

San Bernardino County
In-Home Supportive Services
Advisory Committee
BYLAWS

Article I

NAME AND AUTHORITY

- 1.1 **Name.** The name of the Committee shall be San Bernardino County In-Home Supportive Services Advisory Committee (IHSSAC).
- 1.2 **Authority.** IHSSAC was established as an Advisory Committee by the San Bernardino County Board of Supervisors as provided in Section 12.4211 of the San Bernardino County Code (County Code), pursuant to the statutory provisions of Welfare and Institutions Code (WIC) sections 12301.3 and 12301.6.

Article II

PURPOSE

- 2.1 **Purpose.** The purpose of IHSSAC is to submit recommendations to the Board of Supervisors on the preferred mode or modes of service to be utilized in the County for in-home supportive services, and shall provide ongoing advice and recommendations regarding in-home supportive services to the Board of Supervisors, any administrative body in the County that provides the delivery and administration of in-home supportive services, and to the Board of Directors.

Article III

MEMBERS

- 3.1 **Membership.** IHSSAC shall consist of no more than eleven (11) voting members, duly appointed subject to a majority vote by a quorum of the Board of Supervisors. Members shall be residents of the County. No less than fifty percent of the voting members shall be individuals who are current or past users of personal care assistance services paid through public or private funds or as IHSS recipients.
 - 3.1.1 The Director of the County Department of Aging and Adult Services (DAAS), or his or her designee, shall be a voting member of the Committee. The Director of DAAS shall designate a County employee to provide ongoing advice and support to the IHSSAC.
 - 3.1.2 **Alternate Members.** In order to maintain continuity of effort and to broaden outreach and representation, IHSSAC shall have five (5) alternate members, duly appointed by a majority vote of the Board of Supervisors. Alternate members shall fulfill the same duties as voting members, except that alternate members shall not vote on any matter before IHSSAC. An alternate member shall be appointed to fill the vacancy of any voting member with a remaining un-expired term. Following appointment to the vacant voting member position, the alternate member shall assume the full duties of a voting member for the remainder of the un-expired term.
 - 3.1.3 **Secretary.** The Director of the Public Authority, or his/her designee, shall be secretary and shall maintain records of all meetings and act as clerk of IHSSAC.

The secretary is responsible for submitting all minutes to the Clerk of the Board of Supervisors.

- 3.1.4 **Application.** Potential committee members must request an application to join the committee from the Public Authority. The Public Authority will submit all applicants who are eligible for appointment to the Clerk of the Board of Supervisors.
- 3.2 **Term of Appointment.** Terms shall expire on January 31 and new terms shall begin February 1. The terms shall be staggered. Following appointment by the Board of Supervisors, an IHSSAC member shall immediately execute all the documents required by the Board of Supervisors. Each member shall continue to discharge the duties of the office until his/her successor has been appointed.
 - 3.2.1 Voting Members: Each voting member shall hold office for two (2) years and may be reappointed for an additional two (2) years pursuant to County Code section 12.4211.
 - 3.2.2 Appointment shall be made for either a full term or completion of an unexpired term.
 - 3.2.3 Any appointment to fill an unexpired term of office shall be considered a full term if the appointee serves one (1) year or more of that unexpired term.
 - 3.2.4 Alternate Members: Alternate members shall serve for a one (1) year term, and may be reappointed for an additional one (1) year term. Each alternate member shall continue to discharge the duties of the office until his/her successor has been appointed.
 - 3.2.5 The resignation of a member shall be submitted to the Clerk of the Board and shall be effective upon receipt by the Clerk of the Board.
- 3.3 **Removal of Members.** Each IHSSAC member shall serve at the pleasure of the Board of Supervisors and may be removed at any time, with or without cause, by the Board of Supervisors pursuant to County Code section 12.4211(c).
- 3.4 **Reimbursement.** Voting and alternate members shall be entitled to reimbursement of expenses as provided for in County Code section 13.0618.
- 3.5 **Stipends.** Voting and alternate members will receive the County approved stipend for attending the meeting as provided in County Code section 13.0618.

Article IV

OFFICERS

- 4.1 **Officers.** The committee shall be composed of a chair and a vice-chair. Any voting member may be elected to serve as an officer.
- 4.2 **Election and Term of Office.** The voting members shall elect officers from among the voting members at the first meeting each calendar year. Each officer shall serve for a term of one (1) year, pursuant to County Code 12.4507(a). Officers may be re-elected to the same office for two successive terms.

- 4.3 **Chair.** The chair shall preside over all meetings and represent IHSSAC before the Board of Supervisors, before other government and community agencies, and before other boards and associations. The chair shall be an ex-officio member of all IHSSAC sub-committees and shall have such other powers and perform such other duties as may be prescribed from time to time by IHSSAC.
- 4.4 **Vice-Chair.** In the absence of the chair, the vice-chair shall perform all duties of the chair, and when so acting, shall have all the powers of, and be subject to all restrictions upon the chair. The vice-chair shall have such other powers and perform such other duties as may be prescribed from time to time by IHSSAC.

