



WASHINGTON COUNTY COMMUNITY ORGANIZATION FUNDING COMMITTEE

BYLAWS

(in accordance with Policy PR-22, Boards and Commissions)

Article I

Name and Principal Office

The name of the Committee is the Washington County Community Organization Funding Committee (the Committee). The principal office of the Committee is located at the Washington County Administration Building, 100 West Washington Street, Suite 2200, Hagerstown, Maryland.

Article II

Mission Statement

The Committee shall have the responsibility to render a fair and ethical review of all Community Organization Funding grant applications submitted by eligible non-profit organizations.

Article III

Priorities

The Committee shall:

- A. Be responsible for the review and evaluation of annual general fund requests submitted by community based, non-profits;
- B. Approve, revise, and/or amend policies and procedures as needed to conduct the review and evaluation of applications received;
- C. Make allocation recommendations to the Board of County Commissioners (Commissioners) consistent with annually established County priorities; and,
- D. Make annual allocation recommendations to the Commissioners no later than March 1st of each year.

Article IV

Membership

- A. **Composition.** The Committee shall be comprised of one (1) ex-officio, non-voting chair, representing the Office of Grant Management and five (5) voting members appointed by the Commissioners (with each Commissioner having one (1) representative. A voting member shall abstain from any voting process in which that member serves on the board of directors or holds a leadership position in the organization currently under review for or requesting funding allocations (an abstention log shall be recorded and maintained by the Office of Grant Management). Committee members, as representatives for the community, agree to act in the community's best interest. Improper use for personal gain of any confidential information acquired through a member's position on the Committee may be grounds for removal from the Committee by the Commissioners.
- B. **Terms.** Terms of the individual voting members shall be four (4) year, not to exceed two (2) consecutive terms (to coincide with the Board of County Commissioner terms). A partial term shall not be applied to the term limits.

C. Termination of Membership and Vacancies

1. Membership on the Committee may be terminated by voluntary withdrawal or removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention;
2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:
 - a. inadequate attendance including excused and unexcused absences;
 - b. breach of confidentiality; or,
 - c. action/behavior that is inappropriate or inconsistent with County policy.
3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served; and,
4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

**Article V
Officers**

A. **Elective Officers.** Members of the Committee shall elect from their members a vice-chair during the first meeting of the Committee and thereafter annually; the candidate with the majority of votes cast shall be elected. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The vice-chair shall take office immediately upon election and shall serve for a term of one (1) year. The vice-chair is eligible for re-election for one additional one (1) year term. At the end of the second year served, the vice-chair must take a minimum of one year off from holding office on the Committee. Vacancies in this office must be filled for the balance of the term of such office by the Committee at a special meeting.

C. **Chair.** The Chair shall:

1. Be the Director of the Office of Grant Management or the Director's designee;
2. Preside as the chief officer of the Committee and be present at all meetings of the Committee;
3. Serve as a non-voting, ex-officio member of the Committee;
4. Serve as an ex-officio member of all sub-committees;
5. Communicate to the Committee such matters and make such suggestions in the chair's opinion which will promote the welfare and increase the effectiveness of the Committee and shall perform such other duties as are necessary to the office;
6. Ensure that an abstention log is made of any such abstention exercised pursuant to Article IV, A. of these by-laws.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence. The vice-chair shall be a member ex-officio of all sub-committees.

E. **Officer Removal, Resignation, and Vacancies**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality; or,
- c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy.

2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served; and,

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI

Meetings

A. **Meetings.** Meetings shall be held at such times scheduled by the Committee, for the purpose of receiving requests and the transaction of other business. Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws. Each member of the Committee shall be notified at least one (1) week before any changes in time or date of meetings.

B. **Quorum.** A majority consisting of three (3) members of the Committee, when present at any meeting, shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

C. **Special Meetings.** Special meetings of the Committee may be called at any time by the Chair, or upon the written request of two (2) members of the Committee or at the request of the Commissioners. A minimum of at least one (1) week notice of any special meeting must be given to the members of the Committee and the notice must state the objectives of the meeting.

Article VII

Amendments to Bylaws

These bylaws may be amended, repealed, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Committee, such proposal must be submitted in writing and approved at a meeting of the Committee. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Committee.

Adopted this 27th day of August, 2019


APPROVED BY:

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND



Krista L. Hart, County Clerk



Jeffrey A. Cline, President

Approved for legal sufficiency:



Kirk C. Downey, County Attorney