

COUNTY OF SANTA BARBARA IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE BYLAWS

Article I: Organization

- SECTION 1. The name of this organization shall be the In-Home Supportive Services Advisory Committee (Committee), initiated by the County of Santa Barbara.
- SECTION 2. The Committee shall meet quarterly, or at the discretion of the Co-chair, or majority vote of the Committee.
- SECTION 3. Five members shall comprise a quorum for the conduct of all business of the Committee at any regular or special meeting. A vote of a majority of members in attendance at which a quorum is present shall be sufficient for the business of the Committee.
- SECTION 4. The Committee shall govern its affairs under these Bylaws.
- SECTION 5. Guidelines of the Committee conform to Program Regulations as required by funding.

Article II: Membership

- SECTION 1. Members of the Committee are appointed by the Board of Supervisors and selected in accordance with Assembly Bill 1682 and Welfare and Institutions Code, Section 12301.3., which states that not less than 50 percent of the membership of the Committee shall be individuals who are current or past users of personal assistance services paid for through public or private funds or as recipients of In-Home Supportive Services. The Board of Supervisors approved the following voting Committee membership: 11 members reflective of the geographic diversity of the County, including 6 current or past users of personal assistance services, 2 providers of service, one of whom may be a provider under the contract mode, 1 representative of private industry, the Executive Director of the Adult and Aging Network, and the Executive Director of the Area Agency on Aging, or his or her designee.

Members shall be appointed to three-year terms, and will continue to serve until replaced

SECTION 2. In the event of a vacancy on the Committee, the Committee shall request that the Committee Co-chairs open recruitment to fill the member vacancy and make a recommendation to the Board of Supervisors for approval of the new member.

SECTION 3. When members are appointed to the Committee, they shall be informed of their duties, attendance requirements, and all responsibilities of membership on the Committee. This will be prepared in written form and given to each member. Committee staff will provide staff support to the Committee.

SECTION 4: Committee members may receive a stipend for each regular Committee meeting they attend subject to the availability of funds. Transportation costs or mileage reimbursement at the current rate established by the County of Santa Barbara may be reimbursed to each member or paid directly to a licensed transportation provider.

Article III: Meetings

SECTION 1. All meetings shall be conducted in accordance with the Brown Act. Notice of all regular meetings, together with an agenda for the meeting, shall be given as required by law and shall be mailed at least five working days before the meeting to all members. The Chair or a Vice-Chair may call special meetings of the committee at any convenient place and time within the County of Santa Barbara. Notice of special meetings, together with the agenda for the meeting, shall be posted as required by the Brown Act and mailed no less than 72 hours before the meeting, followed by a phone or other message transmitted to all members.

SECTION 2. Members of the Committee shall be expected to attend all meetings unless he or she has a valid excuse. Members should notify the Committee staff of inability to attend a meeting.

The Committee shall meet in the County and may utilize teleconferencing to provide remote attendance for the meetings. An advance request for teleconferencing must be made to Committee staff with sufficient time to meet the notice requirements of the Brown Act.

SECTION 3. If any member of the Committee is absent from three (3) consecutive meetings without being excused, the Committee may recommend to the Board of Supervisors that the member's

appointment be terminated. The Committee Co-chairs shall mail written notice to the non-attending member of the recommended termination.

SECTION 4. Committee members, with assistance from staff, are responsible for creating a structured agenda for all meetings to ensure efficiency of valuable Committee members' time.

Article IV: Objective:

SECTION 1: To provide ongoing advice and recommendations regarding the In-Home Supportive Services program to the Board of Supervisors the administrating body in the County that is related to the delivery and administration of the In-Home Supportive Services, and the governing body and administrative agency of the Public Authority.

Article V: Officers and Duties

SECTION 1. The officers shall consist of Co-Chairs and a secretary. The Co-Chairs should be representative of the Committee's composition.

SECTION 2. Duties of the Officers:

- A. One of the Co-Chairs shall preside at all meetings of this Committee. He or she shall be an ex-officio member of all sub-committees.
- B. The Secretary takes the roll, certifies the presence of a quorum, and references Robert's Rules of Order as necessary. Committee staff will provide support for agendas and minutes and research assistance as requested by the Committee.

Article VI: Subcommittees

SECTION 1. The Committee may create standing and ad hoc subcommittees at the discretion of the Co-chairs or by a majority vote of the committee to address committee suggestions and ideas for the purpose of conserving Committee members' time. All subcommittee meetings shall be conducted in accordance with the Brown Act.

SECTION 2. Each ad-hoc subcommittee will terminate upon completion of its assigned tasks.

Article VII: Amendments

SECTION 1. At any regular meeting of the Committee, the Bylaws may be recommended for amendment by a majority vote of members present. The Bylaws approved by the Committee shall be presented to the Board of Supervisors for approval. Upon approval by the Board of Supervisors, the amended Bylaws will become effective.

Article VIII: Parliamentary Procedures

SECTION 1. The Bylaws shall govern actions of the Committee. Robert's Rules of Order shall govern actions not covered by these Bylaws.

SECTION 2. Voting in the Committee is on the basis of one vote per person and no proxy, telephone (unless part of a remote conference) or absentee voting is permitted.

Approved by Board of Supervisors:

Chair

Date