

Livingston County Human Services Collaborative Body

BYLAWS

ARTICLE I – NAME AND MISSION

Section 1.1 Name of Organization. The name of this group is the Livingston County Human Services Collaborative Body also known as the Livingston County Community Collaborative (herein after referred to as the HSCB).

Section 1.2 Purpose and Mission. The HSCB is an advisory body organized by agreement among the human service agencies of the county. The mission of the HSCB is: Ensuring a system of support for members of our community.

Section 1.3 Designation and Duties. The HSCB derives its authority through the State Human Service Director's designation on June 3, 1996 and the Livingston County Board of Commissioner resolution of May 20, 1996.

Decisions made by the HSCB are advisory to the membership. The duties of the HSCB are determined by : 1. the HSCB using a consensus model; and 2. the State Human Service Directors through individual agency mandates and/or initiatives.

ARTICLE II – MEMBERSHIP

Section 2.1 Membership of the HSCB. The Membership is determined by the requirements of the State Human Service Directors designation and the resolution of the Board of Commissioners. Membership will be:

1. ~Livingston County Director of Public Health
2. ~Livingston County Director of the Department of Human Services
3. ~Livingston County Director of Community Mental Health
4. ~Livingston County Prosecutor
5. ~Livingston County Family Court - Juvenile/Probate Judge
6. ~Area Agency on Aging I-B Director
7. ~Livingston Educational Service Agency Superintendent.
8. ~Livingston County Michigan Works!
9. *Livingston County Director of Planning
10. *Livingston/Washtenaw Substance Abuse Coordinating Agency Director
11. * Director of St. Joseph Mercy Livingston Hospital
12. *Two Livingston County Consumers who are not employees of any agency eligible to receive funding or funding recommendations from the HSCB.
13. *One Livingston County Citizen who is not an employee of any agency eligible to receive funding or funding recommendations from the HSCB.
14. *Three at-large positions
15. *Six Private (not-for-profit and/or for-profit) Human Services Agency Directors
16. *One Livingston County Business Leader
17. One Livingston County Commissioner

Positions with the ~ are mandated by the State Human Service Directors. The incumbent serving in these positions is automatically appointed by the Board of Commissioners and does not require nomination. Positions with the * are recommended to the Board of Commissioners through a nomination process adopted by the HSCB. The Commissioner representative is selected by the Board of Commissioners. The Livingston County Board of Commissioners may appoint additional members at its discretion.

Section 2.2 Membership Terms. Terms of membership are staggered and are for three years.

Section 2.3 Alternates. It is expected that the individual appointed to the HSCB will be the person attending the meeting. Members may designate a permanent alternate for those times when they are unable to attend a meeting. This person will be appointed by name in writing, by and under the signature of the member to the Chairperson of the HSCB. The permanent alternate is given full authority to speak for his/her agency/business and can vote.

Section 2.4 Responsibilities of Membership. The membership provides overall direction in identifying and prioritizing local planning and coordination issues.

Membership responsibilities include:

- Meeting on a regular basis.
- Identifying service delivery and prevention planning issues.
- Designing and appointing workgroups.
- Designating a lead agency for each issue which takes primary responsibility for staffing workgroups.
- Reviewing workgroup recommendations and action plans and supporting workgroup activities, recommendations and requests for support as adopted by the HSCB.
- Initiating and supporting appropriate implementation steps.
- Assuring input and participation of diverse segments within Livingston County
- Assuring accountability for commitments made within the HSCB and the community.
- Designating a fiduciary for collaborative funds/initiatives.

Section 2.5 Attendance. To remain on the HSCB, members must attend at least 50% of the meetings within any given calendar year. If a member misses three (3) consecutive, regularly scheduled meetings of the HSCB without delivering a satisfactory explanation in writing or in person, they may be removed from the HSCB. An affirmative vote of two-thirds of the members present is required for removal. A member is not considered absent if his/her alternate is in attendance.

ARTICLE III – OFFICERS

Section 3.1 Officers. Officers of the HSCB are the Chair and the Vice Chair.

Section 3.2 Election of Officers. Election of the HSCB officers shall take place every two years. The officers shall be elected by a majority vote of the HSCB members present at the annual meeting. The elected officers shall serve a two year term beginning the month after their election and may be re-elected at the discretion of the HSCB. Removal of an officer requires a 2/3's majority vote of the full HSCB. A HSCB member must have served not less than (1) one year on the HSCB before being eligible for election to Chairperson.

Section 3.3 Duties of the Chair. The Chairperson shall:

- Preside at all monthly meetings;
- Participate on the Executive Committee;
- Participate at selected State meetings;
- Represent the HSCB at selected local meetings; and
- Consult with the HSCB staff person on a regular basis.

Section 3.4 Duties of the Vice Chair. The Vice-Chair shall:

- Preside over all Board meetings in the absence of the chair;
- Fulfill the duties of the Chair in the event of his/her temporary incapacity; and
- Serve out the term of the Chair in the event that she/he is unwilling or unable to complete her/his term.

