.
d. Parliamentary Procedure: Robert's Rule of Order shall be a guide for all meetings.

ARTICLE VII. EX OFFICIO MEMBERS

Board of Directors shall consider Ex Officio Board members by their professional expertise and interest. The Board of Directors recommendation for an Ex Officio appointment to the Canyon County Board of Community Guardians shall be presented to the County Assistance employees and subject to approval of the Canyon County Board of Commissioners. Ex Officio members shall be fully participating members except for the right of vote.

ARTICLE VIII. STAFF

The Board of Directors shall have the power to hire staff as may be needed to perform board business and functions as designated by the Board. When staffing is needed, the Board of Directors shall provide personnel policies to give guidance to staff outlining performance and duty standards.

Under the power and direction of the Canyon County Board of Commissioners and the Canyon County Clerk of the District Court, employees of the Canyon County Assistance Office shall serve as administrative management of the Canyon County Board of Community Guardians.

a. County Assistance employees shall conduct initial screening and investigations of potential new Ward referral applications.
b. County Assistance employees shall provide technical and administration assistance to the Board, including, but not limited to, managing, directing, and carrying out the day-to-day clerical operation of the Board; scheduling meetings, preparing agendas, assisting with the recruitment of new Board members and Volunteer Guardians; and attending regular Board meetings.

c. County Assistance employees shall monitor the activities and duties of Volunteer Guardians serving on behalf of the Board to ensure compliance with these Bylaws, established standards of conduct, and applicable state law.
d. County Assistance employees shall ensure the Board fulfills its statutory duties including the timely submission of annual Ward reports to the court, required reports to public agencies, and updates to the Canyon County Board of Commissioners, including the Annual Report to the Canyon County Board of Commissioners.
e. County Assistance employees shall act and serve as Guardian of any Ward accepted by the Canyon County Board of Community Guardians. In such capacity, County Assistance employees shall consent to healthcare and other necessary care, be responsible for the Ward's overall well-being, and determine the continued need for such services.
f. County Assistance employees shall act and serve as Conservator for any Ward accepted by the Canyon County Board of Community Guardians. In such capacity, County Assistance employees shall manage and pay expenses of all Wards from the fiduciary funds account and determine the continued need for those services.
g. Reimbursement of expenses incurred on behalf of the Canyon County Board of Community Guardians shall be made from the Board's financial accounts. Board members, County Assistance and other individuals, as agent for the Board, may submit expenses for reimbursement, which they have personally purchased or incurred on behalf of a Ward. Such requests shall be presented to the Board members during a regular, scheduled meeting. The approved expenses shall be paid from the Board's operating account by County Assistance staff.
h. County Assistance employees shall be appointed by the Canyon County Board of Commissioners to serve as voting Board members for the Board of Community Guardians.

ARTICLE IX. GUARDIAN OF THE BOARD

1. A Volunteer Guardian of the Board shall be appointed to the Canyon County Board of Community Guardians by Canyon County Board of Commissioners with an official application submitted to the County Assistance Office.
   a. Potential Volunteer Guardians of the Board must pass a criminal background check, which is paid for by the Board.
   b. Potential Volunteer Guardians of the Board may provide no more than three known personal references as part of their application.
   c. Potential Volunteer Guardians of the Board, applications and information shall be screened by County Assistance employees.

d. County Assistance employees shall present each application from potential Volunteer Guardians to the Board of Directors at a regularly scheduled Board meeting.
e. Potential Volunteer Guardians of the Board shall be interviewed by the Board members during a regularly scheduled Board meeting.
f. The Board of Directors' recommendation for a potential Volunteer Guardian of the Board shall be presented by County Assistance employees to the Canyon County Board of Commissioners during a scheduled hearing. The Canyon County Board of Commissioners shall deliberate and vote to approve or deny each proposed appointment to the Canyon County Board of Community Guardians.
g. A Volunteer Guardian of the Board shall provide written notice to the Board of Directors with their intention to resign their appointment to the Canyon County Board of Community Guardians.