Article V

MEETINGS

- 5.1 **Schedule.** Regular meetings shall be held on a quarterly basis throughout the year. The schedule for the regular meetings will be adopted annually at the January meeting. Special IHSSAC meetings may be called by the chair or by a majority of all the IHSSAC.
- 5.2 **Agenda.** An agenda shall be prepared by the chair of IHSSAC and contain a brief general description of each item of business to be transacted or discussed at the meeting. The Executive Director of the Public Authority will have the discretion to make necessary changes to the agenda after discussing the changes with the chair. The agenda shall specify the time and location of the regular meeting and shall be posted at least 72 hours before the meeting in a location that is freely accessible to members of the public. The agenda will be sent to all committee members via electronic mail. Members who cannot receive the agenda by electronic mail will receive the agenda via United States Postal Service. An agenda will be available at the meeting for all members of the committee, as well as for the public that attends.
- 5.3 **Quorums and Voting.** A majority of the voting members IHSSAC shall constitute a quorum for the transaction of business, and the acts of the majority of voting members present at a meeting at which a quorum is present shall constitute the official acts of IHSSAC.
- If at any meeting less than a quorum is present, a majority of those present may adjourn the meeting, from time to time, until a quorum is present. If the meeting is adjourned more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given to the members who were not present at the time of the adjournment.
- Each voting member present shall be entitled to one (1) vote on each item requiring a vote. Cumulative voting, proxy voting, or secret ballot voting shall not be permitted.
- 5.4 **Open Meetings.** Any member of the public may address the IHSSAC : 1) on an agenda item before or during the IHSSAC's consideration of the item, and 2) on any matter not on the agenda that is within the subject matter jurisdiction of IHSSAC

at the time provided on the agenda for public comment pursuant to County Code 12.4508(a)(4).

- 5.4.1 The chair shall, in the interest of facilitating the business of IHSSAC, limit the amount of time which a member of the public may use in addressing IHSSAC to three (3) minutes total on each agenda item, unless the chair or majority of the IHSSAC determines that a different limit is appropriate. The chair shall, in the interest of facilitating the business of IHSSAC, limit the total amount of time which a member of the public may use in addressing IHSSAC on all agenda items to twelve (12) minutes, unless the chair, or majority of the Board, determines that a different limit is appropriate.
- 5.5 **Robert's Rules of Order.** IHSSAC meetings will be conducted in a spirit of co-operation and accommodation. Robert's Rules of Order shall guide the proceedings, and shall govern any disputes regarding procedure.
- 5.6 **Brown Act.** IHSSAC meetings, meeting notices, agendas, and procedures shall comply with the Ralph M. Brown Act ("the Brown Act") (Government Code sections 54950, et seq.). In the event of any inconsistency between these bylaws and the Brown Act, the Brown Act shall govern.

Article VI

SUB-COMMITTEES

- 6.1 **Sub-Committees.** IHSSAC may establish such sub-committee, as it deems necessary. These sub-committees may be standing or ad hoc and shall consist of at least one (1) voting member. The function and membership of each sub-committee shall be determined by IHSSAC. All sub-committees shall only serve in an advisory capacity and at the pleasure of IHSSAC. Committee members are encouraged to join at least one sub-committee.
- 6.2 **Sub-Committee Meetings.** All meeting and procedures of IHSSAC standing sub-committees shall be in conformity with the Brown Act and other applicable laws. Subject to such provisions, meetings of any sub-committee shall be held at such times and places as are determined by IHSSAC or by the sub-committee. The chair shall be an ex-officio member of each sub-committee, regardless of any express appointment. The subcommittee chair will provide a report at a regular committee meeting.

Article VII

POLICY ON SUPPORT AND SPONSORSHIP

- 7.1 **Public Policy.** Other agencies or boards may ask IHSSAC to provide its position on a matter of public policy and/or to endorse a program, event, study, or grant. In these instances, the request shall be reviewed and approved by IHSSAC at a regular meeting. IHSSAC shall then recommend adoption of such public policy or endorsement to the Board of Supervisors. Upon approval of the Board of Supervisors, IHSSAC may then take action on the policy or endorsement as appropriate.

- 7.1.1 Members shall not speak for IHSSAC or the Board of Supervisors unless carrying out the formally expressed wishes of the IHSSAC and Board of Supervisors when authorized to do so by those entities.
- 7.1.2 Members may attend various community meetings related to their responsibilities. However, when attending such meetings as a member of IHSSAC, members may not speak for the Board of Supervisors, oppose the general policies of the Board of Supervisors, or support legislation not approved by the Board of Supervisors.

Article VIII

CONFLICT OF INTEREST

- 8.1 **Conflict of Interest Code.** The County shall inform IHSSAC members of all applicable conflict of interest statutes, ordinances and policies, and members shall comply with all such applicable statutes, ordinances, and policies.

Article IX

PUBLIC RECORDS

- 9.1 **Public Records and Inspection.** The California Public Records Act (Government Code sections 6250 et seq.) shall apply to the records of IHSSAC.

Article X

AMENDMENT OF THE BYLAWS

- 10.1 **Amendment.** The IHSSAC may recommend that the bylaws be altered, amended, or repealed by a two-thirds majority vote of the voting members present at a properly noticed meeting of IHSSAC. Proposed amendments to the bylaws shall be presented in writing to the chair and shall be read and considered at a regularly scheduled meeting. The secretary will then submit any changes of the bylaws to the Clerk of the Board of Supervisors. The Board of Supervisors must approve any alterations, amendments, or repealed portions of the bylaws as required by County Code section 12.4508.