

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 purpose of the Community Services Block Grant is to provide assistance to States and local communities working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.

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. The Community Services Division adheres to the mission of the Human Services Department; *"To provide and coordinate essential support and social services to vulnerable populations to enhance economic, educational, and social opportunities and strengthen communities."*

To further this purpose, the Community Services Division shall improve the quality of life for those in our community by helping meet the basic needs of nutrition, housing, and cooling/energy for families and individuals to lessen the impact of poverty. While providing services directly, and through partnerships, to respectfully empower and strengthen families and promote self-sufficiency. The

Community Services Division shall engage in such activities as are recommended by the Maricopa County Community Services Commission.

ARTICLE III

MEMBERSHIP

The Maricopa County Community Services Commission is a tripartite board that includes representations from the following: Consumer Sector, Public Official Sector, and Private Sector. 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 Consumer Sector Commission members selected to represent low-income residents in 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

All members of the Commission shall fully participate in the development, planning, implementation and evaluation of the Maricopa County Community Action Agency to serve low-income communities. The powers and duties of the Maricopa County Community Services Commission shall be:

1. To oversee the extent and quality of the participation of the low-income population in the programs of the Community Action Agency;
2. To determine rules and procedures for the Commission;
3. To elect the officers, the Executive Committee, and assign members of all other committees of the Commission;
4. The Commission shall deliberate and vote upon the following matters:
 - a. Approve selected sector representatives to serve on the Commission;
 - b. Approve overall program plans and priorities for the Community Services Division;
 - c. Provide direction and oversight of overall program plans and priorities;
 - d. Approve all evaluation, assessment studies and reports;
 - e. Determine and approve allocation of funding and resources as necessary; and

f. Determine and approve geographic service areas as necessary.

B. Composition

The Maricopa County Community Services Commission shall consist of no less than nine (9), no more than fifteen (15) persons. Commission members serve at the pleasure of the Community Services Division for a term as defined by these By-laws. Commission members will represent the four Maricopa County Regions; North, Southeast, West, and Southwest. A map displaying the regions shall be provided in the Maricopa County Community Services Commission Policy and Procedure Manual. Each region will be represented by a minimum of three (3) representatives compromising the following sectors:

Consumer Sector – A minimum of one third (1/3) of the Commission members will be representatives of low-income individuals and families who reside in the low income target area that they are selected to represent. 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. If not enough elected officials are available and willing to serve, then appointed public officials may be selected. Appointed representatives must provide a letter of designation. A public official may choose a representative to serve in his/her place, who shall have the full authority to serve in the capacity of a Public Official. 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, education, law enforcement, or other private groups and interests in the community. The membership belongs to the organization represented.

C. Selection Procedures

Commission members shall be selected in accordance with the Community Services Block Reauthorization Act of 1998. Selection procedures for all sectors are defined in the Maricopa County Community Services Commission Policy and Procedure Manual. Selected members shall be formally seated by vote of the Commission to serve in the capacity of a member.

D. Vacancies

A vacancy shall occur when, a Commission member:

1. Forfeits his/her seat due to absenteeism;
2. Resigns or dies;
3. Who is an elected public official, leaves office;
4. Ceases to represent the specific agency or organization (Private Sector);
5. When a term is exhausted as defined in the bylaws (see section F -Terms of Service); or
6. Is removed by action of the Commission for cause as defined in the bylaws (see Article VII).

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 select a representative for the vacant seat per the selection procedures in the Maricopa County Community Services Commission Policy and Procedure Manual.

E. Alternates

Each representative may have one alternate. The alternates shall be selected using the selection procedures as detailed in the Maricopa County Community Services Commission Policy and Procedure Manual. 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. Training

All Commission members are required to attend an orientation hosted by the Community Services Division. It will review the County's procedures and policies, the history and purpose of this Commission, and duties and responsibilities. Members do not need to attend orientation if they have already completed one in the past 2 years of their service. New appointed members are required to attend an orientation within six (6) months of their appointment.

G. Terms of Service

Public Official and the Private Sector representatives shall serve for a two (2) year term. The Consumer Sector representatives shall serve a (1) year term.

A term is defined as a period beginning the day the Commission approves their appointment or their renewal of membership following the date until it has become one (1) full year of their approval date. At the end of the term, Commission members have the option to renew their membership to serve consecutive terms.

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.

H. Attendance

Commission members shall abide by the Maricopa County Community Services Commission Attendance Policy which states that any Commission member who is absent without just cause from three (3) consecutive meetings shall forfeit his/her seat on the Commission upon the third consecutive absence.

"Just cause" is defined in the Maricopa County Community Services Commission Policy and Procedure Manual.

I. Expense Reimbursements

Expense reimbursement made by the Maricopa Community Services Division to a Commission member, shall be permitted for reasonable, necessary and documented expenses incurred by the Commission member in the course of performing authorized duties. The Assistant Director shall provide approval prior to the expense being incurred.

