

# Social Services, Financial Assistance Services, and Health and Wellness Administration Citizens Advisory Council Bylaws

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Effective January 1, 1988

Social Services, Financial Assistance Services, and Health and Wellness Administration  
Citizens Advisory Council Bylaws

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Social Services, Financial Assistance Services, and Health and Wellness Administration  
Citizens Advisory Council Bylaws

**ARTICLE I**  
**Name and Definition**

**Section 1. Name**

The Ramsey County Financial Assistance Services and Social Services Department and the Ramsey County Health and Wellness Administrative Division Citizens Advisory Council is hereinafter referred to as the Council.

**Section 2. Ramsey County Board of Commissioners**

The Ramsey County Board of Commissioners is hereinafter referred to as the Board.

**Section 3. Ramsey County Financial Assistance Services and Social Services Department and the Ramsey County Health and Wellness Administrative Division**

The Ramsey County Financial Assistance Services and Social Services Department and the Ramsey County Health and Wellness Administrative Division is hereinafter referred to as the Departments/Division.

**Section 4. Standing Committees**

Standing committees of the Council are permanent committees and are identified as Adult Services Committee; Chemical Health Committee; Children’s Mental Health Advisory Council; Children’s Services Review Panel, Intellectual and Developmental Disabilities Committee, Low Income Committee, and Mental Health Advisory Council, and are hereinafter referred to as Committee or Committees.

**Section 5. Ad Hoc Task Force**

An ad hoc task force is any subcommittee of the Council or one of its Committees appointed for a limited time for a specific purpose.

**ARTICLE II**  
**Authority, Purpose, Responsibilities, and Mission**

**Section 1. Authority and Purpose**

The Board established the Council to make recommendations to the Board regarding programs administered by the Departments/Division, pursuant to Minnesota Statutes

245.466, 245.66 and 383A.20 and by resolutions 79-665 adopted June 4, 1979, as amended by resolution 79-681 adopted June 18, 1979, 79-919 adopted August 20, 1979, 81-698 adopted August 10, 1981, and 83-905 adopted December 12, 1983.

**Section 2. Responsibilities of the Council**

The Council is responsible to and advisory to the Board. All recommendations shall be made in writing to the Board through the Human Services and Workforce Solutions Committee of the Board and the County Manager's Office.

On behalf of the population represented, each Committee may:

- Make recommendations relating to the development or modification of the service delivery system, identifying needs, community priorities, and service gaps.
- Provide input for the Departments' annual budget.
- Provide legislative recommendations and participate in legislative advocacy.
- Participate in public engagement about community needs for human services, County response, and related issues.
- Respond to assignments from the Board or Departments/Division.
- Present to the Board to provide insights, observations, ideas, and challenges from a community perspective.
- The Mental Health Advisory Council, the Children's Mental Health Advisory Council, and the Children's Services Review Panel have additional responsibilities according to state mandate and federal law.

**Section 3. Responsibilities of the Department**

The Departments/Division will cooperate with requests from the Council and its Committees to the fullest extent possible.

**Section 4. Council Mission**

The Council is responsible to and advisory to the Ramsey County Board of Commissioners, on behalf of Ramsey County residents, on issues related to services delivered by the Departments/Division and serves as a resource for county staff.

**ARTICLE III**  
**Composition and Membership**

**Section 1. Appointments**

Appointments made by the Chair of the Board to the Council are subject to Ramsey County open appointment policies as provided for in the Board Resolutions 77-612 dated April 25, 1977; and 79-919 dated August 20, 1979. Applications for appointment will be reviewed by the Ramsey County Board of Commissioner and/or the County Manager's office for recommendations to the Board.

**Section 2. Committees**

- A. The Council will have seven (7) standing Committees. Each committee will have up to fifteen (15) members. Members shall be recommended for appointment by the CAC Coordinator, subject to approval by the Board, for staggered two (2)-year terms beginning on the date of appointment and ending two years later. Members will be limited to six (6) consecutive years. A member may serve on only one committee of the CAC.

The Council and Committees will actively seek and recruit persons willing to be appointed to the Committees from any groups or organizations currently serving the target population, including agencies or institutions, advocacy groups, family members, and clients, to ensure representation reflects the demographics of the community, especially the County's cultural-ethnic diversity.

