

Maricopa County Community Services Commission

Bylaws

ARTICLE I

NAME

The name of the Community Action Agency Board shall be the Maricopa County Community Services Commission.

DESCRIPTION

The Maricopa County Community Services Commission is the advisory Community Action Board of the Maricopa County Community Action Agency as established pursuant to a Resolution adopted by the Maricopa County Board of Supervisors on February 24, 1970.

The Maricopa County Community Action Agency is the Maricopa County Human Services Department Community Services Division. The location of the Community Action Agency and the Maricopa County Community Services Commission is 234 N. Central Ave., Suite 3000, Phoenix, AZ 85004.

The Maricopa County Community Services Commission is hereafter referred to as the Commission.

The Maricopa County Human Services Department Community Services Division is hereafter referred to as the Community Services Division or the Community Action Agency.

ARTICLE II

PURPOSE

The Maricopa County Human Services Department Community Services Division is organized and operated as the Community Action Agency within the meaning of the Community Services Block Grant Reauthorization Act of 1998 and as determined by the Maricopa County Board of Supervisors.

In furtherance of this purpose, the Community Services Division shall operate programs to alleviate poverty and enhance the public health and welfare by opening to everyone the opportunity for education and training, the opportunity to work, and the opportunity to live in decency and dignity.

The Community Services Division shall engage in such activities as are recommended by the Maricopa County Community Services Commission to the Maricopa County Human Services Department and the Maricopa County Board of Supervisors.

ARTICLE III

MEMBERSHIP

The membership of the Commission shall represent the residents of the Maricopa County Community Action Agency target area which is Maricopa County, Arizona, excluding the cities of Phoenix, Mesa, and Glendale.

All members of the Commission shall be residents of Maricopa County. All Commission members selected to represent a specific geographic area within the community must reside in the area represented and be selected in accordance with the Community Services Block Grant Act Reauthorization Act of 1998. The Assistant Director of the Maricopa County Community Services Division shall be an ex-officio member of the Maricopa County Community Services Commission.

COMMISSION

A. Powers and Duties

The powers and duties of the Maricopa County Community Services Commission shall be:

1. To exercise all powers which the Maricopa County Board of Supervisors chooses to delegate to the Commission.
2. To oversee the extent and quality of the participation of the low-income population in the programs of the Community Action Agency.
3. To determine rules and procedures for the Commission.
4. To elect the officers, the Executive Committee, and assign members of all other committees of the Commission.
5. The Commission shall deliberate and vote upon the following matters:
 - a. Approve overall program plans and priorities for the Community Services Division.
 - b. Provide direction and oversight of overall program plans and priorities.
 - c. Approve all evaluation, assessment studies and reports
 - d. Determine and approve allocation of funding and resources as necessary.
 - e. Determine and approve geographic service areas as necessary

B. Composition

The Maricopa County Community Services Commission shall consist of no less than nine (9), nor more than fifteen (15) persons formally appointed by the Maricopa County Board of Supervisors. Commission members serve at the pleasure of the Maricopa County Board of Supervisors for a term as defined by these By-laws. Such membership shall be constituted as follows:

Consumer Sector - Not less than one-third (1/3) of the Commission members will be person's representative of low-income individuals and families in the community served. The membership belongs to the individual.

Public Official Sector - One third (1/3) of the Commission members shall be elected public officials, currently holding office, of communities within Maricopa County, excluding the cities of Phoenix, Mesa, and Glendale. The membership belongs to the individual.

Private Sector - The remainder of the members of the Commission will be representatives of public agencies, business, industry, labor, religious, welfare, education, law enforcement, or other private groups and interests in the community. The membership belongs to the organization represented.

No person may sit on the Commission who is an officer or an employee of an organization contracting to perform a component of the Community Action Agency work program funded by the Community Services Block Grant (CSBG) except the Public Official Sector, whose jurisdiction may contract for such a component without being in conflict.

C. Selection Procedures

Selection procedures for all sectors are defined in the Maricopa County Community Services Commission Guidelines and Procedures.

1. Consumer Sector - Representatives shall be selected by a democratic process to assure they represent the low-income residents in the geographic area served.
2. Public Official Sector - Elected public officials, currently holding office, shall be selected to represent communities within Maricopa County, excluding the cities of Phoenix, Mesa, and Glendale.
3. Private Sector – Representatives of the private sector shall be selected by vote of the Commission. The private sector includes public agencies or organizations, business, industry, labor, religious, welfare, education, law enforcement, or other private groups and interests.

D. Vacancies

A vacancy shall occur when, a Commission member:

1. Is notified of his/her removal for cause as defined in the Maricopa County Community Services Commission Guidelines and Procedures.
2. Forfeits his/her seat due to absenteeism.
3. Resigns or dies.
4. Who is an elected public official leaves office.
5. Ceases to represent the specific agency or organization (Private Sector).
6. The Maricopa County Board of Supervisors removes a Commission member.

