

BYLAWS

ARTICLE I – NAME

The name of this organization is the Washington County Board of Social Services (hereinafter referred to as the Local Board).

ARTICLE II – PURPOSE AND DUTIES

Section 1

As mandated by the Annotated Code of Maryland, Human Services §§ 3-501 – 3-503 (2007)¹ the Local Board is to participate as consultant in the selection and removal of the Director of the Washington County Department of Social Services. The appointment of the Local Director is made with the concurrence of the Secretary of Human Services and the Washington County Commissioners, or a County Commissioner designee.

Section 2

As mandated by Article 88A, Annotated Code of Maryland, Sec. 14A, the Local Board has the following duties and functions (specifically, by way of example and not in limitation):

- (1)** To advise the Local Director and the Secretary of the State Department of Human Services as to the local application of State policies and procedures.
- (2)** To be well informed on Local Departmental activities.
- (3)** To communicate to the residents of Washington County, broad and comprehensive information as the objectives, policies, programs and problems of local social services and public assistance administrations.

¹ Replaces “Article 88A, Annotated Code of Maryland, Sec. 13 (b) (2) and (3) (ii)” 2007

- (4)** To review the periodic evaluation of the Local Department which has been prepared by the State Administration, and to consult with the Local Director as to the proper implementation of these recommendations, and of such other recommendations as may result from evaluations made by the Local Board of the operation of its Local Department.
- (5)** To review the annual report of the Local Director as to the activities of the Local Department, together with any changes in policies or procedures recommended by the Local Board, and to transmit it to the Department of Human Services and to the Washington County Commissioners.
- (6)** To review and make suitable recommendations in connection with the annual estimate of funds needed for social services and public assistance purposes in Washington County.
- (7)** To consult with the Local Director with respect to any new service that might be instituted by said Director or by the Local Board to meet an unmet need in the County, and to approve or disapprove the Local Director's evaluation of the readiness of the Local Department to take on the new service and the propriety of it within the State plan, and to present to the State Administration suggested new services that it approves, whether these originate from the Local Director or from the Local Board, together with the recommendations of both the Local Director and the Local Board.
- (8)** To take active steps to secure the appropriation of local funds by the Washington County Commissioners to meet needs not financed by or available through any other federal, State or local plan, project or program, and which are not in conflict with the State plan.

- (9) To meet with the Secretary of Human Services periodically, as may be requested by the Secretary of the Department of Human Services or at the request of the Local Board.
- (10) To establish and maintain effective liaison with the respective local governing authority;
- (11) To serve as an advocate, in conjunction with the State Department of Human Services, for social services programs on the local, State, and federal level;
- (12) To work to identify private, State, and federal grant sources for social services programs;
- (13) To develop and implement, in conjunction with the State Department of Human Services, an educational public relations program for the public and elected officials on the local, State, and federal level; and
- (14) To evaluate, in conjunction with the State Department of Human Services and the Washington County Commissioners, the Director of the Local Department of Social Services and to make recommendations, based on the evaluation, with regard to the Local Director to the Secretary of Human Services.

ARTICLE III – LOCAL BOARD MEMBERSHIP

Section 1 – Composition, salaries and expenses

The Local Board shall be composed of ²ten members. ³For 2010 the Board membership will revert to the nine members (eight appointed and one ex-officio Commissioner) as stated in the Bylaws. The members shall receive no

² Amended 03/23/2009

³ Amended 05/18/2009

salary for their services, but their reasonable expenses incurred in attending or performing other office duties shall be reimbursed by the Department.

Section 2 – Ex officio member

One member of the Local Board shall be a member of the County Commissioners and shall serve as an ex officio member of the Board.

Section 3 – Appointment and terms of members and vacancies

The other members of the Local Board shall be appointed by the Washington County Commissioners. The County Commissioners shall seek out and appoint persons with a high degree of interest, capacity and objectivity, and who in the aggregate give a county wide representative character to the Local Board.

Members of the Local Board shall be appointed for three-year terms, to expire on June 30 of the respective year of expiration, or until their successors are appointed. Upon the expiration of two consecutive full terms the appointee shall be ineligible for one year thereafter, for reappointment.

A vacancy occurring for any reason during a term shall be filled by appointment for the remainder of the unexpired term. New members filling an unexpired term shall be eligible for two full three-year terms without interruption.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1 – Officers

The following officers of the Local Board shall be elected by the membership of the Local Board; (1) Chair; (2) Vice Chair; and (3) Secretary.

Section 2 – Elections

Elections for officers shall be held annually at the May meeting of the Local Board each year. The term of each office shall be one year, commencing immediately on the first day of the month following election.

