

# **IHSS Advisory Committee (IHSSAC) of Stanislaus County Bylaws**

## **1. Mission Statement**

Our mission is to advocate, set direction, structure, and guidelines to provide options and choices for consumers and providers and to enhance the IHSS program and services.

## **2. Meeting Procedure**

- a. Except when otherwise noted, the Committee meetings are to be governed according to “Robert’s Rules of Order”.
- b. Pursuant to the Brown Act, meetings must be made open to the public, and agendas must be publicly posted at least seventy-two (72) hours before the scheduled start time for meetings.
- c. Members may not meet privately to discuss Committee business.
- d. Members of the Public must be given the opportunity to speak during meetings. Each person may be limited to five (5) minutes of speaking, at the discretion of the Chair.
- e. The Chair may choose to remove from the meeting any unruly members of the public who are disruptive to normal operations.
- f. Items that are not posted on the Agenda may only be discussed by special order of the Committee. If a member of the Committee wishes to discuss an item not on the agenda, the Committee must vote whether to discuss the item immediately or to table the item for the next meeting. There must be a simple majority of members wishing to discuss the item immediately.

## **3. Duties**

- a. Seek input from consumers and providers regarding the IHSS program.
- b. Provide on-going advice and recommendations about the delivery of the IHSS services to the Board of Supervisors.

- c. Provide information and feedback to the Administrator of the IHSS Program.
- d. Review program costs and budget.
- e. Provide input on collective bargaining issues to the employer of record of the IHSS providers.
- f. Advocate with local, State and Federal legislatures to ensure program integrity.

#### **4. Requirements for Membership and Procedure of Member Selection**

- a. The Board of Supervisors must approve prospective members by appointment.
- b. As new members are appointed to the Committee, the Committee must continue to be composed of the required balance of Providers, Recipients and a County employee.
- c. Each new Committee member will be appointed a two-year term.
- d. Committee members may be re-appointed for unlimited number of two-year terms as desired.

#### **5. Officers: Election and Term of Office**

- a. The Officers of the IHSS Advisory Committee shall be a Chair and a Vice-Chair.
- b. The members shall elect officers from among the members of the Committee. Each Officer shall serve for a term of two (2) years. Officers may be re-elected to the same office for two successive terms. If there is a vacancy of the officer/officers, there shall be a special election held for new officer/officers.
- c. The Chair shall represent the IHSSAC before the Board of Supervisors, other government and community agencies and boards and associations.
- d. The Vice-Chair, in the absence of the 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.
- e. In the absence of a Chair and Vice Chair, the members present shall elect, by a simple majority, a presiding officer for the meeting.

## **6. Attendance at Meetings**

- a. Absences - A member who is absent a total of three consecutive meetings within one (1) calendar year, who has not given advance notice, shall be notified, in writing, by the Chair that his/her absences will be discussed at the next regular meeting of the committee. At that time, the Committee, by a two-thirds (2/3) vote, not counting the vote of the member in question, may recommend to the Board of Supervisors that the member be removed from the Committee.
- b. Termination - A member may be removed from the Committee by the appointing authority upon the recommendation of the Committee.
- c. Attendance at Meetings - Members are expected to attend all meetings of the Committee. A member who is unable to attend a meeting shall give advance notice of his/her inability to attend, either to the Committee Chair, or the staff of the committee.
- d. Leave of Absence - A member may apply for a temporary leave of absence for duration of no more than six months. This leave of absence must be approved by a simple majority of the Committee members. The request for the leave of absence will be put on the agenda at the next regular meeting.

## **7. Sub-Committees**

- a. IHSSAC may establish sub-committee(s) as it deems necessary. These sub-committees may be standing or ad hoc.
- b. The function and membership of each sub-committee shall be determined by the IHSSAC.
- c. All Committees shall report their findings and recommendations to the Committee at large.

## **8. Policy on Support and Sponsorship**

- a. Other agencies or boards may ask IHSSAC to provide its position on a matter of public policy and/or endorse a program, event, or grant application. In such instances, the request must be submitted in writing then reviewed and approved by IHSSAC at a regular meeting. IHSSAC may then present its recommendations to the Board of Supervisors.

## **9. Confidentiality of Committee Information**

- a. The mailing list and personal information of the IHSSAC shall not be released to the public. Members may be reached by contacting Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County office.

## **10. Conflict of Interest**

- a. The Committee shall strive at all times to maintain cultural diversity that is reflective of the community we serve.
- b. IHSSAC members shall excuse themselves from voting on any issue in which they have a conflict of interest.

## **11. Grievance Procedure**

- a. All grievances should be handled during regular committee meetings. In the event of a grievance by a committee member that can not wait for a scheduled meeting the presiding officer may call a special meeting.
- b. A “special meeting” (pursuant to Government Code section 54956) may be called at any time by the presiding officer of the advisory board, or by a majority of members. Notice of the meeting must be received 24 hours in advance of the meeting by all members of the Committee. The notice must specify the date, place and time of the meeting and business to be discussed. No other business may be discussed at the special meeting other than what is referenced on the notice. The location of the special meeting must be in a location that is freely accessible to members of the public.

## **12. Amendment of the Bylaws**

- a. These bylaws may be altered, amended or repealed in the presence of a quorum, by a two-thirds (2/3) majority vote of the voting members present and voting at a properly noticed meeting of IHSSAC.
- b. Proposed amendments to these bylaws shall be presented in writing to the Chair and such proposed change(s) shall be read at a regularly scheduled meeting and reviewed for a minimum of fifteen (15) days before being voted on by members of IHSSAC.
- c. The amended bylaws will then be forwarded to the Board of Supervisors.