STEARNS COUNTY

HUMAN SERVICES ADVISORY COMMITTEE

BYLAWS

Whereas, pursuant to the authority set forth in Mn. Statutes, Chapter 402, the Stearns County Human Services Board has established and appointed an advisory committee to exercise functions, powers and duties described in Mn. Statutes, Section 402.03;

Whereas, the advisory committee appointed by the Stearns County Human Services Board is called the “Stearns County Human Services Advisory Committee”.

Now, Therefore Be It Resolved, the Stearns County Human Services Advisory Committee does hereby adopt these bylaws to govern the exercise of its functions, powers and duties.

ARTICLE I. FUNCTIONS, POWERS AND DUTIES

The Stearns County Human Services Advisory Committee is composed of citizens, persons receiving services, schools and providers. The committee shall:

A. Serve in an advisory capacity to the Stearns County Human Services Board;

B. Participate in the formulation of plan(s) for the development, implementation and operation of the programs and services for Stearns County;

C. Make a formal recommendation, at least annually, concerning the budget for Human Services;

D. Provide the Board with a formal recommendation related to implementation of approved plans;

E. Appoint permanent and short-term task forces members to assist in planning for corrections, social, mental health and public health services.

ARTICLE II. MEMBERSHIP

SECTION 1. The membership of the Stearns County Human Services Advisory Committee shall be specified by Stearns County Human Services Board resolution. Per Board resolution, the Stearns County Human Services Advisory Committee has seventeen (17) members, represented as follows:

A. One-third (6) of the members shall be representatives of those persons receiving services provided by the human services board; one (1) member from each commissioner district; plus one (1) additional member at large;

B. One-third (5) of the members shall be representative of citizens of Stearns County; one (1) member from each commissioner district;
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C. Two (2) members shall represent providers of services within Stearns County;

D. One (1) member shall be representative of schools in Stearns County;

E. One (1) member shall be from the Community Corrections Advisory Board;

F. One (1) member shall be from the Youth Services Task Force, appointed as Task Force Co-Chairs by that task force.

SECTION 2. Application for membership on the Stearns County Human Services Advisory Committee shall be solicited from the citizenry of Stearns County, from representative groups within the county and Commissioner Districts. Individuals seeking appointment to the Stearns County Human Services Advisory Committee complete an online application on the Stearns County public website. (http://www.co.stearns.mn.us)

SECTION 3. Members of the Human Services Advisory Committee need to be residents of Stearns County, or need to represent providers located and providing services in Stearns County. Should a member of the Human Services Advisory Committee move out of the county during an appointed term, he/she may complete the current term, if agreeable to the Stearns County Human Services Board.

SECTION 4. The length of term for members shall be three (3) years, not to exceed three (3) consecutive terms. The Human Services Advisory committee shall make recommendations to the Stearns County Human Services Board for the reappointments of any member whose term has expired. Reappointments are completed by the Board in January of each year.

SECTION 5. Stearns County Human Services Board appointments to vacancies occurring on the Human Services Advisory Committee, shall be made to maintain the membership composition outlined in Article II. Recruitment of a new member shall be done as outlined in Section 2, and the appointment shall be consistent with a calendar year term.

SECTION 6. If at any time a member misses more than four (4) regularly scheduled meetings in a twelve (12) month period, the Chair may make that fact known to the Stearns County Human Services Board for its action. The Stearns County Human Services Board reviews Advisory Committee attendance on an annual basis, prior to making all reappointments.

ARTICLE III. OFFICERS

SECTION 1. The officers of the Stearns County Human Services Advisory Committee shall be the Chair and Vice-Chair.

SECTION 2. The Chair shall be appointed by the Stearns County Human Services Board.
SECTION 3. The Vice-Chair shall be selected by the Stearns County Human Services Advisory Committee during the first meeting in the calendar year.

SECTION 4. The term of office shall be for one (1) year, with no member serving more than three (3) consecutive terms of office.

