



**ATTACHMENT B**  
**HUMAN SERVICES COMMISSION**  
**OF SANTA BARBARA COUNTY**

**BYLAWS**

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Human Services Commission  
of  
Santa Barbara County

BYLAWS

ARTICLE I

Name

This Commission is known as the Human Services Commission of Santa Barbara County.

ARTICLE II

Jurisdiction

The entirety of Santa Barbara County is served by this Commission.

ARTICLE III

Authorization

A. History:

The Santa Barbara County Board of Supervisors ("the Board") established the Human Services Commission ("the Commission") in 1977 as a means of complying with federal statutes regarding the distribution of revenue sharing funds. These statutes mandate public hearings and greater citizen participation in the process of formulating and maintaining a delivery system for nonprofit agencies to render vital human services to persons eligible for such services in Santa Barbara County. ~~In As of 1984, Federal revenue sharing funds were no longer provided to local jurisdictions. In response, the Board created the Human Services Fund from the County General Fund and authorized the Commission to make recommendations to the Board regarding the allocation of this fund. In 1984,~~ the Board established a Children's Trust Fund (derived from a portion of Birth Certificate fees designated for child abuse prevention and intervention pursuant to state law). The Board designated the Commission as the body responsible for making recommendations to the Board for expenditures from the Children's Trust Fund. ~~As of 1984, federal revenue sharing funds were no longer provided to local jurisdictions. In response, the Board created the Human Services Fund from the County General Fund, and authorized the Commission to make recommendations to the Board regarding the allocation of this fund.~~ In 1987, the Board charged the Commission with the responsibility to make recommendations regarding the allocation of the state-funded Child Abuse Prevention, Intervention and Treatment Fund. In 1996, the County applied for and received federal Community Based Family Resource and Support funds (now known as Community Based Child Abuse Prevention funds); the Commission is responsible for making recommendations to the Human Services Commission Bylaws

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Board regarding the allocation of these funds. In 2009, the Board placed the oversight of all child abuse related funds with the Department of Social Services; however, the Commission remains a part of a larger committee that makes recommendations to the Board regarding the allocation of these funds. In 2010, the Commission was appointed by the Board to make recommendations for the allocation of federal CDBG-Public Services and Emergency Solutions Grants funds.

- B. ~~Administraion~~Administration: The Board has created the position of Human Services Program Administrator (“Administrator”) to provide staff assistance to the Commission.

#### ARTICLE IV

##### Purpose, Functions and Responsibilities

##### ~~A. — Part A —~~A. Commission Purpose:

##### ~~B. —~~

The purpose of the Commission is to advise the Board regarding the establishment, funding and maintenance of an efficient and effective human services delivery system by nonprofit agencies that benefits residents of Santa Barbara County eligible for such services.

##### ~~Part B —~~B. Commission Functions and Responsibilities:~~es~~

1. Required Functions and Responsibilities: The Commission shall:

a. convene public hearings to encourage broader citizen participation in the design and delivery of human services by nonprofit agencies;

~~1. — b.~~ establish priorities for funding nonprofit agencies to deliver human services for the benefit of Santa Barbara County residents eligible for such services;

~~2. — c.~~ make recommendations to the Board concerning the allocation of local tax funds and other grant funds to nonprofit agencies and public entities; and

~~3. — d.~~ evaluate recipient/funded programs and agencies to determine contract compliance and the degree to which efficient and effective services are being rendered. ~~and~~

~~4. — act as the funding and quality assurance consultants for the Child Abuse Prevention Council (“CAPC”) and, in that capacity, authorize disbursements from the Santa Barbara County Children’s Trust Fund to be expended by and to further the purposes of the CAPC.~~

2. Recommended Functions and Responsibilities: The Commission may:

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a. conduct human services needs assessments;

1. b. survey existing services to ascertain their efficiency and effectiveness in meeting identified needs;

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2. c. promote integration, coordination and cooperation among service providers as a means of meeting human needs; and

3. d. engage in any lawful activity which, in its discretion, will further the fulfillment of its purpose, functions and responsibilities.