A member whose term has ended may reapply for membership after one-year absence as a voting member.

- B. No employee of the Health & Wellness Service Team is eligible to serve as a member of the Council or Committees. No individual or employee of an agency contracting with the Health & Wellness Service Team who is directly involved with contract negotiations, may serve as Chair of the Council or Committees. No employee of the State of Minnesota Department of Human Services may serve as Chair of the Council or of a Committee whose target constituency is related to their area of work.

- C. To the extent possible, and when appropriate, the membership of the Committees will include:

- |   |  |
|---|--|
| 1 Consumer of service                         | 1 Provider of service                              |
| 1 Family member of a target population person | 1 Representative of an advocacy group              |
| 1 Professional in the field                   | 2 Community organizations or governmental entities |

- D. Each Committee will elect from its membership a Committee Chair and Vice Chair (or Co-chairs,) for staggered two (2)-year terms, when possible. Each Committee Chair and Vice Chair (or Co-chairs) shall serve on the Council. Each Committee may elect additional members to serve as alternate representatives to the Council. Alternates may participate in Council discussion and debate, but may only vote in the absence of the officers. Only two representatives from each committee are eligible to vote.

- E. In the event that any member of a Committee (unless excused by the Committee Chair or Council Coordinator) is absent from three (3) consecutive regular meetings or is absent from one-half of announced Committee meetings within a period of twelve (12) months, the Committee Chair may authorize the Council Coordinator to terminate membership of the absent member.

- F. When a vacancy occurs, a new member will be appointed to fill the vacated position, as soon as possible.

- G. In the event that a member of a Committee who is a representative to the Council resigns, the Committee will elect another member to fill the vacancy on the Council.
- H. Subject to Board policy, Committee members may receive a per diem and be reimbursed for expenses related to Committee service. However, any member may decline acceptance of the per diem or expense reimbursement by so notifying the Council Coordinator.

**Section 3. Advisory Council**

- A. The Council consists of fifteen (15) members, including the Chair, seven (7) Committee Chairs and seven (7) Committee Vice Chairs (or Co-chairs). The Chair and Vice Chair of the Council shall be appointed by the Board to serve for a period of one year. The Chair will not be affiliated with any Committee. The Vice Chair will be a qualified member of the Council.
- B. The Chair of the Council and/or Vice Chair shall have a permanent, non-voting seat on the Human Services and Workforce Solutions Committee of the Board when matters of the CAC are being addressed.

The Council shall meet with the Chair of the Human Services and Workforce Solutions Committee on a quarterly basis.

- C. In the event that any member of the Council (unless excused by the Council Chair or Council Coordinator) is absent from three (3) consecutive regular meetings or is absent from one-half of announced Council meetings within a period of twelve (12) months, the Council Chair shall so notify the Committee Chair (or Vice Chair, if the absentee is a Committee Chair) of the (or their) intention to terminate such absentee's Council membership. Such termination shall not affect the absentee's Committee membership, subject to Article III Section 2 D. The Chair of the Council shall then request the affected Committee, at its next meeting, to select a replacement representative to serve on the Council.

Members of the Council are encouraged to attend meetings in person. When that is not possible, the Committee Chair, Vice-Chair or Co-Chair, may designate an alternate to attend. Members may participate by conference telephone if they cannot attend in person.

- D. Subject to Board policy, Council members may receive a per diem and be reimbursed for expenses related to Council service. However, any member may decline acceptance of the per diem or expense reimbursement by so notifying the Council Coordinator.

**Section 4. Participation in Meetings**

- A. All members of the Council and Committees will participate with the best interests of the Council or Committee in mind. Members are expected to address the broader needs of Ramsey County residents, not just the needs of their constituent group, organization or the member's own individual agenda.

- B. In the event the actions and behaviors of any member of a Committee disrupt or undermine the purpose or functioning of that Committee, the Council should be notified to assist in resolving the conflict. If the conflict continues, the Council Chair or Vice Chair shall meet with the Committee Chair and the individual member to remedy the situation.

In the event the member whose actions and behaviors disrupt or undermine the purpose or functioning of the Committee or Council is a member of the Council, the Council Officers shall meet directly with the individual to resolve the conflict.

