

WASHINGTON COUNTY CHILDREN AND YOUTH SOCIAL SERVICE AGENCY

ADVISORY COMMITTEE BY-LAWS

ARTICLE I. **Name**

Organization shall be known as the Washington County Children and Youth Social Service Agency Advisory Committee.

ARTICLE II. **Purpose**

- A. The purpose of this organization shall be to review and make recommendations to the County Commissioners and the Children and Youth Social Service Agency in identifying and providing services and meeting the needs of neglected, abused, abandoned and exploited children of Washington County to ensure that all children are protected from harm or jeopardy and are afforded the opportunity for maximum growth and development.

ARTICLE III. **Responsibilities**

- A. To lend community support to Children and Youth Social Services and its provision of services.
- B. To develop and promote better public and consumer awareness and understanding of the Agency and its mandated services, programs and objectives.
- C. To make recommendations on matters referred by the County Executive Officers and/or the County Agency Director.
- D. To make suggestions relative to policy and procedures for the agency's operations and development at the Committee's own initiative.
- E. To consult with the Agency Director and advise on matters pertaining to development of the Annual Plan and Budget Estimate.
- F. To act as a sounding board for ideas and to provide community and/or consumer reactions to program objectives, plans and budgetary issues.
- G. To assist and advise the Agency Director on program changes, improvements, expansion and revisions of any or all mandated services delivery components.

- H. To assist the County Executives and County Agency Director in assuring that all children of Washington County are afforded the opportunity to be protected from harm and jeopardy and that their health and welfare is maintained for maximum growth and development.
- I. To establish procedures for the receipt of gifts and donations and to ensure that any gifts and donations are utilized for the benefit of the children receiving services from Children and Youth.
- J. To provide representation of Washington County in respect to geographic, racial and sex population relative to planning and provision of services through Children and Youth.

ARTICLE IV. Limitations

- A. Shall not function as the public relations arm of the Children and Youth Social Services.
- B. Shall not function as a decision making body for Children and Youth.
- C. Shall not function as an advocate for Children and Youth staff relative to personnel issues or bargaining unit concerns.
- D. Shall not advocate for services and/or programs that are within the mandates of Children and Youth Social Services Agency as determined by Department of Public Welfare.

ARTICLE V. Membership

- A. Membership on the Advisory Committee shall be representative of the population based demographics and the geographic areas of Washington County.
- B. Members shall be selected and recommended jointly by the Agency Director and the Advisory Committee at large.
- C. Appointment to the committee shall be by the Board of County Commissioners.
- D. Committee membership shall not be less than eleven (11) and no more than fifteen (15).
 - 1. In no case shall an individual elected to a Washington County Office serve as a member of the committee.
 - 2. County Commissioners and Agency Director shall serve as members' ex-officio.

- E. Committee members shall be appointed for a two (2) year term.
 - 1. Membership shall provide for rotation membership.
 - 2. As a member leaves the Committee, a new member shall be immediately appointed to fill the existing vacancy.

- F. No member shall be absent for more than three (3) successive meetings without reasonable excuse or explanation.
 - 1. Notification of absence may be made to the Agency Director or designated representative of the Agency Director
 - 2. Three (3) Un-excused absences shall result in removal from the Committee.
 - (a) Recommendation for removal shall be received from the floor at the first regular Advisory Committee meeting following the third absence.
 - (b) Recommendation for removal shall be submitted for approval by the Board of County Commissioners with a recommendation for a new member to be immediately appointed by the County Commissioners to fill the existing vacancy.

ARTICLE VI. Organization

- A. Officers of the Advisory Committee shall include: Chairman, Vice-Chairman, Secretary and Treasurer.
 - 1. Nominations for Officers shall take place on the first meeting following the fiscal new year — July or, as needed when an appointment or election is mandated due to vacancy.
 - 2. Election of officers shall take place at the second meeting of the new fiscal year — August or, as needed when an appointment or election is mandated due to vacancy.
 - 3. Officers shall take office on the third meeting of the fiscal year — September or, as needed, when mandated due to vacancy.

- B. Meetings of the Advisory Board shall take place monthly, with alternating times between morning, afternoon, and evening, unless otherwise called by the Chairman or Agency Director.
 - 1. Meetings shall take place at the Union Grill Restaurant, Wheeling Street, Washington, PA, unless otherwise called by the Chairman or Agency Director relative to date, time and/or location unless the board is meeting outside of normal business hours or the restaurant cannot accommodate

the board's meeting request. At that time, a mutually agreed upon location will be offered and voted on.

2. Special meetings may be called at the discretion of the Advisory Committee Chairman or Agency Director.
 3. Meeting schedule shall be posted within thirty (30) days following installation of officers.
- C. All meetings of the Advisory Committee shall abide by Roberts Rules of Order.
- D. The Advisory Committee Chairman in consultation with the Agency Director shall plan meetings jointly.
1. Any member of the Committee may request of the Chairman topics for discussion or other relevant agenda topics.
 2. Minutes of all Advisory Committee meetings shall be recorded and maintained on file.
- E. The Advisory Committee in order to conduct its functions and responsibilities as effectively as possible shall establish sub-committees.
1. Standing sub-committees shall include: By-laws, Nominating/Membership, Goals/Budget and Public Relations.
 2. Sub-Committee Chairperson shall submit report at each advisory committee meeting.

ARTICLE VII. Procedures

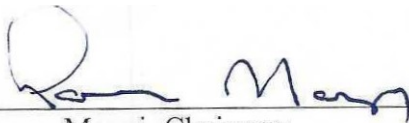
- A. Advisory Committee meetings shall be viewed as valid if a majority of the total membership is in attendance.
- B. Action of the Advisory Committee requires a vote by a majority of the members in attendance or available to vote.
 1. The Advisory Committee may conduct a vote via technological means when action is needed prior to the next scheduled meeting. Examples of this include texting, email, or a vote via zoom. The outcome of this vote will be captured in the next scheduled meeting minutes.

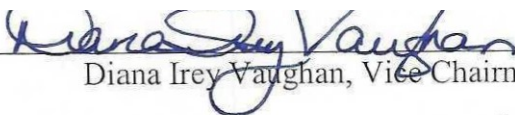
ARTICLE VIII. Amendment of By-Laws

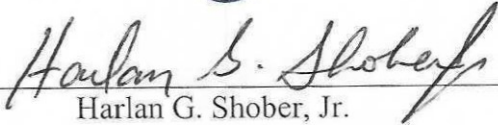
The Advisory Committee may propose amendments to these by-laws for approval by the County Commissioners.


Approved this 1st day of November, 2012

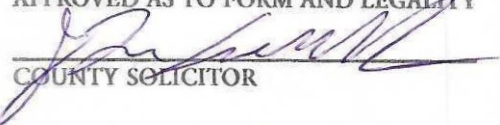
WASHINGTON COUNTY COMMISSIONERS

By: 
Larry Maggi, Chairman

By: 
Diana Irey Vaughan, Vice Chairman

By: 
Harlan G. Shober, Jr.


Chi Clerk, Washington County

APPROVED AS TO FORM AND LEGALITY

COUNTY SOLICITOR

per minute # 936
dated 11/1/12

ATTEST.