## ARTICLE V

### Membership

~~A. —~~ A. Commission Structure and Terms: The Commission shall consist of a maximum of fifteen (15) members appointed by a majority vote of the Board of Supervisors. Each Supervisor shall recommend three (3) persons for appointment to the Commission. Commencing on the effective date of these Bylaws, newly appointed Commissioners' terms shall be three (3) years beginning on the date of appointment by the Board of Supervisors and expiring three years from that date. No Commissioner shall serve more than two (2) full, consecutive terms. Members' terms shall be three (3) years commencing on July 1<sup>st</sup> and expiring on June 30<sup>th</sup> of the third year. No member shall serve more than two (2) full, consecutive terms, plus any unexpired term to which appointed. If a Commissioner reaches the term limit, reappointment may occur after an absence of one year. Notwithstanding the above, Commissioners ~~Members~~ whose terms expire, and whose position has not been refilled by the Board, shall have the option to continue to serve until the Board makes a new appointment or reappointment to the Commission. By March 31<sup>st</sup> of each year, the Commission shall notify the Board regarding those members whose terms are due to expire on June 30<sup>th</sup> of that year.

Notwithstanding the terms of office, any member may be removed at any time by the affirmative vote of three (3) members of the Board. Upon recommendation of the Supervisor in whose district a vacancy occurs, the unexpired portion of the term of an appointment shall be filled by a vote of the Board.

~~B. —~~ B. Meeting Attendance and Absences: ~~Members~~ Commissioners are expected to attend all regularly scheduled Commission meetings, serve on at least one standing Committee, and participate in agency interviews and site visits. In the event a ~~member~~ Commissioner anticipates an absence from a regularly scheduled meeting due to a conflicting commitment, illness or other emergency, the Chair or Administrator shall be notified promptly. The Chair ~~shall~~ may confer with any

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~~member-Commissioners~~ who is absent from three regularly scheduled Commission meetings in one calendar year to discuss the ~~member's-Commissioner's~~ interest in and commitment to the Commission, and the Chair may solicit the ~~member's Commissioner's~~ resignation. Any ~~member-Commissioner~~ unable to serve shall submit a written letter of resignation to the appointing Supervisor and the Chair. ~~In the event a member is absent from a fourth meeting in a calendar year or is not fulfilling other responsibilities of membership, the Chair shall notify the appointing Supervisor and the Commission may request removal of the member. On or before June 30<sup>th</sup> of each year, an annual report of each member's attendance at Commission meetings, interviews, hearings and committee meetings shall be prepared by the Administrator and transmitted to the appointing Supervisor for review.~~

1. C. Compliance with California Conflict of Interest Laws: All members shall comply with the conflict of interests provisions set forth in Government Code Sections 1090 et seq. and in the Political Reform Act (Government Code Sections 81000 et seq.). If a member has a question regarding an actual or potential conflict of interest, the member is encouraged to seek advice from the Fair Political Practices Commission ("FPPC"). The FPPC can be reached by telephone at 1-866-275-3772 or by the internet at [www.fppc.ca.gov](http://www.fppc.ca.gov).
2. D. Statement of Economic Interests: All Commissioners shall file a Statement of Economic Interests (California Fair Political Practices Commission Form 700) upon assuming office, annually and upon leaving office. Commissioners are subject to Disclosure Categories 1, 2, 3, 4 and 5.
- ~~2,3.~~ E. Mileage Reimbursement: ~~Commissioners~~Members who submit proper documentation on forms provided by the Administrator shall be reimbursed for mileage costs incurred while on Commission business.

## ARTICLE VI

### Commission Meetings

- A. Regular Meetings: ~~Regular meetings of the~~The Commission are held on the first Thursday of each month at 9:30 a.m. at St. Mark's Episcopal Church, unless otherwise noticed. ~~The Chair may~~~~cancel~~any regular meeting if the Chair determines that is in not necessary.~~shall meet monthly or more or less often as deemed necessary by the Chair.~~
- ~~1. —~~B. Special Meetings: Special meetings of the Commission may be called by the Chair, ~~or upon written request of three (3) members, addressed to the Chair and mailed to the Commission office. Requests for~~All agendas for special meetings ~~must~~shall state clearly the purpose of the meeting, ~~and an agenda stating such purpose shall be posted according to law~~

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~~not less than seventy-two (72) hours in advance of the time of the meeting, and comply with applicable provisions of the Ralph M. Brown Act.~~

~~2.1.~~ C. Notice of Meetings: Public notice of each meeting shall state the date, time, location and the agenda for the meeting, and shall be posted according to law not less than seventy-two (72) hours in advance of the time of the meeting.

2. D. Quorum for Meetings: A quorum shall be required for the Commission to hold a meeting. A simple majority of the currently appointed membership of the Commission shall constitute a quorum; vacancies that may exist in the Commission at any given time shall not be counted in determining the number required to constitute a quorum.