Vacancies within all sectors of membership shall be filled first by the selected alternate (see section E. Alternates). If the alternate is not available or willing to serve, the Commission shall appoint a representative for the vacant seat per the selection procedures in the Maricopa County Community Services Commission Guidelines and Procedures.

A member who has been formally accepted by the Commission may act as an approved member, including the right to vote, until such time as the Maricopa County Board of Supervisors formally appoints that member. Should the Maricopa County Board of Supervisors reject the recommended representative, that individual may no longer participate on the Commission in the capacity of a member.

E. Alternates

Each representative shall have one alternate. The alternates shall be selected using the selection procedures as detailed in the Maricopa County Community Services Commission Guidelines and Procedures. Alternates must meet the same eligibility criteria as the representatives. An alternate may not serve as an alternate for more than one representative and alternates may not hold office on the Commission.

F. Terms of Service

A term is defined as a period of four (4) years beginning July 1 following the date of selection until June 30 of the year in which the term ends. There is no limit to the number of terms that a member may serve.

Any member from the Public Official Sector, who is no longer an elected public official, may not participate on the Commission in the capacity of a member of that sector.

Any Private Sector organization that has failed to select a representative within 60 days of notice to do so shall lose representation on the Commission. Prior to losing representation on the Commission, the organization shall be entitled to a fair opportunity to be heard by the Commission, after which time the Commission's decision shall be final.

G. Attendance

Any Commission member who is absent without just cause from three (3) consecutive meetings or a total of four (4) meetings held in a 12-month period, without being represented by his/her alternate at any one of these meetings, shall forfeit his/her seat on the Commission upon the third consecutive or fourth absence in a 12-month period. The Chairperson shall notify the Commissioner and the appropriate organization, if applicable, in writing at least ten (10) days in advance of the next Commission meeting at which removal is to be announced.

"Just cause" is defined in the Maricopa County Community Services Commission Guidelines and Procedures

H. Compensation

All persons shall serve without compensation. Mileage reimbursement compensation may be paid to eligible Commission members who are representatives of the Consumer Sector in accordance with Maricopa County policies and procedures. Other allowances may be provided to Commission members for official Commission business in accordance with Maricopa County policies and procedures.

Reimbursement procedures for Commissioners, as allowed by the Community Services Block Grant (CSBG), shall be detailed in the Maricopa County Community Services Commission Guidelines and Procedures.

I. Quorum

The quorum for a meeting of the Commission shall be a majority of the non-vacant seats. This constitutes a quorum for the transaction of business at any meeting of the Commission. A meeting shall not be considered to be duly constituted unless quorum requirements are met. Procedures for conducting meetings shall be detailed in the Maricopa County Community Services Commission Guidelines and Procedures.

Minutes of previous meetings will be distributed to all Commission and committee members prior to the next scheduled meeting. A copy of minutes of each meeting shall be available at the office of the Assistant Director of the Community Services Division, the Community Action Agency. Upon request, a translation of any specific minutes shall be made available in the language of the individual or individuals requesting the translation.

J. Voting

A majority vote of a quorum of Commission members present and voting at a duly constituted meeting shall decide any matter, except as may otherwise be required by these Bylaws or Robert's Rules of Order Newly Revised. Alternates, representing an absent member, shall have all voting rights.

Voting by proxy is not permitted at Commission meetings or of its committees. This prohibition applies to all Commission members.

K. Meetings

Meetings of the Commission shall be scheduled not less than nine (9) times per year. All Commission meetings must be reasonably convenient in time and place, with particular regard for the needs of the representatives of the Consumer Sector. The time and place are to be designated by the Chairperson. The Commission, by majority vote, or Chairperson may cancel a meeting.

Additional meetings of the Commission may be called at the discretion of the Chairperson, or upon the written request to the Chairperson of at least 1/3 of the members. The purpose(s) of the meeting shall be set forth in the notice.

There shall be an annual meeting to be held during February of each year. The annual meeting of the members for the Commission may be altered by a majority vote of the members present and voting at any meeting.

L. Notice

There shall be at least 24 hours notice of all meetings. A public notice, stating time and place of the meeting, shall be posted on the Maricopa County Human Services Department bulletin board located at 234 N. Central Avenue, Third Floor lobby, Phoenix, AZ 85004. Notice of all Commission meetings shall be in accordance with the Arizona Open Meeting Law, and as may be otherwise required by these Bylaws.

