

**SACRAMENTO COUNTY
HUMAN SERVICES COORDINATING COUNCIL
BYLAWS**

ARTICLE I- NAME

The name of the organization shall be the Sacramento County Human Services Coordinating Council (Council).

ARTICLE II -AUTHORITY

The Council was established by the Sacramento County Board of Supervisors by Resolution 94-1379, dated October 25, 1994, which sets forth the purpose, responsibilities, membership and conditions under which the Council will operate. The Council is also subject to Resolution No. 97-1273, dated October 28, 1997, which amended representation on the Council and Resolution No. 2002-1161, dated September 24, 2002, and Resolution 2005-0284 dated March 15, 2005.

ARTICLE III- STATEMENT OF MISSION

The mission of the Council is to advise the Board of Supervisors on matters relating to human services planning and policy issues.

ARTICLE IV- RESPONSIBILITIES

The responsibilities of the Council shall include the following:

1. Working cooperatively with related departments and advisory bodies;
2. Ensuring integrated human services planning (including the human services element of the County General Plan);
3. Reviewing and make recommendations on human services budget and policy issues;
4. Serving as a forum for community concerns;
5. Prioritizing community needs and develop appropriate plans for addressing those needs;
6. Serving in an oversight capacity for county-provided or county-funded human services programs;
7. Providing information and education on human services issues.

ARTICLE V- MEMBERSHIP

Section 1 - Member Appointment

The Board of Supervisors shall appoint all members of the Council. Each member shall serve at the pleasure of the Board of Supervisors and may be removed during the member's term at the will of the Board. The Council shall make recommendations to the Board of Supervisors for appointment, based upon nominations by the Council Development Committee for community members. Each member advisory board (MAB) shall select its three representatives and forward the nominations to the Board of Supervisors.

Section 2 - Number

The number of members and ex-officio representatives shall be twenty-six (26).

Section 3 - Representation

- 3.1 Three members, from each of the six member advisory boards (MABs), including Adult and Aging Commission, Alcohol and Drug Advisory Board, Children's Coalition, Disability Advisory Committee, Mental Health Board and Public Health Advisory Board;
- 3.2 Four community members who shall reside in Sacramento County; and
- 3.3 Four ex-officio representatives, including the Director, Dept. of Human Assistance or designee; Director, Dept. of Health and Human Services or designee; Administrator, Countywide Services Agency or designee; and Designee, Board of Supervisors

Section 4 - Voting

Each member, except for the ex-officio representatives, shall be entitled to one vote. The ex-officio representatives shall enjoy the privilege of participation in the discussion, but shall be non-voting members and restricted from making or seconding motions.

Section 5 - Terms of Appointment

- 5.1 Terms of appointment for all voting members shall be three years, with eligibility for a second three-year term. No member shall serve more than two consecutive terms. No member who has served two consecutive terms is eligible for appointment until at least 18 months after the expiration of the consecutive terms. Appointments shall be staggered so that approximately one-third of the appointments expire each year.
- 5.2 Three year terms of appointment shall run from January 1 of the first year to December 31 of the third year. If a member is appointed to fill an unexpired term of more than one year, it will be considered the member's first full term. If one year or less, the member will be eligible for two additional terms.

Section 6 - Vacancies

- 6.1 A vacancy shall exist when a member (a) resigns; (b) dies; (c) has three consecutive absences; (d) attends fewer than 75% of the meetings held in a year; (e) is no longer serving on the MAB that he/she was selected to represent; or (f) completes two consecutive three year terms.
- 6.2 In the event that a member has three consecutive absences or attends fewer than 75% of the meetings held in a year, the HSCC Chair will notify the member by mail and the appropriate Member Advisory Board, within five working days after the last absence, that the member's status as an HSCC member is going before the Board of Supervisors for termination.
- 6.3 The Council shall make recommendations for community members to the Board of Supervisors for filling any vacancies based upon nominations by the Council Development Committee.

Section 7 - Resignation

Any Council member may resign at any time by giving written notice to the Board of Supervisors through the Chair of the Council and Council staff. Such resignation takes effect on the date of receipt of such notice or at any later date specified.

ARTICLE VI- CONFLICT OF INTEREST

Section 1 - Filing

Members of the Council shall be covered by Category 3 of Appendix B of the Conflict of Interest Code of the Boards, Committees, Commissions and Councils of Sacramento County and file the appropriate papers at the time of appointment and annually as requested by the Clerk of the Board of Supervisors.

Section 2 - Definition

- 2.1 A Council member is deemed to have a conflict of interest when he/she, or a relative or business associate, has one or more of the following relationships existing with a program or competing program under consideration: ownership or financial interest; director, trustee or officer; employee; provider of goods or services, material or other substantial interest that might inhibit objective decisions.
- 2.2 In addition to specific relationships to a program under consideration, members may find themselves in conflict when discussing other matters.

Section 3 - Statement of Conflict

- 3.1 Members who have a conflict of interest on a specific issue before the Council shall so

state before discussion of the issue in question and shall abstain from voting on said issue. Council members may participate in discussions relating to issues on which they will later declare a conflict, provided they state prior to the discussion their potential conflict of interest.

- 3.2 Nothing shall prohibit Council members from further declaring a conflict of interest and abstaining from voting or discussion on an issue when they believe that such activity might constitute or give the appearance of constituting a conflict of interest.

ARTICLE VII- MEETINGS

Section 1 - Regular Meetings

- 1.1 The regular meetings of this Council shall be held at least bi-monthly, at a consistent hour, day and place as determined by the Council.
- 1.2 Meetings outside this location may be held from time to time to accommodate special activities or events. All meetings will be held in locations and facilities that are accessible for people with disabilities and in the proximity to public transportation.
- 1.3 Public notification of regular meetings shall be sent at least 72 hours prior to the meeting. All items proposed for action at a Council meeting must be specified in the written notice, and background materials must be received by members at least three days prior to the meeting. The only exception shall be items with which members are familiar, in which case conceptual approval may be granted. In such situation, the completed item (report, plan, request) shall also be placed on a future agenda for Council approval.

