

**COUNTY
IN-HOME SUPPORTIVE SERVICES
ADVISORY COMMITTEE
BYLAWS**

**Article I
Name and Purpose**

Section 1: **Name:** The name of this organization shall be the Mariposa County In-Home Supportive Services Advisory Committee (hereinafter referred to as “Committee”). This Committee was established by the Board of Supervisors of Mariposa County, California, pursuant to Welfare and Institutions Code Section 12301. This Committee shall exercise the powers and authority and assume the responsibilities delegated to it.

Section 2: **Purposes:** The purposes and scope of the activities of this Committee shall be the following:

- (a) The Committee shall submit recommendations to the County Board of Supervisors on the preferred mode or modes of services to be utilized in the County for in-home supportive services.
- (b) The Committee shall provide on-going advice and recommendations regarding in-home supportive services to the County Board of Supervisors, any administrative body in the County that is related to the delivery and administration of in-home supportive services, and the governing body and administrative agency of the public authority, nonprofit consortium, contractor, and public employees.

**Article II
Membership**

Section 1: The Committee may be appointed as authorized by Section 12301.3 of the Welfare and Institutions Code.

Section 2: All members of this Committee shall serve a continuous term at the pleasure of the Board of Supervisors, pursuant to appointments made by the Board of Supervisors.

Section 3: Any member who misses three (3) meetings in a calendar year may become ineligible to continue serving on the Committee. The Chairperson of the Committee will inform the Board of Supervisors about the member’s ineligibility, and recommend a replacement. Any member may nullify one (1) absence per calendar year by his or her attendance at one (1) subcommittee meeting or other appointed service on behalf of the Committee.

Section 4: Any member wanting to resign from the Committee may notify the chairperson in writing thirty (30) calendar days prior to the effective date of the resignation, via electronic mail or they may resign in person at a scheduled Committee meeting.

Article III Meetings

- Section 1:** The Committee shall meet at the call of the Chairperson of the Committee, not less than four (4) times per year, to consider a specific agenda of issues. The Chairperson and Committee members will concur on agenda items and meeting dates, places, and times.
- Section 2:** Members of the Committee shall receive a written notice not less than five (5) calendar days before the date of a meeting. The notice shall contain a summary of the agenda and the place, date, and time of the meeting. Notice shall also be posted on the Board of Supervisors announcement board in order to inform the public of Committee proceedings. In exceptional circumstances, the Committee may give less than five (5) calendar days notice, but not less than seventy-two (72) hours, provided that the reasons for doing so are included in the meeting notice.
- Section 3:** Interested persons shall be permitted to appear before the Committee, without voting opportunities or permission. The agenda for each Committee meeting will include a section for public comment with a five (5) minute time limit for each person wanting to comment on the Committee's proceedings. No interested party is required to provide their name or affiliation to the Committee before, during, or after an appearance.
- Section 4:** A quorum constitutes fifty-one percent (51%) or greater of the appointed members of the Committee. In the absence of a quorum at any meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary. If the number of members present is one-third (1/3rd) or greater of the Committee, the agenda for the meeting will be followed and any recommendations of this full subcommittee shall be presented to the Committee at the next regularly scheduled meeting. If the number present is less than one-third (1/3rd), the members will postpone the Agenda to the next meeting.
- Section 5:** When canceling a meeting, the Chairperson must give notice to each Committee member by telephone if notice is within seventy-two (72) hours, and by mail if more than seventy-two (72) hours.
- Section 6:** The Chairperson shall designate ad hoc committees consisting solely of one or more members but less than a quorum of the Committee each for such specific purposes as the business of the Committee may, from time to time, require. The ad hoc committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board of Supervisors.
- Section 7:** Once a quorum has been established, the affirmative vote of a majority of all members present of the Committee shall be necessary to take action. Voting shall be by oral vote unless on any matter a member requests voting by written ballot.
- Section 8:** The Secretary for the Committee shall be appointed by the Human Services Department Director, and shall ensure that minutes of each Committee meeting are recorded and

maintained. Minutes of open meetings shall include: time, date, and place; a list of the persons who were present, including Committee members, staff of Mariposa County, and an estimated number of other members of the public present; a description of each matter discussed and the resolution, if any, made by the Committee; and copies of each report or other document received or approved by the Committee. Draft minutes will be distributed to the Committee members five (5) calendar days prior to the next meeting. The final Agenda shall be posted at the Mariposa County Government Center 72 hours in advance of the next meeting for public viewing. The Committee shall certify to the accuracy of all minutes of meetings.

