

**AMENDED BYLAWS OF  
GARFIELD COUNTY HUMAN SERVICES COMMISSION  
(July 15, 2013)**

108 8<sup>th</sup> Street, Suite 213  
Glenwood Springs, Colorado 81601  
(970) 945-5004

As Amended

ARTICLE I:

The commission shall be called the Garfield County Human Services Commission (“HSC”).

ARTICLE II:

The functions of the HSC are:

1. To assess and determine human service needs in Garfield County through interactions with human service provider agencies, persons receiving human services and the community at large.
2. To advise the Board of County Commissioners (“BOCC”) on the human service needs of the county and mechanisms by which those needs can be met.
3. To promote the effective and efficient provision of human services which adequately meet the needs of the communities in Garfield County.
4. To review all applications from governmental or non-profit human service agencies and advise the BOCC regarding the disbursement of county human service funds.
5. To provide community education, awareness and maximize community involvement to meet the human service needs in Garfield County.
6. To review applications for membership and make recommendations to the BOCC for membership on the HSC.
7. To coordinate the annual Humanitarian Service Awards program and related events.

### ARTICLE III:

The membership of the Commission shall consist of persons recommended by the HSC, and appointed by the BOCC. The HSC shall be composed of representatives from:

Aging Services  
Behavioral Health Services  
Citizen Members (3)  
Clergy  
Department of Human Services  
Disability Services  
Early Childhood Services  
Educational Services (4) (1-Adult Education, 3- School Districts)  
Emergency Services  
Employment Services  
Housing Services  
Human Service Agency Representatives (11)  
Indigent/Homeless Services  
Legal Services  
Medical Services (2)  
Minority Services  
Public Health Services  
Victim Services  
Youth Services

Ex-officio members may consist of representatives from The United Way, Aspen Community Foundation, Western Colorado Community Foundation, subject matter experts, and otherwise as needed.

Members serve one-year terms, without limit, commencing January 1 and ending December 31. When vacancies on the HSC occur, the positions(s) will be advertised in local newspapers, and interested citizens may submit applications to the HSC Chairperson. The HSC will review letters of interest and appropriate candidates will be invited to present information about their interest and experience to the HSC. The HSC will vote on the candidates and make recommendations to the BOCC, for approval by majority vote. The BOCC may remove any member at any time for any reason or no reason. The HSC will review its membership requirements on an annual basis.

The three (3) citizen members must not serve on the board of or be employed by any agency being funded by the Garfield County Human Service funds. In filling the Citizen Member positions, the HSC will be aware of addressing the changing needs of the community, including the needs of minorities and have coverage from various areas of the county.

The school positions shall consist of one member from Adult Education and one from each of the three (3) school districts.

Human Service Agency members must be employed by an agency providing human services in Garfield County.

Each member or designated alternate shall be allowed one vote per issue at any regular meeting of the Commission.

Ex-officio members are non-voting participants. Their representative areas are deemed important to the work of the commission, and they are encouraged to participate.

Members shall be expected to attend all meetings, but if unable to do so, must send a designated alternate. Absence from three (3) consecutive meetings without due notification to the HSC may be deemed as the retirement of such member. In that case, the position shall be declared vacant, and such position shall be advertised. The Secretary will take attendance at each meeting. Attendance will be reviewed by the Membership Committee every six (6) months. Any concerns regarding attendance will be referred to the Executive Committee for consideration.

#### ARTICLE IV:

##### Section I – Officers

- A. All officers shall be elected by the HSC membership.
- B. Officers must be voting members of the HSC and shall serve a one-year term of office.
- C. Elections shall take place at the annual meeting.

##### Section 2 – Chairperson

- A. The Chairperson or her or his designee shall chair all meetings.
- B. The Chairperson shall be responsible for preparing the agenda for each meeting.
- C. The Chairperson may call special meetings if needed.
- D. The Chairperson shall secure meeting locations for the year.
- E. The Chairperson shall appoint committees as needed.
- F. No one shall serve as Chairperson for more than three (3) consecutive years.

##### Section 3 – Vice Chairperson

- A. The Vice Chairperson shall assist the Chairperson as directed.
- B. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson.

