

## CLATSOP COUNTY HUMAN SERVICES ADVISORY COUNCIL

### ***Duties and Responsibilities***

The general duties and responsibilities of this Council are:

- Identify needs and establish priorities for the publicly funded human service delivery system.
- To participate in the selection of service providers.
- To participate in the evaluation of services to assure they are effectively addressing the needs and priorities, and are of high quality.
- To provide a community balance and an independent opinion to the Clatsop county Board of Commissioners regarding service directions, decisions, and proposals.
- To provide a link to the community at-large through advocacy, public information, and education activities sponsored by the County.

### ***Membership***

Membership on the Council shall not exceed 9. In addition, the Council may include one representative of the agency who contracts with the County to provide the related services. Contractor representatives shall serve in an ex-officio capacity (non-voting).

Persons employed by contracted providers of human services shall not be eligible for appointment. Representation of mental health, alcohol and drug treatment and developmental disability providers not under contract with the County or connected to contracted providers of the County shall not exceed one member per contracted service.

Membership shall represent recipients of services, advocates, professionals in the field, key referral sources, non-contracted provider representatives, provider representatives (non-voting), and lay citizens in balance representation. Representation shall also include minority members which reasonably reflect the proportion of the need for alcoholism treatment and rehabilitation services of minorities in the community and at least one member who has mental or physical disabilities.

*3 year terms.*

### ***Meetings***

Meetings are currently held the third Tuesday of each month, usually from 3:00-4:30 p.m. at the Clatsop County Health & Human Services conference room at 820 Exchange St, Astoria.

**The County Board has a policy that if a member of a board or commission has three unexcused absences, the member's inability to participate will be considered as a resignation and the member will be replaced by another citizen.**

**CLATSOP COUNTY  
HUMAN SERVICES ADVISORY COUNCIL  
BY-LAWS**

**(Adopted September 24, 1997)  
(Revised February 27, 2001)  
(Revised January 13, 2003)**

**Article I - Name**

The name of this organization shall be the Clatsop County Human Services Advisory Council.

**Article II - Duties and Responsibilities**

The general duties and responsibilities of this Council are:

- To identify needs and establish priorities for the publicly funded human service delivery system.
- To participate in the selection of service providers.
- To participate in the evaluation of services to assure they are effectively addressing the needs and priorities, and are of high quality.
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- To provide a link to the community at-large through advocacy, public information, and education activities sponsored by the County.

**Article III - Structure**

Section 1

The Human Services Advisory Council shall be made up of three areas of interest, each addressing a specific area of service as follows:

Developmental Disabilities, addressing the needs of and services for people with developmental disabilities.

Mental Health, addressing prevention, intervention, and treatment issues of individuals with mental health or other program areas related to behavioral health by statute (ORS 430.630(8)).

Alcohol and Drug will constitute the Local Alcohol and Drug Advisory Committee (LAPDC) as required by statute (ORS 430.290, 430.342 and 430.350) in Clatsop County.

Section 2

The Council may convene a work group of knowledgeable persons to advise the Council in specific program areas, or to address any ad hoc issues as needed. Other meetings of the Council will be called as needed with one week's notice given by phone or mail.

### Section 3

The Council shall come together no less than four times per year to conduct the business of the Council.

## **Article IV - Membership**

### Section 1

All members are appointed by and serve at the pleasure of the Clatsop County Board of Commissioners and shall:

- Be members of the residential or business community of Clatsop County.
- Be appointed for terms of up to three years with reappointment at the pleasure of the Clatsop County Board of Commissioners.
- Be appointed by March 1 and/or October 1 for up to three year terms, each term to begin March 1 and/or October 1 and expire the last day of February or September 30.

### Section 2

- Membership on the Council shall not exceed 9. In addition, the Council may include one representative of the agency who contracts with the County to provide the related services. Contractor representatives shall serve in an ex-officio capacity (non-voting).
- Persons employed by contracted providers of human services shall not be eligible for appointment. Representation of mental health, alcohol and drug treatment and developmental disability providers not under contract with the County or connected to contracted providers of the County shall not exceed one member per contracted service.
- Membership shall represent recipients of services, advocates, professionals in the field, key referral sources, non-contracted provider representatives, provider representatives (non-voting), and lay citizens in balanced representation. Representation shall also include minority members which reasonably reflect the proportion of the need for alcoholism treatment and rehabilitation services of minorities in the community and at least one member who has mental or physical disabilities.

### Section 3

Upon three unexcused absences from scheduled Council meetings within a term by a member, the member will be contacted by the Chair to seek intention of continued service on the Council.

## **Article V - Offices**

### Section 1

The officers of the Council will be a chairperson and vice-chairperson, with the term of office being one year. The duties of the Council chairperson shall be to preside at all meetings of the Council; to act as liaison among the, County staff, public agencies, and the Clatsop County Board of

Commissioners; to assign tasks and duties to the respective ad hoc committees. The vice-chairperson elect will perform these duties in the absence of the chairperson.

## **Article VI - Rules of Procedure**

### Section 1 - Quorum

For the purpose of doing business, quorum shall be a majority of appointed membership of the Council. Once a quorum is established, business can be transacted for the remainder of the meeting regardless of number of members present.

### Section 2 - Open Meetings

The Council shall conform to the procedures outlined in the Open Meeting Law of the State of Oregon.

### Section 3 - Conflict of Interest

There will be open discussion of situations which might involve conflict of interest on the part of Council members. A member shall abstain from voting on a particular issue where there is a potential of direct benefit to the member or their agency.

### Section 4 - Public Statements

No member of the Human Services Advisory Council is authorized to speak on behalf of the Council until the Council takes a position by formal action. This does not prevent any member from making public statements regarding personal or agency views on an issue as long as identification of membership on the Council is not involved.

### Section 5 - Recommendations and Actions

#### Subsection 1 - Agenda Formation

Preliminary agenda formation for the next meeting will be developed through a process decided on by each body. Establishing the agenda shall be allowed at the beginning of each meeting of the Council. The Council and the Advisory Committees may consider any item submitted from any source. All issues of substance will be brought before the Council.

#### Subsection 2 - Recommendations

The Council may vote to refer matters to the Clatsop County Board of Commissioners with or without recommendations.

#### Subsection 3 - Minority Reports

A minority report may be submitted by members of the Council if the intent to do so is announced prior to the time this action is taken and the minority report is submitted in conjunction with the Council's recommendations.

#### Subsection 4 - Robert's Rules of Order

Questions of procedure will be resolved on the basis of Robert's Rules of Order.

#### **Article VII - Amendments**

These By-Laws may be amended by an affirmative vote of a quorum at a meeting of the Human Services Advisory Committee after special notification thirty days prior to the date of the meeting.