

## **BY-LAWS**

### **MORRIS COUNTY HUMAN SERVICES ADVISORY COUNCIL**

#### **ARTICLE I. NAME**

The name of this organization shall be the Morris County Human Services Advisory Council (hereinafter called the Council).

#### **SECTION A: PRINCIPAL OFFICE**

The principal office of the Council shall be in Morris County.

#### **SECTION B: PURPOSES**

The principal purposes of the Council are:

- to serve and strengthen the human service delivery system in Morris County
- identify service needs
- assist the Morris County Department of Human Services in making informed recommendations for the allocation of funding for human services

It shall function according to the Morris County Administrative Code and New Jersey Department of Human Services and the New Jersey Department of Children and Families guidelines as published in the New Jersey Register N.J.A.C. 10:2.

#### **SECTION C: RESPONSIBILITIES**

The responsibilities of the Council are:

- to identify and evaluate the extent of unmet human service needs within the County
- make recommendations regarding allocation of resources, on a priority basis, to meet these needs
- continually plan for and promote an effective and efficient human services delivery system within Morris County
- serve as a mechanism through which human services concerns can be addressed in a comprehensive manner
- support and encourage cooperation among service providers
- discuss issues, resolve problems and deliver services
- maintain a liaison with other related planning and/or advisory groups in the County

## ARTICLE II. MEMBERSHIP

Membership of the Council shall be appointed by the Morris County Board of Chosen Freeholders in accordance with criteria outlined in the guidelines set forth by the Commissioners of the New Jersey Department of Human Services and the Department of Children and Families. Vacancies that occur during the year may also be filled using the same procedure. Membership should reflect the County's demographic characteristics as specified in the New Jersey Department of Human Services and the New Jersey Department of Children and Families Guidelines as published in the New Jersey Register N.J.A.C. 10:2.

Voting members shall reflect the counties ethnic and racial populations as determined by the latest census data and service populations.

Two required and one recommended categories of membership have been established in accordance with the guidelines set forth by the New Jersey Department of Human Services and the New Jersey Department of Children and Families. The provisions of membership categories and accompanying terms of office are outlined below:

### SECTION A: CATEGORY I (REQUIRED)

#### 1. Criteria for Membership

Public and private provider representation shall be comprised of both public and private human services provider representatives. Provider representation shall include employees, board members, or volunteers of an entity which holds a contract with the Departments. Provider representative membership shall represent as many target populations and service areas encompassed by the Departments as possible and it shall not exceed 49 percent of the total membership. Representation shall include:

- a) The County Freeholder or County Executive, or a designee, as an ex-officio, (non-voting) member
- b) The county welfare agency (or its county equivalent) Director or designee (voting) member
- c) The New Jersey Departments of Human Services and Department of Children and Families representatives assigned to the county to oversee/monitor county HSAC contracted activities, as ex-officio, (non-voting) members
- d) Representatives from various Divisions of the New Jersey Departments of Human Service and Department of Children and Families, as ex-officio, (non-voting) members
- e) A representative from the Workforce Investment Boards (voting) member

#### 2. Term of Office

Term limits shall not apply to this category.

## SECTION B: CATEGORY II (REQUIRED)

### 1. Criteria for Membership

Category II shall consist of Consumer, consumer advocate and family member representation. They shall represent at least 25 percent of the total council membership. Consumer, consumer advocates and family members shall represent a cross-section of the local human services community and target populations, as defined in N.J.A.C. 10:2-1.2. A consumer member of a provider Board will be considered a "consumer" as long as that provider does not hold a seat on the CHSAC. No provider agency shall have more than one vote on a CHSAC.

### 2. Term of Office

A member may serve a maximum of **six consecutive** one-year terms at which time s/he must rotate off the Council for a minimum of one year. Consumer, Consumer Advocates and Family members may be exempted from term limits by County Choice.

## SECTION C: CATEGORY III (Recommended)

### 1. Criteria for Membership

Category III shall consist of representation from the following:

- a) voluntary sectors such as private planning councils, faith-based organizations and major donors or funders of local human services and major geographic subdivisions, (Voting) member
- b) boards and commissions which represent the needs of at-risk children and youth (such as the County Youth Services Commissions, the County Inter-Agency Coordinating Councils (CIACCs), Children's Behavioral Health Service System -Care Management Organization (CMO), County Commissions on Child Abuse and Missing Children or representatives of youth organizations (Voting) member
- c) county-level advisory boards and commissions
- d) Non-New Jersey Department of Human Services' service networks which may include local public housing agency, employment, aging, health (county and local health offices), substance abuse, education, community action and community development organizations, legal aid and vocational rehabilitation and may include; those who the county believes would provide a valuable contribution to human services planning (for example: labor unions, private businesses, and foundations) (Voting) Member

### 2. Term of Office

A member may serve a maximum of six consecutive one-year terms at which time s/he must rotate off the Council for a minimum of one year.

## SECTION D: ATTENDANCE

Attendance at meetings shall be monitored in accordance with the most recent revision of Morris County Attendance Policy No. 4:2.01 adopted February 25, 1987, by the Morris County Board of Chosen Freeholders and revised March 22, 1989.

## SECTION E: RESIGNATIONS

Members may resign by submitting a letter to the Chairperson.