Section 2 - Special Meetings

Special meetings may be called by the Chair, or in the case of the Chair's absence, by the Vice-Chair, or by a majority of Council members. Only matters specified in the written notice of meeting can be considered at such a special meeting. Public notification of special meetings shall be sent at least 72 hours in advance of the meeting.

Section 3 - Brown Act

The Council shall be open to the public except executive sessions as provided for in the Brown Act (Government code, Section 54550).

Section 4 - Quorum

The presence in person of a majority of the currently appointed membership (excluding ex-officio) shall constitute a quorum. All matters submitted for determination shall be decided by a majority of those voting.

ARTICLE VIII- OFFICERS

Section 1 - Designation

The officers of the Council shall be a Chair, Vice-Chair, and Secretary.

Section 2 - Election of Officers

The Council Development Committee shall present a slate of officers for election at the November meeting. The election of officers will be held at the December meeting. Additional nominations may also be made by Council members at the election meeting.

Section 3 - Terms of Office

Officers shall be elected annually for a term of one year and may be elected to the same office for a second one year term. The term of office is to begin the first meeting of the calendar year.

Section 4 - Officer Succession

The Vice-Chair presides at meetings of the Council in the absence of the Chair and, in case of vacancy in the office of chair, automatically assumes this office until the next election of officers. In the event of the absence of the Chair and Vice-Chair, the Council members will designate a member to act as temporary chair, or a majority of Council members present will elect a temporary chair.

Section 5 – Officer Vacancies

A vacancy occurring during the term of office of the Chair will be filled by the Vice-Chair. If the Vice-Chair is unable to fill the Chair position, or if the vacancy occurs in the Vice-Chair or Secretary position, the vacancy will be filled with a recommendation of the Council Development Committee and a majority vote of those present at a Council meeting where a quorum is present.

Section 6 – Officer Responsibilities

6.1 The Chair shall:

- 6.1.1 conduct all meetings
- 6.1.2 appoint a voting member of the Council as chair or co-chair of all committees, task forces or workgroups, with the exception of the First 5 Advisory Committee, with confirmation of the Council.
- 6.1.3 act as spokesperson for the Council
- 6.1.4 serve as Chair of the Executive Committee
- 6.1.5 be an ex-officio member of all standing and ad-hoc committees and workgroups

6.2 The Vice-Chair shall:

- 6.2.1 conduct meetings or act as spokesperson in the absence of Chair
- 6.2.2 fulfill unexpired term of Chair should such a vacancy occur
- 6.2.3 serve as member of the Executive Committee

6.3 The Secretary shall:

- 6.3.1 serve as the secretary of the Executive Committee for executive sessions
- 6.3.2 serve as the chair of the Council Development Committee
- 6.3.3 take or cause to have taken minutes of Executive or closed sessions dealing with personnel issues
- 6.3.4 serve as member of the Executive Committee

6.4 The Council Chair and Vice-Chair will not serve as chairs of standing committees during their terms of office.

ARTICLE IX- COMMITTEES

Section 1 - General Guidelines

No committee shall have the power to bind the Council. Committee Chairs shall be appointed by the Chair of the Council with its confirmation. A majority of the committee's total membership shall constitute a quorum. Passage of committee motions requires an affirmative vote of a majority of committee members present.

Section 2 – Executive Committee

2.1 The Executive Committee shall:

- 2.1.1 be composed of at least five (5) Council members, including the officers and two (2) at-large members appointed by the Chair, with the endorsement of the Council;
- 2.1.2 be empowered to take action on items of an immediate nature that cannot be brought before the full Council prior to need for action on such items or items referred by the Council to the Committee for action. Any action of the Executive Committee will be noted on the agenda at the following Council meeting. Actions taken must be noted at the following Council meeting.

Section 3 – Standing Committees

Standing committees may be established by formal action of the Council to perform certain ongoing duties that provide a basis for purposeful action and accountability in Council operations. Membership of a standing committee may include Council members and non-Council members. Standing Committee members are expected to adhere to the same attendance requirements as outlined in these bylaws and are expected to fully participate in the work of the

committee.

3.1 The Council Development Committee shall:

- 3.1.1 be composed of five HSCC members;
- 3.1.2 recruit/recommend persons for appointment for at-large Council membership;
- 3.1.3 recommend a slate of officers to Council at the November meeting of the calendar year, for election at the December meeting;
- 3.1.4 with advisory board chairs, ensure broad community representation on the Council, particularly in member at-large positions;
- 3.1.5 recommend and develop adequate training as needed; and
- 3.1.6 recommend and develop strategies to ensure a cohesive Council.

3.2 Additional standing committees may be created by formal action of the Council.

Section 4 - Ad-Hoc Committees, Task Forces and Work Groups

Ad-hoc committees, task forces or work groups may be established by the Council to perform certain duties for a specified length of time or task. Membership of an ad-hoc committee or task force or work group may include Council members and non-Council members. Committee members are expected to adhere to the same attendance requirements as standing committees.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or with any special rules of order the Council may adopt.

ARTICLE XI – BYLAWS

The Council shall be governed by: (a) the Establishing Resolution, and (b) bylaws. These bylaws may be amended by a two-thirds vote of the Council, provided notice of the amendment is given in writing at least ten (10) days prior to the meeting.

Approved by full Council

09/13/01

Revised

10/14/04

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12/13/2012