



Children of Incarcerated Parents (CIP) Advisory Committee

Bylaws

Article I. Authority and Purpose

The Children of Incarcerated Parents (CIP) Advisory Committee is convened by the Oklahoma Commission on Children and Youth (OCCY) pursuant to **10 O.S. § 601.3**.

The Committee serves as a statewide collaborative body to support Oklahoma's efforts to improve outcomes for children impacted by parental incarceration.

The purpose of the Committee is to:

- Review data, research, and trends related to children impacted by parental incarceration in Oklahoma;
- Identify barriers affecting children, youth, caregivers, and families impacted by parental incarceration;
- Promote collaboration among state agencies, local organizations, service providers, educators, corrections professionals, caregivers, individuals with lived experience, and other stakeholders;
- Identify opportunities to improve policies, programs, services, and outcomes;
- Support education, awareness, and systems improvement efforts that strengthen services for children impacted by parental incarceration; and
- Assist OCCY in carrying out its statutory responsibilities related to improving outcomes for children impacted by parental incarceration.

Article II. Membership

Membership is open to any individual or organization interested in improving outcomes for children impacted by parental incarceration in Oklahoma.

The Committee encourages participation from state agencies, educational institutions, community-based organizations, corrections professionals, law enforcement, behavioral health providers, child welfare professionals, mentoring organizations, service providers, caregivers, individuals with lived experience, and other interested stakeholders.

The Committee values and seeks meaningful participation from children, youth, caregivers, formerly incarcerated parents, family members, and individuals with lived experience impacted by parental incarceration. Lived experience perspectives are essential to informing the Committee's work, recommendations, and priorities.

Membership is voluntary and remains active through participation in Committee meetings and activities.

Article III. Leadership

The Committee shall have a Chair and Vice Chair selected from among its members.

The Chair shall:

- Preside over Committee meetings;
- Collaborate with OCCY staff in developing meeting agendas;
- Facilitate Committee discussions and activities; and
- Serve as a representative of the Committee when appropriate.

The Vice Chair shall:

- Support the Chair in carrying out Committee responsibilities;
- Perform the duties of the Chair in the Chair's absence; and
- Help ensure continuity of leadership and succession planning.

In the event of a vacancy in the Chair position, the Vice Chair shall assume the duties of the Chair until a new Chair is selected.

Prior to the expiration of a leadership term, OCCY staff shall facilitate a nomination process for Chair and Vice Chair. If more than one individual is nominated for a position, the Committee shall select the officer by majority vote of members present. If only one individual is nominated for a position, the nomination may be approved by consensus.

Leadership terms shall be two (2) years and shall align with the State Fiscal Year (July 1 through June 30). Individuals may serve consecutive terms.

OCCY staff shall provide administrative support, meeting coordination, records management, and assistance with advancing the Committee's work.

Article IV. Meetings

The Committee shall meet on a regular basis, generally on the second Friday of each month, and may meet more frequently as determined by the Chair and OCCY staff.

Meetings may be conducted in person, virtually, or through a hybrid format.

The Committee shall strive to conduct its work through collaboration and consensus. When consensus cannot be reached, recommendations or actions may be approved by a majority vote of members present.

Article V. Subcommittees

The Committee may establish standing or ad hoc subcommittees or workgroups as needed to address emerging issues, strategic priorities, or special projects.

Subcommittees and workgroups shall provide updates and recommendations to the full Committee.

Participation in subcommittees and workgroups may include individuals who are not members of the Committee when their expertise or lived experience would benefit the work.

Article VI. Annual Priorities and Reporting

The Committee shall annually review its priorities and work plan to support OCCY's statutory responsibilities and improve outcomes for children impacted by parental incarceration.

The Committee shall assist OCCY in identifying findings, recommendations, emerging issues, promising practices, and opportunities to improve policies, programs, and services for children impacted by parental incarceration for inclusion in reports, presentations, educational resources, and other communications, as appropriate.

Article VII. Amendments

These bylaws may be amended by a majority vote of members present at a regularly scheduled meeting, provided advance notice of the proposed amendment is given to Committee members.

Adopted by the Children of Incarcerated Parents (CIP) Advisory Committee on August 14, 2026.