

Washington County Department of Human Services Advisory
Committee

Advisory Board By-Laws

Article I. NAME: The name of this board shall be the Washington County Department of Human Services Advisory Committee (HSAC).

Article II. AUTHORIZATION: The Washington County Board of Commissioners authorizes this board to advise the Washington County Department of Human Services.

Article III. PURPOSE: The board shall provide advice on policies, procedures and other activities regarding the nature of human services in Washington County. The HSAC will make recommendations to the Washington County Department of Human Services in identifying and providing services to meet the human services needs of Washington County residents to have an opportunity to thrive.

Article IV. RESPONSIBILITIES:

- A. To assist and advise the Washington County Department of Human Services Administrator on program changes, improvements, expansion and revisions of any or all mandated service delivery components for all residents to thrive and reach their full potential.
- B. To develop and promote better public and consumer awareness and understanding of human service programming and objectives.
- C. To consult with the Human Services Administrator and advise on matters pertaining to development of the Human Services Block Grant Annual Plan and Budget Estimate.
- D. To act as a sounding board for ideas and to provide community and/or consumer reactions to program objectives, plans and budgetary issue.

Article V. MEMBERSHIP: The Washington County Board of Commissioners shall appoint board members. Board members shall serve for three-year terms. The Board membership shall be no less than thirteen (13) and no more than seventeen (17).

The Board shall be composed of:

- Current and former recipients or providers of human services systems from:
 - Aging Services
 - Behavioral Health and Developmental Services
 - Children and Youth Services
 - Drug and Alcohol Services
 - Housing and Homeless Services
 - Victim-Centered Organization
 - Veterans Affairs
- Representative from:
 - Child Care

- Employment and training specialist
- Faith-Based Community
- Food Bank/Local Pantry
- Law Enforcement
- Medical Provider
- School, University and/or College
- Other client advocates
- Community Member or Community Leadership
- Ex-officio members

In no case shall an individual elected to a public office serve as a board member. Washington County Board of Commissioners and the Department of Human Services Administrator shall serve as ex-officio members.

Article VI. VOTING: Board members shall be entitled to one (1) vote, on all matters, which shall come before the board. Ex-officio members are not entitled to a vote. Voting via meeting conference call shall be permitted.

Article VII. OFFICERS: All voting Board members shall annually elect a Board Chairperson and Vice-Chairperson, to serve in the absence of the Chairperson. No member shall serve as Chairperson or Vice-Chairperson for more than two consecutive years.

A. It shall be the duty of the Chairperson to preside at all meetings of the board, call special meetings, appoint sub-committee chairpersons with the consent of the board by majority vote, and perform other such duties as they pertain to the office.

B. The term of the office is one year and shall be from January 1 to December 31 of any given calendar year.

ARTICLE VIII. STAFF SUPPORT: The Washington County Department of Human Services shall provide the staff necessary to perform the administrative and secretarial duties of the board. Duties include: timely notice of meetings and committee meetings to the affected members; recording, transcribing, and maintaining a permanent file of the minutes of the board; receipt, preparation, and transmittal of incoming and outgoing correspondence of the board and maintenance of a permanent file of such correspondence; and performing other such duties as may be requested by the Board. Support staff shall not be entitled to a vote.

ARTICLE IX. SUBCOMMITTEES: The chairperson shall appoint any such committees as are deemed necessary by the board in order to carry out its duties and responsibilities. The chairperson of the board shall appoint the chairperson of each committee. The chairperson of the board shall also have the authority to dissolve any such appointed committees when the duties of that committee are complete. A listing of the committees and their respective charges shall be maintained. Additions to and deletions from that listing shall not constitute an amendment to these bylaws.

ARTICLE X. MEETINGS: A majority of those members currently serving on the board shall constitute a quorum for the purpose of conducting official business of the board. Members participating in the conference call shall be considered present and part of the quorum. The board shall meet as necessary and at the call of the chairperson. Committee meetings shall be called by committee chairpersons with notification to the board. Announcement of all scheduled meetings shall be in accordance with the requirements of 65 Pa. C.S.A. Chapter 7, Open Meetings. Meetings shall be conducted in accordance with the procedures of the most recent version of Robert's Rules of Order.

ARTICLE XI. AMENDMENTS: These bylaws may be amended, repealed, or suspended at any meeting of the board by a two-thirds vote of the voting members of the board present at that meeting, provided that written notice of such amendment, repeal, or suspension shall have been sent to each member at least two weeks prior to said meeting.

ARTICLE XII. ATTENDANCE: If the board member of a member organization misses three consecutive meetings, the organization shall be notified of the absence. The member may then be withdrawn from the board.