M. Rules

The order of business at meetings shall be determined by a written agenda. The Rule of parliamentary conduct in Robert's Rules of Order Newly Revised shall govern the Commission insofar as such rules are not in conflict with these Bylaws or other policies and procedures adopted by the Commission. All meetings shall be conducted in accordance with the Arizona Open Meeting Law. When possible, meetings of the Commission shall be conducted on a "less formal basis," without parliamentary maneuvering.

ARTICLE IV

OFFICERS

A. Maricopa County Community Services Commission Officers

The Officers of the Maricopa County Community Services Commission shall be a Chairperson, First Vice Chairperson, and a Second Vice Chairperson. Community Services Division staff shall perform the recording secretary duties.

At the annual meeting, the Commission shall elect a Chairperson, First Vice Chairperson and Second Vice Chairperson from members of the Commission in good standing. No more than two members from the same sector may serve as officers concurrently.

The term of appointment for Chairperson, First Vice Chairperson and Second Vice Chairperson shall be for a term of one (1) year. The term of office shall be from one annual meeting to the following annual meeting. A member shall not hold any one Office for more than three (3) consecutive terms.

In the event a vacancy occurs in the office of Chairperson, the First Vice Chairperson will become the Chairperson. In the event the First Vice Chairperson is unable to assume the responsibility, the Second Vice Chairperson will become the Chair person. The replacement shall be for the unexpired term of the office created by such vacancy unless the unexpired term is less than three (3) months, in which case, the Chairperson has the option of completing a second term of office.

In the event a vacancy occurs in the office of First Vice Chairperson, the Second Vice Chairperson will become the First Chairperson. The replacement shall be for the unexpired term of the office created by such vacancy unless the unexpired term is less than three (3) months, in which case, the First Chairperson has the option of completing a second term of office.

Commission shall elect a member of the Commission to serve the unexpired term in the same manner as the original officer. No more than two members from the same sector may serve as officers concurrently.

B. Powers and Duties of Maricopa County Community Services Commission Officers

The Chairperson of the Commission shall preside at all Commission meetings, appoint committees with the concurrence of the Commission and serve as ex-officio member of all committees, appoint committee chairpersons, officially represent the Commission at all functions, work closely with the Community Services Division Assistant Director, and perform such other duties as the Commission may direct.

The First Vice Chairperson and Second Vice Chairperson shall work closely with the Chairperson of the Commission and the Community Services Division Assistant Director, and shall assume the responsibilities of the Chairperson in the absence of the Chairperson as necessary.

The Assistant Director shall ensure that the minutes of all meetings of the Maricopa County Community Services Commission are recorded, including the disposition and record of votes of all motions, and give public notice of the meetings including time, place, and agenda. She/he shall, in general, perform all duties incidental to the office of Secretary, subject to the direction of the Commission.

The Assistant Director of the Community Services Division shall have charge of all books and records of the Maricopa County Community Services Commission, make them available to the public at the Human Services Department Administrative Offices as prescribed by federal and state regulations, and perform such other duties as may be required by the Maricopa County Community Services Commission.

C. Removal of Officers

The Chairperson, First Vice Chairperson, and/or Second Vice Chairperson may be formally removed by the action of the Commission as a whole upon the affirmative vote of at least two-thirds (2/3) of the members. Prior to any such action by the Commission, the Commission shall notify the Officer, in writing, at least ten (10) days in advance of the next Commission meeting at which action shall be taken. A vacancy in any office shall be filled by the Commission to complete the unexpired term.

ARTICLE V

COMMITTEES

There are established the following standing advisory committees of the Commission. These standing advisory committees are also subject to the open meeting laws of Arizona. The responsibilities of these Committees shall be detailed in the Maricopa County Community Services Commission Guidelines and Procedures.

All committee meetings shall be conducted in accordance with the procedures outlined in the Maricopa County Community Services Commission Guidelines and Procedures for conducting a meeting with and without a quorum.

The Commission Chairperson shall appoint members of the committee(s), subject to the approval of the Commission. Appointees shall not be considered committee members for quorum purposes until attendance at their first meeting after appointment. Unless otherwise defined, committees must include at least one (1) representative from each of the three (3) sectors of membership. Committees shall elect both a Chairperson and a Vice Chairperson annually.

The Assistant Director of the Community Services Division shall assign a division staff person to each committee to be responsible for performing comparable secretarial functions as defined for the Commission.

A. Executive Committee

The Executive Committee is composed of the Chairperson, First Vice Chairperson, Second Vice Chairperson, and the Assistant Director. The Executive Committee may include more than one representative from a sector of membership, as allowed per Article IV A. Officers.

The Executive Committee is empowered to perform routine business and emergency matters between meetings of the full Commission. The Chairperson of the Commission shall be the Chairperson of the Executive Committee. The Executive Committee is also the policy making committee of the Commission.

B. Resource Assessment Committee

This Committee shall assess and evaluate all resources and funds available for the provision of services. This Committee shall make recommendations to the Commission regarding allocation of resources and/or funds.