- C. The Council Officers will submit a report to the County Manager, with copies to the Board and Department Director, detailing the behavior and incidents of the member involved and the effect on the Committee or Council, and outline the steps taken to resolve the conflict and state the outcome.
- D. If a conflict remains, the County Manager, or the County Manager's designee shall attempt to meet with the member involved. Following the interview, the County Manager or designee shall respond to the Council Officers and Council Coordinator, and the Board and Department Director, with a recommendation for action (i.e. consultation, education, suspension, termination).

## **ARTICLE IV** **Officers and Duties**

### **Section 1. Officers**

The principal officers of the Council will be the Chair and Vice Chair.

### **Section 2. Election of Officers**

The Chair and Vice Chair of the Council shall be appointed by the Board for a term beginning July 1 and ending June 30 of the year following. No person may serve more than four consecutive years as an officer. The Chair, with the approval of the members of the Council, may appoint any other officers deemed necessary for the transaction of business.

### **Section 3. Duties**

- A. The Chair will preside at meetings of the Council. The Chair may appoint task forces and may supervise the work of any Committee, and is an ex officio member of any Committee or task force of the Council. The Chair will approve an agenda for each meeting of the Council.
- B. The Chair and Vice Chair may sign any instruments the Council has authorized to be executed.
- C. The Chair will perform other duties incidental to the office of Chair and such other duties as may be prescribed by the Council.

- D. The Vice Chair will serve in the absence or disability of the Chair and perform the duties and exercise the powers of the Chair at such time and will perform other duties as the Chair may designate.
- E. The Chairs of the standing Committees will preside at meetings of the Committees, approve an agenda, and supervise the work of the Committees. The Vice Chairs of the standing Committees, will serve in the absence or disability of the Committee Chair and perform the duties and exercise the powers of the Chair at such time and will perform other duties as the Chair may designate.

## **ARTICLE V** **Committees**

### **Section 1. Standing Committees**

The Council will consist of seven (7) standing Committees as referenced in Article 1, Section 4.

### **Section 2. Responsibilities**

The Committees will be deemed to have, for their area of assignment, the same responsibilities as the Council. The Committees will also assume any responsibilities directly assigned to them by the Council.

### **Section 3. Reporting**

Recommendations to the Board from the Council and its Committees must be in writing. The Council will review recommendations from Committees. It will be the prerogative of the Council, on a majority vote of a quorum, to submit a dissenting position on recommendations expressed by a Committee.

It will be the responsibility of the Committee representative to report on Committee activity at Council meetings, and to identify issues originating with the Committee which require Council action.

Committees will report annually to the Council on their activities. The Council shall combine Committee reports and provide an annual report in writing to the Board.

## **ARTICLE VI** **Staff Responsibilities/Duties**

### **Section 1. Role of the Health and Wellness Service Team Deputy County Manager**

The Health and Wellness Service Team Deputy County Manager will assign staff to serve as a liaison to the Council, and its Committees. The Health and Wellness Service Team Deputy County Manager, in consultation with the Council will determine the extent and adequacy of staffing. Such determination may be subject to appeal by



the Council to the Board should such a determination be deemed as having an adverse effect on the ability of the council to carry out its functions responsibilities.

The Health and Wellness Service Team Deputy County Manager, through the staff liaison, will make available to the appropriate Committees of the Council, staff recommendations on issues which are being or have been addressed by such Committees.

Neither the Council nor the Health and Wellness Service Team staff shall be constrained by the actions and/or recommendations of the other. Each will act independently, and recommendations will not necessarily be similar.

**Section 2. Role of Assigned Staff**

- A. A staff person will act as a technical resource person and researcher to assist the Council and its Committees in their deliberations and provide Council members with budgetary and program planning materials relevant to state and county budgets as requested.
- B. The staff person will act as liaison with other staff in the Departments/Division and will analyze present program activities and other community services available to help the Council or Committees relate activities to other parts of the human services system.
- C. The staff liaison shall provide the Council or Committee with information regarding recommendations for Board policy as far as possible in advance of the presentation to the Board. In situations where rapid response is necessary, the Departments/Division shall advise the Chair of the Council or Committee of the intended recommendations to the Board in advance of the Board meeting, and shall provide a full report at the next regular Council or Committee meeting.
- D. The Council Coordinator is responsible for the distribution of minutes, agendas, calls to meetings, and other communication with the Council and Committees.