ARTICLE IV – COMMITTEES AND WORKGROUPS

Section 4.1 Standing Committees. The HSCB is responsible for establishing and maintaining Standing Committees, in order to more effectively and efficiently provide direction to the HSCB. Committees will have duties and responsibilities outlined in a charge from the HSCB. All Standing Committees shall report regularly to the HSCB.

Section 4.2 Executive Committee. The Executive Committee shall be composed of the HSCB Chair, the Vice chair, and seven additional members representative of the HSCB membership. The representation of the committee membership shall be as follows: Three will represent public agencies, three will represent nonprofit organizations, one will represent consumers, and two will represent the remainder of the HSCB membership. The chair of the HSCB is also the chair of the Executive Committee.

The Executive Committee responsibilities include: review of budget and expenditures and general oversight of workgroups and activities. The Executive Committee may act in the capacity of the HSCB at the request of the HSCB and for those matters which would be of detriment to the HSCB if held over to the next HSCB meeting. Any action taken by the Executive Committee shall be consistent with these bylaws. The Executive Committee shall report to the HSCB at their next regularly scheduled meeting issues addressed by the Executive Committee.

Section 4.3 Community Needs Assessment and Evaluation Committee. The Community Needs Assessment and Evaluation Committee is a standing committee that informs the HSCB on the ongoing health and human services needs in the community. The committee also collects evaluation information on services funded through HSCB collaborative efforts and informs the HSCB on program effectiveness. The membership of the committee should consist of members from each of the HSCB workgroups and other interested community members. The Chair of the Community Needs Assessment and Evaluation Committee is elected by its membership.

Section 4.4 Nominating Committee. The Nominating Committee is a committee formed to nominate officers and members of the Executive Committee. The committee will be composed of four members of the HSCB, selected by the HSCB. The chair of the Nominating Committee is selected by its members.

Section 4.5 Workgroups. Workgroups are formed by the HSCB and are issue or age-group specific.

Workgroups operate within a charge approved by the HSCB. Members are representatives from the community and appropriate community agencies and organizations. Workgroup chairs are elected by the workgroup.

Section 4.6 Ad Hoc Workgroups. Ad Hoc workgroups are groups formed with a specific purpose for a specific length of time. Ad hoc workgroups operate within a charge approved by the HSCB. Chairs of ad hoc workgroups are elected by the workgroup.

ARTICLE V – MEETINGS

Section 5.1 Compliance with the Open Meetings Act. All regular and special meetings of the HSCB shall be in compliance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended. Meeting notices and cancellations shall also be sent to the county clerk and to any interested members of the community who have requested to receive such notices.

- (a) **Notice of regular meetings.** Proper notice shall be defined as a written notice, sent to all members in surface mail, electronic mail, or facsimile format at least five days prior to the meeting. Each notice shall state the date, time, and place of the meeting.
- (b) **Notice of special, irregular, or rescheduled meetings.** For special, irregular, or rescheduled meetings, members will be notified via mail, e-mail, or facsimile, or telephone at least 24 hours in advance.

Section 5.2 Public Comment. Individuals who are not HSCB members or designated alternates may speak to the HSCB in accordance with the following procedures:

- (a) Any person wishing to address the HSCB shall be recognized by the chair of the HSCB.
- (b) Persons may address the HSCB on matters or issues that are relevant and germane to HSCB business.
- (c) The chair shall control the amount of time each person is allowed to speak.
- (d) Whenever a group wishes to address the HSCB, the chair may require that the group designate a spokesperson; the chair shall control the amount of time the spokesperson shall be allowed to speak.

Section 5.3 Frequency of Meetings. The HSCB meets at least 10 (ten) meetings per year at a time and place specified by the HSCB. Meeting dates will be established by the first month of the calendar year (January).

Section 5.4 Special Meetings. Special meetings may be called at the discretion of the HSCB Chair, the Executive Committee or upon written request to the Chair by one-third of the HSCB.

Section 5.5 Decision-Making. The preferred decision making process shall be consensus. Consensus is defined as: A decision which every member of the group can support even if the decision is not every member's preference. If consensus cannot be obtained or is not appropriate, Robert's Rules of Order shall guide the voting. A quorum shall consist of a majority of the members of the HSCB as appointed.

ARTICLE VI – MISCELLANEOUS

Section 6.1 Conflict of Interest. No member of the HSCB shall participate in the decisions or vote on any matter which would provide direct financial benefit to that member or member's agency. Members must declare potential conflicts of interest before discussing or voting on items before the HSCB.

Section 6.2 Amendments. These bylaws may be amended by a majority of the total membership of the HSCB at any meeting of the HSCB provided either the proposed amendment was included in full in the notice of the meeting, or the proposed amendment was read at the preceding meeting and was summarized in the notice of the meeting in which it shall be voted upon.

Amended 09-28-05