



# Bylaws

## Article I Name and Mission

**Section 1.1. Name of Organization.** The name of this organization shall be the Ottawa County Human Services Coordinating Council.

**Section 1.2 The Mission of the Council.** The Mission of the Ottawa County Human Services Coordinating Council is to enhance the quality of life for all Ottawa County residents through a coordinated and prioritized strategic response to county and regional human services needs. The Council has been organized under the authority of the Ottawa County Board of Commissioners to fulfill the requirement of the State of Michigan that local entities organize into coordinating agencies to deliver human services on a coordinated basis to the citizens of the State of Michigan.

**Section 1.2a The Vision of the Council:** Make a measurably positive impact on the health and safety of our children, their families, and our seniors through unprecedented collaboration and integration of dollars and services available through our public, private and business entities

**Section 1.3 Duties of the Council.** The duties of the Council shall include:

- (a) To develop, implement and maintain a county-wide strategic plan that engages the public, agencies and local governments in systematically assessing and prioritizing human service needs short and long term; identifying desired outcomes; and establishing strategic goals and objectives.
- (b) To develop consistent evaluation, reporting and monitoring criteria/measures for all grants to ensure accountability.
- (c) To provide critical evaluation of existing and new projects/proposals/programming, to endorse those that fit the County's overall priorities, and to provide ongoing advice and coordination of efforts for public and private funding agencies.
- (d) To promote and support system evaluation and re-structuring as needed (including that of the Council) in order to enhance effectiveness and reduce the costs of providing human services.
- (e) To communicate information externally (community) and internally (agencies) through news releases and an annual report card that helps stakeholders (givers and receivers) understand and consider County human service challenges and achievements.
- (f) To identify, solicit and coordinate new and existing sources of funding.
- (g) To serve as the point of collaboration for large community grants that may serve multiple stakeholders.

To act in the capacity of the Community Collaborative (formerly known as the Multi-Purpose Collaborative Body, or MPCB) with respect to recommendations and approvals for funding and activities.

- (h) To serve as liaison between the Ottawa County Human Services Coordinating Council and the Community Collaboratives of Kent, Muskegon, and Allegan counties.
- (i) To communicate to the State human services directors recommendations for policy changes that could improve the way services are funded and delivered in the State of Michigan.
- (j) To coordinate community efforts to address State priorities.
- (k) To identify barriers to progress that State agencies create.

**Section 1.4 Delegation of Duties.** The Council may adopt policies and procedures to delegate any duties to the Executive Committee or the Chair of the Council as it deems appropriate.

## ARTICLE II

### MEMBERSHIP

**Section 2.1 Membership of the Council.** All members of the Ottawa County Human Services Coordinating Council shall be appointed by the Ottawa County Board of Commissioners. The standing membership of the Council shall meet the requirements of the Community Collaborative designation and Strong Families Safe Children Funding, and shall include:

- (a) The Director of the Ottawa County Department of Human Services;
- (b) The Executive Director of the Ottawa County Community Mental Health Agency;
- (c) The Health Officer/Director of the Ottawa County Health Department;
- (d) The Director of Ottawa County Michigan Works/Community Action Agency;
- (e) The Superintendent of the Ottawa Area Intermediate School District, or his/her designee;
- (f) The Ottawa County Prosecutor, or his/her designee;
- (g) A Judge of the 20th Judicial Circuit Court, Family Division, Juvenile Services, or his/her designee;
- (h) One representative from consumers or the families of consumers of human services within Ottawa County;
- (i) One representative from the County Administrator's Office;
- (j) A representative from the Community Foundations located within and serving Ottawa County residents;
- (k) The Director of the Greater Ottawa County United Way
- (l) One representative from non-profit agencies located within and serving Ottawa County residents;
- (m) A Director of a Faith Based intermediary organization (grant administering) located within and serving Ottawa County; residents;
- (n) A Director of Community Development for a local government located within Ottawa County;
- (o) One representative within Ottawa County concerned with senior citizens;
- (p) One representative from the business sector;

**Section 2.2 Terms of Office.** All members of the Council shall be appointed and shall serve two (2) year terms.

**Section 2.3 Alternates.** In the event a Council member cannot attend a meeting, he/she may designate one alternate to attend for information purposes only with no voting privileges. Alternate members may not be counted to create a quorum.

## ARTICLE III

### OFFICERS

**Section 3.1 Officers.** The Officers of the Council shall be a Chair and Vice-Chair and shall be selected by a majority vote of the membership of the Council for a one-year term.

**Section 3.2 Duties of the Chair of the Council.** The Chair of the Council shall set the agenda for and conduct the meetings of the Council, and, with Council approval, shall appoint all committees and task forces and their chairpersons. The Chair shall have the overall responsibility to direct and coordinate the activities of the Council so as to most effectively carry out the duties of the Council.

## ARTICLE IV

### COMMITTEES

**Section 4.1 Executive Committee.** The Council shall elect an Executive Committee, which shall include the Chair, the Vice-Chair, and three standing/voting members. These elections shall take place no later than February of each year. If an Executive Committee position is vacated mid-year, the Executive Committee shall appoint a replacement. The duties of the Executive Committee shall be to facilitate the Council's performance of its duties, including:

- (a) Develop recommendations to the full Council regarding Council activities and duties
- (b) Set assignments for standing committees, action committees and task forces
- (c) Act in the capacity of the Council at the request of the Council, and for all functions when the committee believes that there is insufficient time for action by the Council. In case of insufficient time for Council action, the Council shall be notified of all actions taken on behalf of the Council by the Executive Committee.

**Section 4.2 Strategic Action Teams.** The Chair of the Council, with approval of the Council, may appoint strategic action teams to implement the strategic plan of the Council and address long-term issues and responsibilities of the Council. Teams shall be assigned a chairperson and may include agencies, private organizations, educational institutions, consumers, advocates, businesses, private funding organizations, elected officials and the general public.

## ARTICLE V

### MEETINGS

**Section 5.1 Quorum.** A majority of the voting members of the Council shall constitute a quorum for the transaction of business.

**Section 5.2 Decisions.** Decisions of the Council shall be made by majority vote of the members at any meeting where a quorum is present and able to participate in the decision. In the absence of a quorum, all actions taken at the meeting shall be subject to ratification by the Council at the next meeting at which there is a quorum present. In the event of the need for urgent action, the Executive Committee is authorized to act on behalf of the Council.

**Section 5.3 Rules of Order.** Unless otherwise required by law or provided in these Bylaws, Webster's New World Robert's Rules of Order, Simplified and Applied, 1999, shall govern the conduct of all meetings of the Board.

#### Section 5.4 Frequency of Meetings

- (a) **Council Meetings.** The Council shall meet no less than six (6) times per calendar year.
- (b) **Executive Committee Meetings.** The Executive Committee shall meet no less than six (6) times per calendar year.
- (c) **Strategic Action Teams Meetings.** The strategic action teams shall determine a schedule for their meetings to accomplish their objectives. Teams should meet at least four (4) times annually to ensure continuity and attention to the issues.

## ARTICLE VI

### MISCELLANEOUS

**Section 6.1 Open Meetings Act.** All meetings of the Ottawa County Human Services Coordinating Council and of its Committees shall be subject to the Open Meetings Act, MCL 15.261 et seq.

**Section 6.2 Amendments.** These Bylaws may be amended by an affirmative vote of two-thirds of the members of the Council at any regular or special meeting.