

# **WASHINGTON COUNTY CHILDREN AND YOUTH SOCIAL SERVICE AGENCY**

## **ADVISORY BOARD**

### **BY-LAWS**

#### **ARTICLE I. Name**

Organization shall be known as the **Washington County Children and Youth Social Service Agency Advisory Board.**

#### **ARTICLE II. Purpose**

- A. The purpose of the organization shall be to review and make recommendations to the Washington County Board of Commissioners and the Children and Youth Social Service Agency identifying and providing services and meeting the needs of neglected, abused, abandoned, and exploited children of Washington County to ensure that all children are protected from harm or jeopardy and are afforded the opportunity for maximum growth and development.

#### **ARTICLE III. Responsibilities**

- A. To lend community support to Children and Youth Social Services and its provision of services.
- B. To develop and promote better public and consumer awareness and understanding of the CYS Agency and its mandated services, programs, and objectives.
- C. To make recommendations on matters referred by the Washington County Board of Commissioners and/or the CYS Agency Director.
- D. To make suggestions relative to policy and procedures for the Agency's operations and development of the CYS Advisory Board's own initiative.
- E. To consult with the CYS Agency Director and advise on matters pertaining to development of the annual Needs Based Plan & Budget.
- F. To act as a sounding board for ideas and to provide community and/or consumer reactions to program objectives, plans, and budgetary issues.
- G. To assist and advise the CYS Agency Director on program changes, improvements, expansion and revisions of any or all mandated service delivery components.

- H. To assist the Washington County Board of Commissioners and CYS Agency Director in assuring that all children of Washington County are afforded the opportunity to be protected from harm and jeopardy, and their health and welfare are maintained for maximum growth and development.
- I. To provide representation of Washington County with respect to geographic, racial, ethnic and gender population relative to the planning and provision of services through the Children and Youth Social Services Agency.

**ARTICLE IV. Limitations**

- A. Shall not function as the public relations arm of Children and Youth Social Services Agency.
- B. Shall not function as a decision-making body for Children and Youth Social Services Agency.
- C. Shall not function as an advocate for Children and Youth Social Services staff relative to personnel issues or bargaining unit concerns.
- D. Shall not advocate for services and/or programs that are within the mandates of Children and Youth Social Services Agency as determined by the Pennsylvania Department of Human Services.

**ARTICLE V. Membership**

- A. Membership on the CYS Advisory Board shall be representative of the population based on demographics and the geographic areas of Washington County.
- B. Members shall be selected and recommended jointly by the CYS Agency Director and the CYS Advisory Board at large.
- C. Appointment to the CYS Advisory Board shall be by the Washington County Board of Commissioners.
- D. CYS Advisory Board membership shall not be less than eleven (11) and no more than fifteen (15).
  - 1. In no case shall an individual elected to a Washington County Office serve as a member of the CYS Advisory Board.

2. The Washington County Board of Commissioners and CYS Agency Director shall serve as ex-officio members.
- E. Committee members shall be appointed for a two (2) year term.
1. Membership shall provide for rotation membership.
  2. As a member leaves the CYS Advisory Board, a new member shall be immediately recommended to the Washington County Board of Commissioners for an appointment to fill the existing vacancy.
- F. No member shall be absent for more than three (3) successive meetings without reasonable excuse or explanation.
1. Notification of absence may be made to the CYS Agency Director or the designated representative of the CYS Agency Director.
  2. Three (3) unexcused absences shall result in removal from the Advisory Board
    - (a) Recommendation for removal shall be received from the floor at the first regular CYS Advisory Board meeting following the third absence.
    - (b) The CYS Advisory Board member to be removed from the CYS Advisory Board will receive written communication from the Chairman of the CYS Advisory Board informing them they are being removed from the CYS Advisory Board based on his/her attendance record. If the Chairman of the CYS Advisory Board is to be removed due to his/her attendance record, the Vice-Chairman of the CYS Advisory Board will prepare and sign the written communication to the Chairman.