3. E. Voting: A simple majority of the members present at any meeting ~~shall~~must vote affirmatively on an action item in order for said action item to pass.

## ARTICLE VII

### Officers, Terms and Duties of Officers, Election of Officers

A. Officers of the Commission: The officers of the Commission shall be a Chair, a First Vice-Chair, and a Second Vice-Chair. ~~No two officers shall be members representing the same supervisorial district.~~

1. B. Terms of Officers: Terms of officers shall be for one (1) year commencing July 1 of each year. A Commissioner may not serve more than two (2) full consecutive terms in any one elected office, provided, however, that a Commissioner may serve again in a previously held office after a one-year break from holding that office.

C. Duties of Officers: The duties of the officers shall include those usually pertaining to their respective offices, other duties as the Commission may designate and the following: all officers shall have a working knowledge of The Ralph M. Brown Act, Robert's Rules of Order (Revised) and these Bylaws. The Chair may attend all committee meetings as an ex-officio, non-voting member and shall not serve as chair of any committee other than the Executive Committee if an Executive Committee is created. The First Vice-Chair shall provide parliamentary assistance to the Chair and shall preside as Chair in the absence of the Chair. The Second Vice-Chair shall implement an orientation program for new members, and shall preside as Chair in the absence of the Chair and First Vice-Chair.

~~Election of Officers: No later than the regular May meeting, the Nominating Committee shall submit Human Services Commission Bylaws~~

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~~to the Commission at least one nomination for each of the following offices: Chair, First Vice Chair and Second Vice Chair. Additional nominations may be made from the floor at the May meeting. All proposed nominations require prior acceptance of the nominee. Nominations shall be closed at the May meeting.~~

D. Eligibility for Office. ~~Only members having~~Commissioners who have at least one year of their term of appointment remaining, ~~or who are eligible for reappointment, are shall be~~eligible for nomination ~~for and~~ election to an office; ~~except in addition, that~~ any member is eligible for nomination to fill a mid-term vacancy provided that the balance of the nominee's term of appointment is equal to or greater than the balance of the unexpired term of the office to be filled. ~~A member may not serve more than two (2) full consecutive terms in any one elected office.~~

E. List of Candidates: ~~No later than the regular May meeting, the Administrator shall submit to the Commission a list of every Commissioner who is eligible and who has offered to serve as one or more of the following officers: Chair, First Vice-Chair and Second Vice-Chair. Additional nominations may be made from the floor at the May meeting. Nominations will normally be closed at the May meeting.~~

F. Election of Officers. Election of officers shall take place at the regular June meeting of the Commission or at some other time as directed by the Chair. If no majority is reached after three (3) consecutive ~~ballots~~ votes are completed regarding any office, the nominee with the least votes shall be stricken from the slate and voting shall continue until one nominee receives a majority of the votes cast for that office.

G. Officer Vacancies. When the Commission is notified in writing that an office will become vacant or when a vacancy occurs without written notice, at the next regular meeting of the Commission following the actual occurrence of the vacancy, an eligible member shall be duly nominated and elected to fill the vacant office. The newly elected officer shall assume office immediately upon election and shall fill the balance of the unexpired term of that office. If a vacancy occurs in the office of the Chair, the First Vice Chair shall act as Chair from the time the vacancy occurs until the new Chair is elected.

## ARTICLE VIII

### Committees

A. Definition of Committees: Committees shall be termed either "Standing Committees" or "Special Purpose Committees."

A-B. Appointment and Approval of Committees: The Chair shall submit all

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appointments to committees to the Commission for approval no later than the first regular Commission meeting of each fiscal year. A majority vote of those present at a duly noticed meeting of the Commission is required for approval.

~~2. The first act of each committee shall be the election of a committee convenor by majority vote of the voting members of that Committee.~~

~~B.C.~~ Standing Committees:

~~Part A Standing Committees~~

1. Designation of Standing Committees: There shall be ~~four (4)~~three (3) standing committees of the Commission: Allocations, ~~Nominating~~, Communications/Public Relations and Contract Compliance.

2. Meetings of Standing Committees: Standing committees shall meet at least once annually, but may meet as often as the business of the committees may require. Standing committees are subject to the Ralph M. Brown Act.

3. Composition of Standing Committees: Each standing committee shall consist of one member from each supervisorial district.

~~3.4.~~ Approval of Commission for Actions of Standing Committees: All proposed actions of each standing committee shall be submitted to the full Commission for approval before said action is taken.