2. Each Volunteer Guardian of the Board shall be expected to visit each assigned Ward monthly. During each visit, the Volunteer Guardian shall observe the Ward and assess whether the Ward is receiving appropriate oversight and care related to their overall well-being.

3. Each Volunteer Guardian of the Board shall monitor each Ward's residential environment to ensure that it remains appropriate, safe, and adequately maintained.

4. Each Volunteer Guardian of the Board shall monitor each Ward's medical condition, and their medical treatment is being appropriately addressed by facility staff, nurses and doctors.

5. Each Volunteer Guardian of the Board shall provide aid to each assigned Ward regarding the Ward's personal requests and wishes as an incapacitated person under the Canyon County Board of Community Guardians acting as guardian and determining the continued need for those services.

6. Requirements of Service:
   a. Volunteer Guardians of the Board shall keep current records on each assigned Ward regarding their overall wellbeing and shall provide a monthly update to the County Assistance employees.
   b. Monthly status updates regarding a Ward shall be submitted by written email; or by telephone; or verbally by video conference.
   c. Volunteer Guardians of the Board shall provide immediate notice to the County Assistance employees regarding a life-threatening emergency or sudden and significant change of the Ward's wellbeing or health.

d. Volunteer Guardians of the Board shall provide an immediate verbal notice to the County Assistance employees of the death of a Ward.

6. Disqualification:
   a. Volunteer Guardians of the Board shall serve at the will and pleasure of the Board of Directors.
   b. By majority vote of the members, the Board of Directors may recommend removal of a Volunteer Guardian from the Board; each removal request shall be presented to the Canyon County Board of Commissioners.
   c. Excessive conflicts of interest or continued conflicts of interest which interfere with the member's ability to perform their duties as interpreted by the Board; or
   d. False or misleading statements by a member at the time of application and appointment; or
   e. Failure to monitor a Ward to ensure he/she is receiving appropriate oversite and monitoring of their medical and personal care.

ARTICLE X. FINANCES

Funds which accrue to the Canyon County Board of Community Guardians, for its use in furthering the duties and purpose of this voluntary organization, shall be controlled, disbursed and accounted for in a manner prescribed by the Board of Directors. The Board will follow proper accounting procedures and shall provide an audit of its financial affairs through a certified public accountant when deemed necessary by the Canyon County Board of Commissioners.

ARTICLE XI. CONFLICT OF INTEREST

The Board of Directors may be encouraged to participate in programs of similar concern and may cause a conflict of interest. Should such action or issue come before the Board, the affected officer or officers shall abstain from voting and will have the Secretary record the reason for such action.

ARTICLE XII. CONFIDENTIALITY

Due to the confidential nature of the matters entrusted to the Canyon County Board of Community Guardians, attendance to the Board meetings by any persons other than fully appointed Board members and Count Assistance staff shall be at the pleasure and discretion of the Board of Directors.

ARTICLE XIII. NON-DICRIMINATION

No person will be discriminated in favor of or against on the grounds of race, ethnicity, sex, age, political or religious opinion or affiliation, national origin, handicap, or disability from appointment as a member; or service by the Board of Community Guardians, or in hiring, assignment, promotion, or other condition of volunteer member or staff employment.

ARTICLE XIV. AMENDMENTS

The Canyon County Board of Community Guardians By-Laws may be amended by a two-thirds (2/3) majority of the Board members and County Assistance employees at a duly constituted meeting by providing notice of intent to amend; together with full text of the proposed amendment is given to the Board of Directors at least ten (10) days prior to said meeting. When passed, amendments shall be dated and attached to and made part of these By-Laws; and are subject to approval by the Canyon County Board of Commissioners.

APPROVED this 10th day of November, 2026.

BOARD OF COUNTY COMMISSIONERS

X Motion Carried Unanimously
_____ Motion Carried/Split Vote Below
_____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
Commissioner Leslie Van Beek	✓		
Commissioner Brad Holton	Not available for signature		
Commissioner Zach Brooks	X		

ATTEST: JESS URRESTI, CLERK

By: D. Hoffman
Deputy Clerk