

## **BY-LAWS OF THE FREDERICK COUNTY SOCIAL SERVICES ADVISORY BOARD**

### **ARTICLE I: NAME**

The name of this organization is the Frederick County Social Services Advisory Board (hereinafter referred to as “Board”).

### **ARTICLE II: MISSION STATEMENT**

The Social Services Advisory Board acts as an ambassador for the Frederick County Department of Social Services (“Department”) to help the public better understand the mission and contributions of the Department to the County and to help create a community where people are appreciated as unique individuals and support them in reaching their full potential.

### **ARTICLE III: PURPOSE AND DUTIES**

As mandated by Sections 3-503 of the Human Services Article of the Annotated Code of Maryland, the duties and functions of the Board include:

- (1) to advise the Director of the Frederick County Department of Social Services (“Director”) as to the local application of State policies or procedures;
- (2) to be well informed on Department activities;
- (3) to communicate to the residents of Frederick County, broad and comprehensive information as to the objectives, policies, programs, and problems of local social services and public assistance administration;
- (4) to review the periodic evaluation of the Department prepared by the Maryland Department of Human Services (“DHS”) and consult with the Director as to the proper implementation of the recommendations and any recommendations made by the local board as a result of its evaluation of the Department;
- (5) to review and transmit to the Secretary of DHS and the Frederick County Executive:
  - (i) the annual report of the Director on the activities of the Department; and
  - (ii) any changes in policies or procedures the Board recommends;
- (6) to review and make recommendations regarding the annual estimate of funds needed for social services and public assistance purposes in the County;
- (7)
  - (i) to consult with the Director regarding any new service that might be instituted by the Director or the Board to meet an unmet need in the County;
  - (ii) to approve or disapprove the Director’s evaluation of the readiness of the Department to take on the new service and the propriety of the new service within the State plan; and

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(iii) to present to the Department:

1. suggested new services that the Board approves, regardless of whether the recommendation originated from the Director or the Board; and

2. the recommendations of both the Director and the local Board;

(8) to take active steps to secure the appropriation of local funds by the Frederick County Council to meet needs that are:

(i) not financed by or available through any other federal, State, or local plan, project, or program; and

(ii) not in conflict with the State plan;

(9) to meet with the Secretary of DHS periodically at the request of the Secretary or the Board;

(10) to establish and maintain effective liaison with the Frederick County Council and Executive;

(11) in conjunction with DHS, to serve as an advocate for social services and public assistance programs on the local, State, and federal levels;

(12) to work to identify private, State, and federal grant sources for social services and public assistance programs;

(13) in conjunction with DHS, to develop and implement an educational and public relations program for public and elected officials on the local, State, and federal level; and

(14) in conjunction with DHS and the Frederick County Executive, or designee, to evaluate the Director and make recommendations based on the evaluation to the Secretary of DHS.

### .ARTICLE IV: MEMBERSHIP

**Section 1. Composition, salaries and expenses:** The Board shall be composed of at least nine (9) but no more than thirteen (13) members, as determined by the Frederick County Executive. The members shall receive no salary for their services, but their reasonable expenses incurred in attending or performing other Official duties shall be reimbursed by the Department, in accordance with Standard State Travel Regulations, as provided in the State budget. See Md. Code Ann., Human Services Section 3-501 (f).

**Section 2. Ex officio member:** One (1) member of the Board shall be a member of the Frederick County Council, or an appointed representative, and shall serve as a non-voting ex officio member of the Board. **Section 3. Appointment and terms of members; vacancies:** The other members of the Board shall be appointed by the Frederick County Executive. The Frederick County Executive shall seek out and appoint persons with a high degree of interest, capacity, and objectivity and who, in the aggregate, give a countywide representative character to the Board.

Members of the Board shall be appointed for three (3) year terms, to expire on June 30 of the

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respective year of expiration, or until their successor is appointed. After two (2) consecutive three (3) year terms, the appointee shall be ineligible for reappointment for one (1) year thereafter. New members filling an unexpired term shall be eligible for two (2) full three (3) year terms without interruption.

If any member of the Board, except the member of the Frederick County Council serving in an ex officio capacity, is elected to political office, or accepts public office by election or appointment during his/her Board term, such acceptance of public office may, in the discretion of the Frederick County Executive, be considered as the member's resignation from the Board. Should this occur, the Chair shall declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided in this Section.

### **ARTICLE V: OFFICERS AND ELECTIONS**

**Section 1. Officers** – The following officers of the Board shall be elected by the membership of the Board: (1) Chair; (2) Vice-Chair; (3) Secretary; (4) Treasurer.

**Section 2. Elections** – Elections for officers shall be held annually at the June meeting of the Board. The term of office shall be one (1) year, but no more than two (2) consecutive terms, commencing immediately on the first day of the month following elections.

**Section 3. Nominations** – At or prior to the May meeting of the Board, an appointed Nominating Committee shall present at least one (1) nomination for each Board office. Additional nominations may be made from the floor at the June meeting.

**Section 4. Vote Required to Elect** – A majority vote of the Board members is required for election to any office. Voting shall be by secret ballot unless the position is uncontested, in which case 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 Board meeting having a majority of members present.

**Section 6. Removal of Officer** – Any officer may be removed from office for a just cause by a majority vote of the members of the Board.