J. Quorum

The quorum for a meeting of the Commission shall be a simple 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.

The following transactions shall require a supermajority vote of two-thirds (2/3) of the Commission members present and voting:

- Removal of Commission members, committee members, or officers;
- Commission meeting cancelation; and
- Amendment or repeal of the Commission Bylaws.

Procedures for conducting meetings shall be detailed in the Maricopa County Community Services Commission Policy and Procedure Manual.

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 on the Human Services Department website. Upon request, a translation of any specific minutes shall be made available in the language of the individual or individuals requesting the translation.

K. 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 modified rules of order. I 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.

The Chairperson shall abstain from all voting unless there is a tie at which point the chairperson would have the deciding vote.

L. Meetings

Meetings of the Commission shall be scheduled no less than four (4) times per state fiscal year (July 1st - June 30th). 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.

Participation via teleconference or videoconference is allowed on a limited basis under conditions that prevent the Commission member(s) from attending a meeting in person, situations where it is not recommended for the Commission to hold an in-person meeting, or during a state of emergency. The Community Services Division will be responsible for setting up the online meeting link and making it available for the public. All online meetings will be recorded for viewing and use. Such member(s) shall be counted as present for purposes of meeting quorum.

M. Notice

There shall be at least a 24-hour notice of all meetings. A public notice, stating time and place of the meeting, shall be posted on the Maricopa County Human Services Department website and 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.

N. Rules

The order of business at meetings shall be determined by a written agenda. Modified rules of order 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 and Vice Chairperson. Community Services Division staff shall perform the recording secretary duties.

The Commission shall elect a Chairperson and Vice Chairperson from members of the Commission. Members from the same sector shall not serve as officers concurrently.

The term of appointment for Chairperson and Vice Chairperson shall be for a term of one (1) year. The term shall begin July 1 following the date that the officer was formally elected until June 30 of the year in which the term ends. A member shall not hold any one Office for more than six (6) consecutive years.

In the event a vacancy occurs in the office of Chairperson the Vice Chairperson will become the 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 Chairperson

has the option of completing a second term of office.

In the event a vacancy occurs in the office of Vice Chairperson, the Commission shall elect a member of the Commission to serve the unexpired term in the same manner as the original officer.

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 Assistant Director, and perform such other duties as the Commission may direct.

The Vice Chairperson shall work closely with the Chairperson of the Commission and the 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. They shall, in general, perform all duties incidental to the office of Secretary, subject to the direction of the Commission.

The Assistant Director 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.

ARTICLE V

COMMITTEES

The following committees are established standing advisory committees of the Commission. These standing advisory committees are subject to the open meeting laws of Arizona.

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. 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 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, 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. 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 and Vice Chairperson shall be a member of the By-Laws Committee, as determined by the Chairperson.

C. Other Committees

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

D. Committee Terms of Appointment

Committee terms of service for members and committee officers shall be for one (1) year, from July 1 following the date when the member is appointed by the Commission until June 30 of the year in which the term ends. Any appointment made to fill a vacancy shall be for the unexpired term, remaining.

E. Committee Quorum

The quorum for any Committee meeting shall be a simple majority of the non-vacant seats for the transaction of business at any meeting; teleconferencing/videoconferencing 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.

F. 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.

G. 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.

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 Policy and Procedure Manual.

ARTICLE VII

REMOVAL OF COMMISSION MEMBERS AND OFFICERS

Commission members or officers may be formally removed by the action of the Commission as a whole upon the supermajority vote of at least two-thirds (2/3) of the members that are present and voting. The proposed removal action must be included on the agenda. Procedures for the removal of members and officers are detailed in the Commission Policy and Procedure Manual.

Cause for removal shall include but not limited to:

- Absences for three consecutive Commission meetings without just cause, as defined in the Maricopa County Commission Policy and Procedure Manual;
- False certification on the Commission application;
- Failure to comply with the Maricopa County Commission Conflict of Interest Policy; and
- The definition of "cause" shall also be determined by a supermajority vote of at least two-thirds (2/3) of the Commission members present and voting.

ARTICLE VIII

CONFLICT OF INTEREST

The Maricopa County Community Services Commission shall abide by the Maricopa County Community Services Commission Conflict of Interest Policy. All Commission members and officers shall complete and sign the Conflict of Interest Disclosure Statement on an annual basis.

ARTICLE IX

AMENDMENT

These Bylaws may be altered, amended, or repealed by a supermajority 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:

Amended:

- April 1999
- October 2002
- October 23, 2006
- February 22, 2010
- June 28, 2010
- May 23, 2011
- April 23, 2012
- August 26, 2013
- July 21, 2014
- September 28, 2015
- January 22, 2018
- April 18, 2022