

**Lake County In-Home Supportive Services Public Authority  
Advisory Committee By-Laws**

**ARTICLE I:  
NAME AND PURPOSE**

**Section 1.** The name of this organization shall be the Lake County In-Home Supportive Services Public Authority Advisory Committee. The Lake County Board of Supervisors established this Advisory Committee in November 2000, pursuant to the California Welfare and Institution Code Section 12301.3 and 12301.6 (b)(3)(c&d).

**Section 2.** The purpose and scope of the activities of this Advisory Committee shall be the following:

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,

To provide ongoing advice and recommendations regarding In-Home Supportive Services to the County Board of Supervisors, any administrative body in the county that is related to the delivery and administration of In-Home Supportive Services, and the governing body and administrative agency of the Public Authority, nonprofit consortium, contractor, and public employees; and,

To review and evaluate County issues as requested by the Board of Supervisors or by the governing body. To initiate proposals and forward them to the Board of Supervisors or the governing body as recommendations for action.

**ARTICLE II:  
MEMBERSHIP**

**Section 1.** The Advisory Committee shall be comprised of eleven (11) individuals. No less than 50 percent of the membership of the Advisory Committee shall be individuals who are current or past users of personal assistance services paid for through public or private funds or as recipients of In-Home Supportive Services. At least two members of the Advisory Committee shall be current or former providers of personal assistance services paid for through public or private funds. Individuals who represent organizations that advocate for people with disabilities or seniors may be appointed to the Advisory Committee. The County Adult and Children's Services Deputy Director and the Public Authority Coordinator shall sit on the Advisory Committee as Ex-Officio members.

Prior to the appointment of members to the Advisory Committee, the Public Authority shall solicit applications for qualified members through a fair and open process that includes the provision of reasonable written notice to, and reasonable response time by, members of the general public and interested persons and organizations. The Advisory Committee shall review all applications and submit their recommendations to the Board of Supervisors for consideration.

**Section 2.** All members of this Advisory committee shall serve a two-year term. 5 members will, initially, upon adoption of these by-laws, serve a 1-year term. These members will be chosen by lot.

All Advisory Committee members shall serve at the pleasure of the Board of Supervisors.

A member may be reappointed after his/her term expires.

**Section 3.** Any member who misses three consecutive meetings may become ineligible to continue serving on the Advisory Committee, at which time the Chair of the Advisory Committee may recommend to the Board of Supervisors that a member has become ineligible. The Board of Supervisors may appoint a replacement member or may reappoint the member who has become ineligible due to extenuating circumstances. The Board of Supervisors will be notified within two weeks after a vacancy occurs. Vacancies will be filled by appointment for the unexpired term.

### **ARTICLE III MEETINGS**

**Section 1.** The regular meeting of the membership of the Advisory Committee shall be held on the 4<sup>th</sup> Wednesday of every month at 1:30 p.m. at such place as may be designated by the Chair of the Advisory Committee. The locations of the meetings shall alternate between the north end and the south end of the County.

**Section 2.** Notice of the time, place and purpose of all regular and special meetings shall be mailed to each member of the Advisory Committee, not less than five days before such meeting and publicly posted not less than three days before such meeting.

Meetings of the Advisory Committee shall be in compliance with the Ralph M. Brown Act.

**Section 3.** A majority of the seated members of the Advisory Committee shall constitute a quorum for the transaction of any business at any regular or special meeting of the Committee. In the absence of a quorum at any regularly scheduled or special meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary. If the number of members present is 1/3 or greater of the full Advisory Committee, the agenda for the meeting will be followed and any recommendations of this full subcommittee shall be presented to the Advisory Committee at the next regularly scheduled meeting. If the number present is less than 1/3, the members may, if they wish, vote to follow the agenda or postpone the agenda to the next regular meeting.

**Section 4.** Any recommendation submitted to the Board of Supervisors or the governing body shall require the approval of a majority of the members present so long as a quorum exists.

**Section 5.** Only the appointed members shall be entitled to vote at any meeting of the Advisory Committee.

**Section 6.** Fees and Compensation of Members: Members of the Governing body shall not receive compensation for their services as such members. Members of the Advisory Committee shall be paid a stipend for attending meetings; however, each member shall receive no more than two stipends per month. The amount of the stipend shall be \$25 per meeting, subject to approval by the Governing Body.

#### **ARTICLE IV SUB-COMMITTEE**

**Section 1.** The Chair shall designate sub-committees of one or more members each for such specific purposes as the business of the Advisory Committee may, from time to time, require. The sub-committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Advisory Committee.

**Section 2.** All sub-committees shall make progress reports to the Advisory Committee as requested by the Chair.

**Section 3.** No sub-committee will have other than advisory powers unless, by suitable action of the Advisory Committee, it is granted specific powers to act.

#### **ARTICLE V OFFICERS**

**Section 1.** The members of the Advisory Committee shall elect from their own membership the following officers at the January meeting:

- A: Chair
- B: Vice-Chair
- C. Secretary

**Section 2.** The term of office for all officers shall be a two-year term beginning at the first regular Advisory Committee meeting of the year following his/her election and terminating at the last regular Advisory Committee meeting of the second year of the term, or until their successors are elected at the next regular meeting of the Committee

**Section 3.** Any officer may be re-elected for the same office for one additional term.

**Section 4.** A vacancy in any office may be filled by the Advisory Committee at any regular meeting.

**Section 5.** Duties:

Chair: The Chair shall preside at all meetings of the Advisory committee and conduct all meetings of the Advisory Committee. He or she shall forward action taken by the Advisory Committee to the Board of Supervisors or the governing body, for whatever action the Board deems appropriate. The Chair shall appoint

subcommittees as appropriate and deemed necessary by the Advisory Committee, and notify the Board of Supervisors or the governing body, of such appointments. The Chair may take such other action as is necessary for the efficient functioning of the Advisory Committee.

Vice-Chair: In absence of the Chair or in the event of his or her inability to act, the Vice-Chair shall exercise all powers and duties of the Chair.

Interim Chair: In the absence of both the Chair and the Vice-Chair at any regularly scheduled or special meeting, the Committee members present shall elect one of their members to function during such meeting as the Interim Chair.

Secretary: The Secretary shall keep a record of all meeting minutes and committee correspondence.

## **ARTICLE VI MINUTES OF MEETINGS**

**Section 1.** The Chair of the Advisory Committee shall delegate to the Public Authority staff the keeping of the minutes of each Advisory meeting. Minutes of open meetings shall include: time, date, and place; a list of persons who were present, including Advisory Committee members, support staff, members of the public who presented oral or written statements; an estimated number of other members of the public present; a description of each matter discussed and the resolution, if any, made by the Advisory Committee; and copies of each report or other documents received or approved by the Advisory Committee. The Chair and/or Vice-Chair shall certify to the accuracy of all minutes of the meetings.

## **ARTICLE VII AMENDMENTS**

**Section 1.** These bylaws may be amended by the vote of a majority of the Committee members present so long as a quorum exists and voting at any regular meeting of the Advisory Committee after notice of such proposals for an amendment has been given to all members as provided in these bylaws. All such amendments shall be subject to approval by the Board of Supervisors.

**Section 2.** Notice of any proposed amendment shall be submitted in writing to all members of the Advisory Committee not less than thirty (30) days prior to the meeting at which such amendments are to be considered.