Section 9: All meetings of the Committee shall be in compliance with Welfare and Institutions Code Sections 12301.3 and 12301.4.

Section 10: The Mariposa County Human Services Department will provide representatives who will:

- Coordinate with the committee to schedule meetings;
- Attend meetings, record and maintain minutes, arrange for the distribution of minutes and agenda to members of the Committee;
- At the direction of the Chairperson, prepare the agenda for regular meetings and distribute to each member, and publicly post, at least 72 hours prior to the meeting. Copies of the agenda shall be made available at each meeting for the public;
- Be responsible for an attendance list at each meeting;
- Maintain and make available the by-laws, roster and committee lists;
- Coordinate research projects;
- Prepare documentation;
- Assist in facilitation of recommendations; and
- Coordinate with the Committee to maintain all operating costs.

Section 11: The agenda for the next Committee meeting shall be set by the Committee at the end of each meeting.

Section 12: All matters included on the printed agenda must be submitted to the Secretary eight (8) calendar days preceding the meeting

Article IV Officers

Section 1: The members of the Committee shall elect from their own membership the following officers:

- (a) Chairperson
- (b) Vice-Chairperson

Section 2: The election of the Chairperson and Vice-Chairperson will be accomplished during a public Committee meeting.

- Section 3:** The terms of office for officers shall be based on one (1) calendar year beginning at the first regular Committee meeting of the year and continuing until their successors are elected.
- Section 4:** Any officer may be re-elected to the same office for succeeding one (1) year terms.
- Section 5:** A vacancy in any office may be filled by the Committee at any regular meeting.
- Section 6:** Duties of officers:
- (a) **Chairperson:** The Chairperson shall preside at all meetings of the Committee and conduct all meetings of the Committee in accordance with these by-laws. He or she shall forward action taken by the Committee to the Board of Supervisors for whatever action the Board deems appropriate. The Chairperson shall appoint subcommittees as appropriate and deemed necessary by the Committee, and notify the Board of such appointments.
 - (b) **Vice-Chairperson:** In the absence of the Chairperson or in the event of his or her inability to act, the Vice-Chairperson shall exercise all powers and duties of the Chairperson.
- Section 7:** In the absence of both the Chairperson and the Vice-Chairperson at any regularly scheduled meeting that a quorum is represented, the Committee members present shall elect one of their number to function during such meeting as the Interim Chairperson.

Article V Compensation

- Section 1:** All Committee members shall be paid a stipend for attending Committee meetings. The stipend shall be \$50.00 per member per meeting.
- Section 2:** All Committee members will be eligible for reasonable reimbursement of expenses for actual and necessary expenses authorized by the IHSS Advisory Committee Chairperson, including personnel or equipment that may be required to accommodate the special needs of committee members, such as:
- Mileage reimbursement
 - Transportation
 - Personal Attendant
 - Translation Services
 - Vision and/or hearing assistance devices
 - Conference call as needed

**Article VI
Amendments**

- Section 1:** These by-laws may be repealed, altered, or amended only by consent of a two-thirds (2/3^{rds}) vote of the duly appointed members of the Committee, then serving, at any regular meeting of the Committee. A copy of any proposed amendment change shall be filed with the Chairperson and shall be sent to each member of the Committee with the notice announcing the meeting at which the proposed amendment shall be considered.
- Section 2:** All by-law changes will be presented to the Board of Supervisors for approval.

**Article VII
Rules of Procedure**

- Section 1:** All meetings of the Committee shall be conducted in an informal manner unless otherwise specified in these by-laws.
- Section 2:** Agenda items are to be determined by priorities as set by the full Committee. All requests from the Board of Supervisors will be honored.

ADOPTED BY THE MARIPOSA COUNTY IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE 11-14-11.
ADOPTED BY THE MARIPOSA COUNTY IN-HOME SUPPORT SERVICES ADVISORY COMMITTEE 3-11-13.