

ADAMS COUNTY  
COMMUNITY SERVICES BLOCK GRANT ADVISORY COUNCIL

**BYLAWS**  
**Revised TBD**

**1.00    ARTICLE I – NAME AND PURPOSE**

**1.01    Name of the Advisory Council**

The name of the Council shall be the Adams County Community Services Block Grant (CSBG) Advisory Council (CSBGAC).

**1.02    Purpose of the Advisory Council**

The primary purpose of the CSBGAC is to advise the Adams County Board of County Commissioners (BOCC) concerning the administration of the Community Services Block Grant program, pursuant to the Community Services Block Grant Act, Pub. Law 105-285, § 676B, 42 U.S.C. 9910, as amended. In addition, the CSBGAC may:

- (a) Make funding recommendations concerning Community Services Block Grants to the Human Services (HS) Department, and the Board of County Commissioners (BOCC);
- (b) Encourage citizen participation in all phases of the grant's process;
- (c) Assist in obtaining and communicating information and feedback from targeted populations concerning the effectiveness of services and programs provided by the CSBG Program;
- (d) Review applications and make funding recommendations for the CSBG Program to the Adams County Board of County Commissioners;
- (e) Assist in identifying additional funding resources for use by the CSBG Program and/or its implementing partners;
- (f) At the request of HS, assist in providing feedback in the development of results-oriented strategies.

**1.03    Purpose of the Bylaws**

The purpose of these Bylaws shall be to establish the organizational rules and responsibilities of the Adams County Community Services Block Grant Advisory Council (CSBGAC) and its relationship with the Human Services Department, and the Adams County Board of County Commissioners.

## **2.00     ARTICLE II – APPOINTMENTS, ELECTIONS, AND TERM OF OFFICE**

### **2.01     Tripartite Board Composition Requirements**

The CSBGAC shall consist of a tripartite structure pursuant to the Community Services Block Grant Act, § 676B(b), 42 U.S.C. § 9910. All members of the CSBGAC shall reside in Adams County or work for an agency that provides services in Adams County. In addition, CSBGAC members will be appointed by the BOCC in accordance with democratic selection procedures to assure:

- (a)     One-third (1/3) shall be comprised of elected public officials or their representatives;
- (b)     Not fewer than one-third (1/3) shall be representatives of low-income individuals and families in the communities served;
- (c)     The remainder shall be private sector representatives from business, industry, labor, and other groups of interests in the community.

### **2.02     Appointments**

The BOCC shall appoint the members of the CSBGAC. Such appointments may be based on recommendations made by the Human Services Department Director, HS Program Manager, and/or any other sources the BOCC deems appropriate.

### **2.03     Number of Advisory Council Members**

The BOCC has determined that the number of members shall be comprised of at least five (5) members and not more than nine (9) members.

### **2.05     Election of Officers**

The CSBGAC shall elect officers yearly during the annual meeting in first quarter of the calendar year. Nominations from the floor will be accepted.

### **2.06     Term of Office**

The term of office for CSBGAC members shall be three (3) years. At the end of the first term of appointment, members may be reappointed to serve for one (1) additional three (3)-year term at the sole discretion of the BOCC. If a member leaves the position, Adams County CSBG staff will work with BOCC office to recruit and elect a new representative in accordance with the TriPartite Board Composition Requirements in Section 2.01.

## **2.07 Sub Committees**

Should the CSBGAC determine the need for special sub-committees, the Chairperson shall appoint all sub-committees and designate the chairperson(s) thereof.

## **2.08 Compensation**

CSBGAC members shall serve without compensation, but shall be reimbursed for any necessary, actual, and documented expenses incurred in the performance of their duties. Reimbursements to members for such expenses shall be made in accordance with any applicable Federal, State and/or County laws, regulations, rules and/or procedures and shall be overseen by the HS Program Manager. All reimbursable expenses shall be invoiced to the County no later than ninety (90) days after being incurred.

## **2.09 Removal from the Advisory Council**

CSBGAC members may be removed by the BOCC at any time for good cause, which shall include but not be limited to neglect of duty or misconduct in office. CSBGAC members may also be removed by the BOCC at any time if the BOCC determines that such action is in the best interest of the County.

## **3.00 ARTICLE III – ADVISORY COUNCIL OFFICERS AND MEMBERS - DUTIES AND RESPONSIBILITIES**

### **3.01 Officers**

Chairperson: It shall be the responsibility of the Chairperson to preside over all meetings, to appoint all standing and temporary committees, and to coordinate with Human Services staff on agendas for all regular and study meetings of the CSBGAC.