### **Section 7. Duties and Powers**

#### **(1) Chair**

In addition to the well-recognized and inherent duties and powers of the office of the Chair, the Chair signs all acts or orders necessary to carry out the will of the Board. He/she presides over all meetings of the Board except when not in attendance or while addressing remarks to an issue before the Board on matters outside the authority of the presiding officer. He/she is eligible to vote on all issues. He/she will ensure that all standing and special committees have a Chair, Vice-Chair, and members with the consent of the Board. He/she serves as liaison between the local board, the Department of Human Services, and the Frederick County Executive. Duties shall also include preparation and distribution of official Board correspondence.

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### **(2) Vice-Chair**

In the absence of the Chair, the Vice-Chair shall be the Acting Chair. He/she shall perform all the duties and exercise all the powers of the Chair, including those resulting from action of the Board.

### **(3) Secretary**

- a) The Secretary is responsible for recording the Board minutes at all regular meetings;
- b) Draft minutes to be distributed within one week after the meeting and final version to be distributed at least one week prior to the next meeting.
- c) The Secretary will also be responsible for transmitting the final version of the minutes to the appropriate county staff for publication and retention after any board approved changes are incorporated and after approval by the Board at its next meeting.

### **(4) Treasurer**

The Treasurer is responsible for managing the Board's funds and financial records and performing such other duties as pertains to the Treasurer. Duties shall also include serving as the Chief Financial Officer and "County DSS Representative" to and recording of all collections and withdrawals from the Maryland Association of Social Service Boards (hereinafter referred to as "MASSB") Foundation – Frederick County sub-account.

## **ARTICLE VI: COMMITTEES**

**Section 1. Standing Committees** – The 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 a majority of those members present at a regularly scheduled Board meeting. With the consent of the Board, the Chair shall appoint chairs of the standing committees. Committee chairs must be appointed from among the members of the Board. Standing committees shall consist of no fewer than two (2) Board members and may include non-Board members.

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

## **ARTICLE VII: MEETINGS OF THE BOARD**

**Section 1. Time and Place** – Meetings of the Board shall be held regularly at the Frederick County Department of Social Services at a time and place as determined by majority vote of the Board. Meetings of standing committees and special committees will be scheduled and convened at the discretion of the appropriate committee chair.

Members of the Board may participate in a meeting by means of conference telephone or similar communication equipment if all persons participating in the meeting can hear each other

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at the same time. Participation in a meeting by such means shall constitute presence in person at the meeting.

**Section 2. Quorum** – A simple majority of the current membership of the Board shall be required to constitute a quorum.

**Section 3. Votes** – In making any recommendation, 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 Board shall be made a matter of public record and shall be reflected in the minutes.

a) Action during a meeting by means of conference telephone or similar communication equipment can be taken by the same majority.

b) Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if a unanimous written consent that sets forth the action is a) signed by each member of the Board entitled to vote with respect to the action, and b) filed with the minutes of proceedings of the Board. Such consent shall have the same force and effect as a vote of the members assembled. The written consent may be via paper or email.

**Section 4. Documentation** – The Department shall be the repository for the permanent storage of all Board records including but not limited to the minutes of all regular and special sessions of the Board, budget expenditures of the Board members in an Official capacity, Bylaws, and financial transactions of the MASSB Foundation – Frederick County subaccount.

**Section 5. Open Meetings** – The exercise of the powers of the Board shall be in compliance with all relevant provisions of the Maryland Public Information Act and Open Meetings Law.

**Section 6. Attendance at Meetings** – Policies of the Board regarding attendance by members at regularly scheduled Board meetings shall be in compliance with the relevant provisions of Maryland Law. Any member of the Board who shall fail to attend at least fifty (50) percent of its meetings during any period of twelve (12) consecutive months may be considered to have resigned. The Chair may then 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 Article IV, Section 3, above.

### **ARTICLE VIII: AMENDMENT OF BY-LAWS**

Any proposed amendment to these by-laws shall be presented in writing to the members of the Board at a regularly scheduled Board meeting. Approval by a majority of the members of the Board shall be required to adopt any proposed amendment to the by-laws.

### **ARTICLE IX: PARLIAMENTARY PROCEDURE**

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

### **ARTICLE X: SEVERABILITY**

In the event any provision or provisions of these by-laws shall be determined to be invalid, void

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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 by-laws become effective when adopted.

By-laws adopted July 24, 1991

Article III, Section 2 – Amended June 21, 1995

Article II, Sections 1 and 2 – Amended September 24, 2002

Article III, Sections 1, 2 and 3 – Amended September 24, 2002

Article IV, Sections 2, 3 and 6 – Amended September 24, 2002

Article VI, Sections 2 and 5 – Amended September 24, 2002

Article II, Sections 1 and 2 – Amended November 28, 2007

Article III, Sections 1 and 3 – Amended November 28, 2007

Article IV, Sections 1, 2, 6 and 7 – Amended December 19, 2007

Article VI, Section 1, 4 and 5 – Amended December 19, 2007

Article IV, Section 7 – Amended September 23, 2009

Article II, Sections 1, 2, and 3 – Amended October 26, 2016

Article III, Sections 1, 2, and 3 – Amended October 26, 2016

Article IV, Sections 2, 3, and 7 – Amended October 26, 2016

Article VI, Section 6 – Amended October 26, 2016

Article IX – Amended October 26, 2016

Articles Renumbered – November 28, 2018

Article I – Newly Added November 28, 2018

Article V, Section 7 (3) – Amended November 28, 2018

Department of Human Resources (DHR) amended to Department of Human Services (DHS) – November 28, 2018

Article II Amended May 24, 2023

Article V, Section 7(3)(c) Amended May 24, 2023

Article VII, Section 1(a), and section 3 (a) and (b) Amended May 24, 2023

Updated By-laws adopted on Dec. 06, 2023