~~C.D.~~ Standing Committee Purposes:

1. Allocations Committee: The Allocations Committee's purpose is to make recommendations to the full Commission regarding funding priorities and grants. The Allocations Committee shall determine priorities according to Commission policy, review grant applications, conduct applicant interviews and site visits, and form recommendations regarding grant awards from the Human Services Fund, the Child Abuse Prevention, Intervention and Treatment Fund, the Children's Trust Fund, ~~and the Community-Based Resource and Support~~Child Abuse Prevention Fund, ~~CDBG~~Public Services and Emergency Solutions Grants funds. The Allocations Committee shall follow written procedures that are adopted by the Commission.

2. Contract Compliance Committee: The Contract Compliance Committee's purpose is to monitor grantee performance and to ensure compliance with grant contract obligations. The Contract Compliance Committee shall, with the Administrator's assistance, investigate ~~claims of possible~~  
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grantee non-compliance and shall make reports and recommendations regarding the related grant(s) to the full Commission. The Contract Compliance Committee shall follow written procedures that are adopted by the Commission.

~~3. Nominating Committee: The Nominating Committee's purpose is to: (1) invite applications for the officer positions for the next fiscal year; (2) review the applications for eligibility; (3) provide each Commissioner with copies of the applications; and (4) present the names of all eligible candidates to the full Commission no later than the May meeting. Only commissioners having at least one year of their terms of appointment remaining, or commissioners who have less than one year of their terms remaining but are eligible for and will accept reappointment for another three year term, shall be eligible for nomination for election to office. The Nominating Committee shall follow written procedures that are adopted by the Commission.~~

4.3. Communications/Public Relations: The Communications/Public Relations Committee's purpose is to communicate with the public about the activities of the Commission.

#### Part B—E. Special Purpose Committees

1. Establishment of Special Purpose Committees: Special purpose committees may be established from time-to-time by majority vote of the Commission, in order to accomplish a specific, non-recurring goal that the Commission may identify.
2. Application of Brown Act to Special Purpose Committees: Special purpose committees are not subject to the Ralph M. Brown Act, provided that they are comprised of less than a quorum of the full Commission and are comprised only of members of the Commission.
3. Membership of Special Purpose Committees: A special purpose committee shall have three (3) or more ~~members.~~Commissioners. Members of a special purpose committee may volunteer or may be appointed, subject to approval by the Commission. All supervisorial districts need not be represented on special purpose committees.
4. Meetings of Special Purpose Committees: A special purpose committee, once formed, must meet at least once, but may meet as often as the committee's business may require.
5. Reports of Special Purpose Committees to the Commission: For so long as a special purpose committee exists, a member of the committee shall report to the full Commission at each Commission meeting regarding the committee's activities.

6. Approval of Commission for Actions of Special Purpose Committees: All proposed actions of each special purpose committee (such as disseminating information, holding public

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forums or making endorsements) shall be submitted to the full Commission for approval before said action is taken.

~~Part C—F.~~ Committee Administration

1. Election of Convenor/Chair: The first act of each committee shall be the election of committee convenor or chair by majority vote of the voting Commissioners of that committee.

~~2.~~ Administrator Participation: The Administrator or a designated staff member shall participate in each meeting of all standing and special purpose committees; the Administrator or designated staff member ~~—~~shall serve in advisory/administrative capacities only and shall not be entitled to vote.

ARTICLE IX

Amendment/Repeal of Bylaws

A. Process for Amendment/Repeal of Bylaws: These Bylaws may be amended or repealed by a two-thirds (2/3) majority vote of those present at a regular or special meeting of the Commission. Proposed amendments must be provided in writing to every member of the Commission at least seven (7) days in advance of the meeting.

B. Effective Date: Amendments shall become effective upon approval of County Counsel and the Board.

ARTICLE X

General Provisions

A. Compliance with Laws: The Commission shall comply with all applicable county, state and federal laws and regulations.

B. Ralph M. Brown Act: The Commission is subject to the Ralph M. Brown Act.

~~C. —All points of order not otherwise covered in these Bylaws shall be decided by the current edition of Robert's Rules of Order.~~

~~D.C.~~ Proxy: No member may vote by proxy.

| ADOPTED THIS 2<sup>nd</sup> DAY OF ~~NOVEMBER, 2006~~ FEBRUARY, 2012

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
FIRST VICE-CHAIR

\_\_\_\_\_  
SECOND VICE-CHAIR

| Approved as to form:

| DENNIS A. MARSHALL  
COUNTY COUNSEL

| By \_\_\_\_\_  
DEPUTY COUNTY COUNSEL

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