Vice-Chairperson: In the case of absence or disability of the Chairperson, the Vice-Chairperson shall perform the functions of the office of the Chairperson.

Secretary: The Secretary shall be a non-member recording secretary provided by the Human Services Department to record the minutes and proceedings of all meetings. The Secretary is not considered an officer of the Advisory Council, but rather a staff member serving at the pleasure of the HS Program Manager.

### **3.02 Voting**

Each member of the CSBGAC has one vote on all matters pertaining to the Council's business, unless the member has a conflict of interest regarding the matter. No proxy votes shall be allowed. Motions shall be determined by majority vote of all members present except as described in 3.02.1. See 3.04 for Manners of Voting.

**3.02.1** All motions which propose that the CSBGAC recommend any amendments to the bylaws to the BOCC shall require approval of seventy-five percent (75%) of the currently appointed members

of the CSBGAC. Subsequent to any such motion passed, enactment of change is the authority of the BOCC.

### **3.03 Quorum**

A quorum of the Advisory Council shall be fifty-one percent (51%) of the members eligible to vote. No official business of the Advisory Council can be conducted without a quorum being called.

### **3.04 Manner of Voting**

Voting in person is the primary method. However, voting can be by roll call, voice vote, written ballot, e-mail, telephone call, text message or other manner as deemed appropriate by the CSBGAC and in designated circumstances. Under no circumstances shall any business of the CSBGAC be conducted by secret ballot.

### **3.05 Attendance Policy**

Members are required to attend seventy-five percent (75%) of the regular meetings per year. If a member misses over 75%, it may be considered neglect of duty and the member may be removed from the Advisory Council at the discretion of the Council (See 2.09 Removal from the Advisory Council).

## **4.00 ARTICLE IV – MEETINGS**

### **4.01 Annual Meeting**

The Advisory Council shall meet annually in March, at which time officers shall be elected.

### **4.02 Regular and Study Meetings**

In addition to the annual March election meeting, the CSBGAC shall meet on a regular basis at a time and location established by the CSBGAC, unless canceled by the Council at the previous meeting or by the Chairperson by verbal or written notice to the members at least one (1) day prior to the scheduled meeting.

### **4.03 Special Meetings**

Special meetings may be called by the Chairperson, by a majority of the membership of the CSBGAC, or by the Board of County Commissioners. Notice of such meeting shall be made at least three (3) days prior to the meeting or in the case of an emergency by telephone at least twenty-four (24) hours prior to the meeting.

### **4.04 Executive Session**

The Advisory Council may, by majority vote of the members present, go into executive session to consider and discuss any matters as may be provided by law. No formal action on any matter may be taken while in executive session.

#### **4.05 Notices**

Meeting notices, including agendas of regular and special meetings, shall be sent to all current CSBGAC members at least three (3) days prior to the scheduled meeting date. Meeting notices shall also be posted on the Adams County website. Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.

#### **5.00 ARTICLE V - OPEN MEETINGS LAW AND OPEN RECORDS ACT**

All business conducted and official actions taken by the CSBGAC shall be in accordance with the Colorado Open Meetings Law, § 24-6-401, *et seq.*, C.R.S., as amended, the Colorado Open Records Act, § 24-72-201, *et seq.*, C.R.S., as amended, and any other applicable federal or state laws, rules, or regulations.

All Advisory Council meetings shall be open to the public, except as otherwise provided by law.

#### **6.00 ARTICLE VI - PARLIAMENTARY AUTHORITY**

##### **6.01 Primary Authority**

The primary authority of procedure and parliamentary law shall be the bylaws.

##### **6.02 Secondary Authority**

The secondary authority of procedure and parliamentary law shall be the informal rules of procedure decided on from time to time by the Advisory Council.

#### **7.00 ARTICLE VII - POLICIES**

##### **7.01 Conflict of Interest Policy**

Adams County Community Services Block Grant Advisory Council (CSBGGAC) members, officers, volunteers, and key employees must act at all times in the best interests of Adams County Human Services. Council members, officers, volunteers, and key employees shall disclose all potential and actual conflicts of interest to the Adams County staff and, as required, remove themselves from all discussion and voting on any related matter.

##### **7.02 Every member is expected to follow the Conflict of Interest Policy and will confirm by signing annually.**

IN WITNESS THEREOF, the parties hereto have caused their names to be affixed hereto.

ADAMS COUNTY COMMUNITY SERVICES BLOCK GRANT PROGRAM

\_\_\_\_\_  
Chris Kline  
Director of Human Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of County Commissioners  
Adams County, Colorado

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Adams County Attorney

\_\_\_\_\_  
Date