The Chairperson, with the concurrence of the Commission, shall appoint a Resource Assessment Committee to be composed of at least three (3) individuals: two (2) representatives from two (2) sectors of Commission membership; if more than two members, they must be representative of the three sectors of Commission membership. The Chairperson, with the concurrence of the Commission, may appoint a member of the community at large, selected for their knowledge and expertise in specific subject matter.

C. By-Laws Committee

This Committee shall review the By-Laws annually to ensure compliance with legislation, rules and regulations and make recommendations to the Commission.

The Chairperson, with the concurrence of the Commission, shall appoint a By-Laws Committee to be composed of at least one (1) representative from each of the three (3) sectors of membership.

The Commission Chairperson, First Vice Chairperson or Second Vice Chairperson shall be a member of the By-Laws Committee, as determined by the Chairperson.

D. Other Committees

The Commission may establish and disband such other committees as it deems necessary.

E. Committee Terms of Appointment

Committee terms of service for members and committee officers shall be for one (1) year from July 1 through June 30 of the following year or until successors have been appointed. Any appointment made to fill a vacancy shall be for the unexpired term of office created by such vacancy. An appointment made subsequent to July 1 shall be deemed to be an appointment to fill the unexpired term of that office.

F. Committee Quorum

The quorum for any Committee meeting shall be a majority of the non vacant seats for the transaction of business at any meeting; teleconferencing/video conferencing may be used for a meeting when it is not convenient to bring the members together at a single location. A meeting shall not be deemed to be duly constituted unless the quorum requirements are met.

G. Committee Voting

A vote of the majority of a quorum of the Committee members present and voting at any duly constituted meeting shall decide any matter. No proxy voting shall be permitted by any person.

H. Committee Meetings

The chairperson of each committee shall call meetings. Upon petition of two (2) members of such committee, the chairperson of that committee must call a meeting.

I. Removal of Committee Officers

Any committee officer may be removed from committee office at any time upon the affirmative vote of two-thirds (2/3) of the committee members present and voting at a duly constituted committee meeting. At least ten (10) days prior written notice of said meeting must be given to all committee members and the Chairperson of the Commission, and the proposed removal action must be included on the agenda.

ARTICLE VI

REQUEST FOR REPRESENTATION

Any community/religious organization or low-income individual who feels inadequately represented on the Maricopa County Community Services Commission may petition the Commission for such representation as detailed in the Maricopa County Community Services Commission Guidelines and Procedures.

ARTICLE VII

REMOVAL OF COMMISSION MEMBERS

At a duly constituted meeting, the Commission may remove a Commissioner upon the affirmative vote of at least two-thirds (2/3) of all members for cause as defined in the Maricopa County Community Services Commission Guidelines and Procedures.

ARTICLE VIII

FINANCIAL AND EMPLOYMENT CONFLICT OF INTEREST

The Maricopa County Community Services Commission shall abide by all current Federal, State, and County regulations regarding financial conflict of interest as well as nepotism in employment and the acceptance of gifts and gratuities. Any Commission member who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to an organization contracting to perform a component of the Community Action Agency work program funded by the Community Services Block Grant (CSBG), shall make known, in writing, that interest annually in the official Commission records and shall refrain from voting upon or otherwise participating in any manner as a Commission member in such contract, sale, purchase or service.

No employee, contractor staff, spouse or immediate family member of Maricopa County, the CSBG Office, or other Federal employee may serve on the Commission in a capacity which will require him/her to act as attorney for the Community Action Agency in its dealing with the CSBG Office or any other Federal Agency.

A listing limitations, exceptions and consequences of non-compliance are stated in Arizona Revised Statute Article 8, Sections 38-501 to 38-504, inclusive.

ARTICLE IX

AMENDMENT

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds (2/3) of the members present and voting at a duly constituted meeting of the Maricopa County Community Services Commission. Any proposed alteration, amendment or repeal shall be contained in a written notice to each member of the Commission to be mailed, emailed, or faxed at least ten (10) days prior to any meeting at which an amendment of these Bylaws is to be considered.

ARTICLE X

DISSOLUTION

In the event dissolution of the Commission should become necessary, it shall be affected in accordance with pertinent Federal and State Law.

ARTICLE XI

PUBLIC ACCESS TO GRANTEE INFORMATION

The Maricopa County Human Services Department Community Services Division (the Community Action Agency) shall make available to any person for inspection and examination those documents and records which pertain to activities assisted by the Omnibus Budget and Reconciliation Act of 1982.

AMENDED by the Maricopa County Community Services Commission on April 23, 2012.

Amended:

- April 1999
- October 2002
- October 23, 2006
- February 22, 2010
- June 28, 2010
- May 23, 2011
- April 23, 2012