

YORK COUNTY HUMAN SERVICES COMMISSION BYLAWS

ARTICLE I - ORGANIZATION NAME

- 1) The name of the organization shall be the York County Human Services Commission (Commission) and shall operate under the auspices of the York County Human Services Department

ARTICLE II - PURPOSE

- 1) The purpose of the Commission is to assist the Human Services Division in the development of a coordinated, family focused human services delivery system to serve the citizens of York County. The commission will identify specific outcomes and measurements to ensure that all county staff have the training and tools necessary to provide quality services.

ARTICLE III - MEETING LOCATION

- 1) The meeting location shall be the United Way Building, 800 East King Street, York, Pennsylvania unless otherwise notified.

ARTICLE IV - DIRECTORS

- 1) The business and affairs of this Commission shall be managed by the Commission members. Members will be appointed by the York County Board of Commissioners.
- 2) Regular meetings of the Commission shall occur monthly the third (3rd) Tuesday of every month.
- 3) Work group meetings may be called at various times and locations as deemed appropriate by the chairperson as assigned.
- 4) A quorum for the transaction of business shall consist of one-third (1/3) of the Commission members. Commission votes may be done electronically in emergency situations.
- 5) Except where inconsistent with these bylaws, organizational proceedings shall be governed by the latest edition of Robert's Rules of Order.
- 6) All Commission members shall serve without compensation.

ARTICLE V - OFFICERS

- 1) The Commission shall include co-chairs who shall preside at all meetings of the Commission. The co-chairs shall have management duties for the Commission and shall be ex-officio members of all work groups.
- 2) The Secretary of the Commission shall come from the Human Services Department and be expected to attend all meetings. Transcripts of all meetings will be recorded and typed into minutes to be distributed to all members for review.
- 3) Staff from the Human Services Department will serve as staff for the individual work groups.

ARTICLE VI - WORK GROUPS

- 1) A leadership team will be established and consist of the co-chairs and selected members of the Commission.
- 2) The nominating committee shall consist of three (3) Commission members and be appointed by the co-chairs of the Commission to present a slate of nominees as deemed necessary.

ARTICLE VII - RECORDS

- 1) The Human Services Department will keep a record of the proceedings, the original or copy of its bylaws, including all amendments thereto to date, and an original or a duplicate register, giving the names of the Commission members and their respective addresses.

ARTICLE VIII - ANNUAL REPORT

- 1) York County Human Services Commission shall present an annual report of their activities to the York County Board of Commissioners.

ARTICLE IX - AMENDMENTS

- 1) By a two-thirds (2/3) vote of the Commission Members, the Commission may alter, amend, suspend, or repeal these bylaws at any regular or special meeting called for that purpose.

Additional information about specific responsibilities is available in the Authorizing Resolution.