Section 3 – Nominations

At or prior to the May meeting of the Local Board, an appointed Nominating Committee shall present at least one nomination for each Local Board office. Additional nominations may be made from the floor at the May meeting.

Section 4 – Vote required to Elect

A majority of the Local Board members is required for election to any office. Voting shall be by secret ballot, unless the position is uncontested whereby election may be by acclamation.

Section 5 – Vacancies

If an office becomes vacant for any reason, it shall be filled by an election at the next regular Local Board meeting having a majority of members present.

Any officer may be removed from office for a just cause by a majority vote of the members of the Local Board.

Section 6 – Duties and Powers

- (a) The Chair, in addition to the well recognized and inherent duties and powers of the office,
- (1) signs all acts or orders necessary to carry out the will of the Local Board;
 - (2) has the authority to request the performance of routine administrative functions by a member or members of the staff;
 - (3) presides over all meetings of the Local Board except when not in attendance or while addressing remarks to an issue before the Local Board on matters outside the authority of the presiding officer;
 - (4) is eligible to vote on all issues;
 - (5) appoints the chair, vice chair, and members of all standing and special committees with the consent of the Local Board, and appoints substitutes to serve on standing and special committees when committee members are temporarily unable to serve.
- (b) The Vice Chair, in the absence of the Chair, shall be the Acting Chair and shall perform all the duties and exercise all the powers of the Chair, including those resulting from action of the Local Board.
- (c) The Secretary is responsible for the recording of the Local Board minutes at all regular meetings. Duties shall also include preparation and distribution of official Local Board correspondence and the Secretary will verify the maintenance of Local Board minutes by the Department.

ARTICLE V – COMMITTEES

Section 1 – Standing Committees

The Local Board may establish as many standing committees as may be required to perform its functions. Creation of a standing committee shall require an affirmative vote by majority of those members present at a regularly scheduled Local Board meeting. With the consent of the Local Board, the Chair shall appoint the chairs of the standing committees. Committee chairs must be appointed from among the members of the Local Board. Standing Committees shall consist of no fewer than two (2) Local Board members and may include non-board members.

Section 2 – Special Committees

The Chair may from time to time, with the consent of the Local Board, recommend the establishment of special committees, including the ad hoc committees to study subjects of particular concern to the Local Board and to report their findings and recommendations to the Board. No ad hoc or special committee responsible to the Local Board shall be organized without the expressed consent of the Local Board. Special Committees shall consist of no fewer than two (2) Local Board members and may include non-Board members.

ARTICLE VI – MEETINGS OF THE LOCAL BOARD

Section 1 – Time and Place

Regular meetings of the Local Board shall be held each month at the Social Services headquarters in Hagerstown, or at a time and place as

determined by majority vote of the Local Board. Meetings of standing committees and special committees will be scheduled and convened at the discretion of the appropriate committee chair.

Section 2 – Quorum

Fifty percent of the current membership of the Local Board shall be required to constitute a quorum.

Section 3 – Votes

In making any recommendations, adopting any plan, or approving any proposal or position, action shall be taken by a majority vote of all members present. All votes of the Local Board shall be made a matter of public record and shall be reflected in the minutes.

Section 4 – Minutes

Minutes of all regular or special sessions of the Local Board shall be kept and maintained in the Local Department as a permanent record of Local Board activity.

Section 5 – Freedom of Information

The exercise of the powers of the Local Board shall be in compliance with all relevant provisions of the Maryland Freedom of Information Act and The Sunshine Law. All Local Board meetings shall be open to the public.

Section 6 – Attendance at Meetings

Policies of the Local Board regarding attendance by members at regularly scheduled Local Board meetings shall be in compliance with relevant provision of the Maryland Law. Any member of the Local Board who shall fail to attend at least⁴ fifty percent (50%) of its meetings during any period of twelve (12) consecutive months may be considered to have resigned. The Chair shall, at his or her discretion, declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided for in the foregoing Article III, Section 3.

ARTICLE VII – AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the members of the Local Board at a regularly scheduled meeting and shall not be subject to a vote until the next regularly scheduled Local Board meeting. Approval by a majority of the members of the Local Board shall be required to adopt any proposed amendment to the Bylaws.

ARTICLE VIII – STAFF

The Local Board shall have the benefit of the services of the professional and support staff of the Washington County Department of Social Services.

⁴ Amended 11/22/2004

ARTICLE IX – PARLIAMENTARY PROECUDRE

In all matters of parliamentary procedure not specifically covered by these Bylaws, the Robert's Rules of Order (the most recent edition), shall apply.

ARTICLE X – SEVERABILITY

In the event any provision or provisions of these Bylaws shall be determined to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other provision hereof which can be given effect.

ARTICLE XI – EFFECTIVE DATE

These Bylaws become effective when adopted.