## ARTICLE VI. **Organization**

- A. Officers of the Advisory Board shall include:
- Chairman
  - Vice-Chairman
  - Treasurer
1. The officers' term shall be according to the fiscal year – July 1 to June 30.
  2. Nominations for officers shall begin in May and handled by the Nominating/Membership Sub-Committee. This sub-committee will prepare a slate of names to hold the positions of Chairman, Vice-

Chairman and Treasurer. The slate of candidates will be presented at the June meeting. Individual CYS Advisory Board members who have not been nominated may also self-nominate themselves, or, another member to serve in any of the offices of the CYS Advisory Board.

3. Election of officers shall take place in June and the newly elected officers will begin their term on July 1. The officers will serve a two (2) year term in their position. Since the CYS Advisory Board meeting schedule has changed to every other month, the election of officers for June will be conducted virtually and will only include the election of the officers. The June meeting will only be required every other year.
4. If additional nominations for an office are received from the CYS Advisory Board members as a self-nomination or nomination of another CYS Advisory Board member, the voting process for the multiple candidates for the office will be conducted via e-mail with CYS Advisory Board members submitting their vote directly to the Chairman of the Nominating Committee.
5. If a vacancy occurs during the scheduled term of any office of the CYS Advisory Board, the Chairman of the CYS Advisory Board will call a special meeting of the CYS Advisory Board and ask the CYS Advisory Board to appoint an interim person to fill the vacant position until the next scheduled election of officers.

- B. Meetings of the CYS Advisory Board shall take place every other month, except during the year for election of officers. The schedule for the CYS Advisory Board meetings is:

**Non-Election Year** (July, September, November, January, March, May)

**Election Year** (July, September, November, January, March, May, June)

The meeting will be held in the morning and will be conducted onsite at the administrative offices of the Children and Youth Service Agency. CYS Advisory Board members will have the option to participate virtually.

1. Special meetings may be called at the discretion of the CYS Advisory Board Chairman or CYS Agency Director.
2. The CYS Advisory Board meeting schedule, for the entire following year, will be posted by year end.

- C. All meetings of the CYS Advisory Board shall abide by the Roberts Rules of Order.

- D. The CYS Advisory Board Chairman in consultation with the CYS Agency Director shall plan meetings jointly.
  - 1. Any member of the CYS Advisory Board may request of the Chairman topics for the discussion or other relevant agenda topics.
  - 2. Minutes of the CYS Advisory Board meetings shall be recorded and maintained on file.
  
- E. The CYS Advisory Board in order to conduct its functions and responsibilities effectively as possible shall establish sub-committees.
  - 1. Standing sub-committees shall include: By-Laws and Nominating/Membership.
  - 2. Sub-Committee Chairperson will report the work of the sub-committee at the time the sub-committee has been engaged to conduct their business.

**ARTICLE VII. Procedures**

CYS Advisory Board meetings shall be viewed as valid if a majority of the total membership is in attendance. The majority of the total membership includes 50% plus one of the current total members at the time the CYS Advisory Board meetings occur.

- 1. The CYS Advisory Board may conduct a vote via technological means when action is needed prior to the next scheduled meeting. Examples of this include texting, e-mail, or a vote via virtual meeting. The outcome of this vote will be captured in the next scheduled meeting minutes.

**ARTICLE VIII. Amendment of the By-Laws**

The CYS Advisory Board may propose amendments to these by-laws for approval by the Washington County Board of Commissioners

**Approved this 28<sup>th</sup> day of June 2022**


**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

BY:   
Diana Irey Vaughan, Chair

BY:   
Larry Maggi, Vice Chair

BY:   
Nick Sherman

**APPROVED AS TO FORM AND LEGALITY:**

  
Jana Phillis Grimm, County Solicitor

**ATTEST:**

  
Cynthia B. Griffin, Chief Clerk

**REVISED:** September 2022