- C. The Vice Chairperson shall oversee the schedule for human service presentations to the County Commissioners by contacting the county regarding continuation of the presentations, organizing the annual list of presenters, and any follow-through necessary.
- D. The Vice Chairperson shall develop an annual calendar of commission activities and responsibilities.

#### Section 4 – Secretary

- A. The secretary shall record and present all minutes of the meetings. A historical book/binder including agendas, minutes and other important document shall be kept. At year end, the documents shall be transferred to the HSC historical documents for long term maintenance.
- B. The secretary shall assist the Chairperson to prepare agendas and provide meeting notices.
- C. The secretary shall be responsible for all official correspondence of the Commission.

#### Section 5- Membership Coordinator

- A. The membership coordinator shall maintain the membership and participant list.
- B. The membership coordinator shall maintain the packets for new members.
- C. The membership coordinator shall oversee activity necessary to keep a full slate of active members.

### ARTICLE V:

#### Section 1 – Meetings

- A. Meetings shall be held on a monthly basis at a time and place determined and agreed upon by the HSC. The schedule will be set at the December meeting for the upcoming new year. Meetings are open to the public and shall alternate between Rifle and Glenwood Springs each month unless otherwise agreed upon by the HSC. The Secretary shall distribute the schedule to all members once it is set. Meeting information is available on the Garfield County web site.
- B. The time and place of the annual meeting for the purpose of strategic planning shall be agreed upon by the HSC.

#### Section 2 – Quorums

- A. Business may be conducted at any regular meeting where a simple majority of the voting membership is present, unless otherwise specified herein. In the absence of a quorum, business is automatically continued to the next scheduled meeting.

- B. Any motion to amend the bylaws as well as recommendations for disbursement of Garfield County funds must be presented at least ten days before a vote on the question. In addition, amendments to the bylaws and funding recommendations must be approved by 2/3 of the voting membership or by 21 members, whichever is greater. Proposed bylaw changes, as well as disbursement of Garfield County funds, are made on recommendation from the HSC to the BOCC, who have the final decision for ratification or denial.
- C. Voting by the voting membership can be cast electronically, by phone, in person or by mail.
- D. In this Section 2, "voting membership" is defined as those voting members actually approved by the BOCC and not to any vacant seats. For example, if 30 of the 35 seats are filled with voting members actually approved by the BOCC, a simple majority would be 16, and the majority needed for action under Section 2.B. above would be 21.

## ARTICLE VI:

### Section 1 - Standing Committees of the HSC

- A. Executive Committee: Members of the Executive Committee are to provide structure and leadership to the commission as a whole via their assigned roles and duties.
  - 1. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, HSC Liaison (non-voting), Membership Chair and one member at-large.
  - 2. The Executive Committee has the authority to set the agenda for Commission Meetings, make emergency decisions and execute whatever business the Commission requests.
  - 3. Agendas for Executive Committee meeting shall be distributed in advance to all Executive Committee members
- B. Grants Allocation Committee
  - 1. The Grants Allocation Committee shall consist of five persons as follows: two voting members of the HSC, one citizen at large familiar with human services, the County Manager, and a County Commissioner, and non-voting support from an Administrative Assistant. Neither staff of, nor a board member of, an agency that is either requesting a grant or a recipient

of grant funds may participate on this committee. The voting members and citizen at large shall be selected by majority vote of the Commission and approved by the BOCC. In the absence of a citizen at large, the Committee shall consist of four persons as described in this paragraph.

2. The Grants Allocation Committee shall be responsible for all activities necessary to distribute Garfield County Human Services funds including:
  - i. Preparing a request for proposal;
  - ii. Advertising the availability of grant dollars and qualifications for applying;
  - iii. Determining a structure for return, review and decisions regarding grant proposals; and
  - iv. Making a recommendation for fund distribution to the HSC for approval and further recommendation to the BOCC.
  - v. The Chairperson, or her or his designee and at least one Committee member who is not a County Commissioner or the County Manager, shall present the recommendation of the HSC to the BOCC.

Section 2- Ad-hoc Committees:

Ad-hoc Committees will be formed as needs or issues arise.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Signed \_\_\_\_\_

Marian McDonough, Chairperson  
Garfield County Human Services Commission

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Signed \_\_\_\_\_

John Martin, Chairperson  
Garfield County Board of County Commissioners