SECTION 5. Duties of Officers

A. The Chair shall preside at all meetings and facilitate committee discussion as appropriate. He/she shall provide the Stearns County Human Services Board with regular reports and carry forth committee recommendations as requested by either the Board or Committee. The Chair shall perform duties as may be set by the Stearns County Human Services Board from time to time. Should the office of Chair become vacant, the Stearns County Human Services Board shall appoint a Chair, for the remainder of the unexpired term, upon receiving a recommendation from the Human Services Advisory Committee.

B. The Vice-Chair, in the absence of the Chair, shall carry out the responsibilities of the Chair. In addition, the Vice-Chair shall perform tasks as may be assigned by the Chair.

SECTION 6. Executive Committee

The Chair, Vice-Chair and one member at large, appointed by the Chair for a one (1) year period, shall comprise an executive committee. (This appointment will be done during the first meeting of each calendar year.) The executive committee is authorized to take action on matters that arise between meetings. Action taken by this committee shall be recorded and presented to the full Human Services Advisory Committee for approval at the next meeting.

ARTICLE IV. MEETINGS

SECTION 1. The Stearns County Human Services Advisory Committee shall meet monthly, up to twelve (12) regular meetings per year. Meetings shall be held at a time as established by the committee.

SECTION 2. Special meetings of the Stearns County Human Services Advisory Committee may be called at any time by the Chair.

SECTION 3. A quorum shall be defined as 50% or more of all occupied seats currently held by the Human Services Advisory Committee members, and a majority vote of members present (if a quorum) is sufficient to adopt any motion.

SECTION 4. All meetings of the Stearns County Human Services Advisory Committee, or its task forces, are open to the public.
SECTION 5. Official Minutes

A. Stearns County staff is responsible for the preparation and maintenance of all minutes of regularly scheduled and special meetings of the Stearns County Human Services Advisory Committee and its task forces. Such minutes shall record the time, date and place of meetings, the attendance of members and guests, topics of the meeting, motions and seconds made, results of votes conducted and a narrative of pertinent discussion.

B. A copy of the minutes for each meeting will be distributed to the members for review, prior to the next month’s meeting.

C. Copies of the agenda and approved minutes will be provided to the Stearns County Human Services Board following each meeting.

ARTICLE V. PER DIEMS AND EXPENSES

A member of the Stearns County Human Services Advisory Committee, any appointed member of a Human Services Advisory Committee task force or work group, who is not an official, or employee of the County, may receive a per diem for participating on the Human Services Advisory Committee or task force/work group. Per diems are established by the Stearns County Human Services Board. Members may also be reimbursed for travel and other necessary expenses.

ARTICLE VI. TASK FORCES

SECTION 1. The Human Services Advisory Committee Members shall appoint permanent task forces at a minimum to assist in planning for corrections, social, mental health and public health issues. Other permanent task forces may be established with the approval of the Stearns County Human Services Board.

SECTION 2. Task force membership shall be constituted to fulfill state agency requirements for receiving categorical funds.

SECTION 3. Individuals not members of the Human Services Advisory Committee may be appointed to the task force; however, each task force shall be chaired by a member of the Human Services Advisory Committee.

SECTION 4. Short-term task forces or work groups may be established by the Human Services Advisory Committee, or its Chair, as the need arises. Upon completion of its assigned tasks, the Human Services Advisory Committee, or its Chair, may abolish such task forces or groups.

ARTICLE VII. CODE OF ETHICS

All Stearns County Human Services Advisory Committee need to comply with the Code of Ethics set out in the Stearns County Personnel Rules and Policies.
ARTICLE VIII. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting if the proposed amendment is in written form, provided to all members present, and approved by the Stearns County Human Services Board.

ARTICLE IX. EFFECTIVE DATES

These Bylaws and any amendments approved by the Stearns County Human Services Advisory Committee shall be effective when approved by the Stearns County Human Services Board.

Approved by Stearns County Human Services Board on August 15, 2000
Reviewed and Revised: August 8, 2002
Reviewed and Revised: January 2007
Reviewed and Revised: January 2009
Reviewed and Revised: January 2010
Reviewed and Revised: February 2011
Reviewed and Revised: February 2015