# ARTICLE III. OFFICERS

## SECTION A: NUMBER AND ELECTION

The officers of the Council shall include a Chairperson and Vice Chairperson to be elected at the January meeting of the Council. All voting members are eligible for nomination and election to Council office. Election will be by a simple majority of members present.

## SECTION B: TERM OF OFFICE

The term of office for the Chairperson and Vice Chairperson shall be one (1) year. The officers shall be elected annually. No officer shall serve more than three (3) consecutive terms in the office to which s/he is elected.

## SECTION C: VACANCIES

If the position of Chairperson becomes vacant during the year, the Vice Chairperson will assume the position of Chairperson for the remainder of the term. If the position of Vice Chairperson becomes vacant during the year, the Nominating Committee will provide a candidate and an election will be held at the following monthly meeting to fill the position of Vice Chairperson for the duration of the original term.

## SECTION D: DUTIES/RESPONSIBILITIES OF CHAIRPERSON

- The Chairperson shall preside over all Morris County Department of Human Services Advisory Council meetings
- Call Special meetings, in conjunction with the Human Services Coordinator and/or upon notice to the membership specifying the purpose of the meeting
- In union with the Human Services Coordinator, be responsible for providing all meeting notices, agendas, schedules and special topics for all meetings

- Act as an official liaison between Council, the Humans Services Coordinator and Morris County Department of Human Services
- Serve as spokes person for the Morris County Human Services Advisory Council
- Delegate responsibilities and/or tasks to committees and/or members, as appropriate
- Serve as a delegate to the State Department of Human Services Advisory Council

**SECTION E: DUTIES/RESPONSIBILITIES OF VICE CHAIRPERSON**

The Vice-Chairperson shall fulfill all responsibilities of the Chairperson in his/her absence and shall carry out any duties directed by the Chairperson.

**ARTICLE IV. STANDING COMMITTEES**

The Council shall have four standing committees: Nominating, Planning, Program Review (Contract Monitoring) and By-Laws. Membership on the Standing Committee may include Council members and other community representatives. Subcommittee actions (i.e. funding recommendations) are subject to review and/or approval of full Council.

**SECTION A: NOMINATING COMMITTEE**

1. This Committee shall consist of at least three (3) members.
2. The Committee will present a slate of officers for the following year at the last scheduled meeting of the Council. Following this presentation, the report will be mailed to Council members. Independent nominations for office by three (3) or more voting council members shall be submitted in writing to the Nominating Committee Chairperson ten (10) business days prior to the January meeting.
3. The slate of officers, with any independent nominations and nominations from the floor; will be voted on at the January meeting.

**SECTION B: PLANNING COMMITTEE**

The role of the Planning Committee is:

- to assist the Department of Human Services in the development and implementation of a comprehensive human services plan
- identify service priorities
- guide recommendations for allocation of County, State and Federal funding

- act in an ongoing advisory capacity to the Human Services Coordinator and the Department of Human Services

## **SECTION C: PROGRAM REVIEW COMMITTEE**

The role of the Program Review Committee is:

- to review, in the context of priority service needs identified within the Morris County Comprehensive Human Services Plan and other needs-based plans, all funding applications that require formal Council action
- prepare from this review recommendation to the Council and ultimately the Board of Chosen Freeholders for the allocation of funding
- review and evaluate the fiscal and programmatic performance of all agencies receiving funding
- prepare reports for the Council regarding the performance of these agencies toward meeting their obligations

## **SECTION D: BY-LAWS**

The By-Laws Committee shall consist of at least three (3) voting members of the Council and shall review and/or revise the by-laws, as necessary.

## **ARTICLE V. AD HOC COMMITTEES**

The Council Chairperson, in conjunction with the Human Services Coordinator, may appoint ad hoc committees as deemed appropriate. Membership may include Council members and non-Council members. The Ad Hoc Committee will only convene for the duration of the committee's activity.

## **ARTICLE VI. COUNCIL MEETINGS**

### **SECTION A: REGULAR MEETINGS**

The Council shall hold no fewer than six (6) regularly scheduled meetings per year.

### **SECTION B: SPECIAL MEETINGS**

Special meetings may be called by the Council Chairperson upon notice to the membership specifying the purpose of the meeting.

## SECTION C: TIME AND PLACE

The date, time and place for the upcoming year's regularly scheduled Council meetings shall be presented at the January meeting each year.

## SECTION D: QUORUM

A quorum is defined as one third plus one ( $1/3 + 1$ ) of the voting membership. No official business may be conducted unless a quorum is present. Each voting member shall have no more than one vote.

## SECTION E: CONFLICT OF INTEREST

In order to avoid any real or perceived conflict of interest among Council members, conflict of interest shall be monitored in accordance with the most recent revision of the Morris County Conflict of Interest Policy No. 4:2.02 adopted April 8, 1987 by the Board of Chosen Freeholders and revised October 23, 2002.

## SECTION F: RULES OF ORDER

The current edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered in these by-laws or any special rules of order the Council may adopt.

## ARTICLE VII. AMENDMENTS TO THE BY-LAWS

These by-laws may be amended at any regular or special Council meeting provided that a written copy of the proposed amendment(s) has been distributed prior to the meeting when action will be taken. One third plus one ( $1/3 + 1$ ) of the voting membership must be in attendance to consider the adoption of proposed amendments. Amendments shall be adopted by a simple majority vote.