**ARTICLE VII**  
**Meetings**

**Section 1. Meeting Schedule**

Regular meetings of the Council and Committees will be held at least nine (9) times per year at such time and place as may be determined by the members of the Council and Committees.

**Section 2. Notice of Meetings**

- A. All Council meetings will be open to the public. Notices of meetings to be held will be posted and distributed in accordance with the Minnesota Open Meeting law.

- B. Notice of all regular and special meetings of the Council or its Committees will be sent at least seven (7) days in advance by email or other method as requested, to each member at the (or their) address as it appears in the records. Notification shall include place and tentative agenda, together with appropriate material pertaining to agenda items.
- C. The attendance of a Council or Committee member at a meeting will constitute a waiver of notice of a meeting except where a member attends a meeting and objects to the transaction of any business because the meeting is not lawfully called or convened.

**Section 3. Special Meetings**

Special meetings may be held at any time upon the call of the Chair, Vice Chair or any three (3) members of the Council or of a Committee by notifying their respective Chair. Notices of special meetings shall include the date, time, place, and agenda and be sent to members at least five (5) days prior to the meeting. In the event of an emergency, notice may be waived by a quorum of the committee. Business at special meetings shall be limited to subjects stated in the call.

**Section 4. Annual Meeting**

At a minimum, there will be one (1) meeting of the general membership of the Council and its Committees each year, with the purpose, format, and content to be determined by the Council.

**Section 5. Quorum**

A majority of the current Committee membership will constitute a quorum for the conduct of business at Committee meetings. A quorum will not be necessary at a meeting when discussing agenda matters on an informal basis. If a quorum exists at any time during the meeting, a quorum is then determined to exist for the remainder of the meeting.

A majority of Committees represented shall constitute a quorum for the conduct of business at Council meetings. A quorum will not be necessary at a meeting when discussing agenda matters on an informal basis. If a quorum exists at any time during the meeting, a quorum is then determined to exist for the remainder of the meeting. At the Council, a quorum will be established by a roll call by committee. Votes will be recorded in the same manner.

**Section 6. Order of Business**

The order of business shall include:

- A. Approval of an agenda and any amendments.
- B. Approval of the minutes of the last meeting.
- C. Report of officers, committees and staff.
- D. Agenda items.
- E. Other matters which may properly come before the Committee.
- F. Adjournment.

**Section 7. Conduct of Business**

- A. Voting will take place when a motion is created, then seconded. Discussion will be allowed after the motion is made. Any amendments to the original motion will be made after any discussion comes to a close. The motion must be stated again, after which a vote will take place.
- B. Rules and procedures of the Committee may be suspended by a majority vote of the members present.
- C. Voting on any matter will be by voice vote provided that a quorum is established at the committee. A roll call shall be called and recorded on any issue if requested by any member. Upon request of any member, the maker of the motion shall repeat the motion and the name of the mover and seconded immediately preceding a vote by members. There shall be no voting by proxy and each member shall be entitled to only one (1) vote on any issue. Voting by email or conference call shall be allowed.
- D. The adoption of a report by members will have the same effect as the adoption of a motion.
- E. All minutes and reports of the Council shall not contain private welfare data and will be retained on file in the Departments/Division and will be available for inspection by any citizen.

**ARTICLE VIII**  
**Amendment of the Bylaws**

- Section 1.** These Bylaws may be recommended for amendment by a majority vote of a quorum of the Council at any regular meeting - provided that written notice setting forth the contents of the proposed amendment(s) has been given to the Council members at least seven (7) days prior to the meeting.
- Section 2.** These Bylaws and proposed Bylaw Amendments must be approved by the Ramsey County Board of Commissioners.
- Section 3.** Editorial revisions to these Bylaws that do not change the content may be made by the Council Coordinator, with approval by the Department, without approval of the Council or Board.

**ARTICLE IX**  
**Financial Liability**

**Section 1.** The Board shall not be responsible for expenses incurred by the Council or its Committees except as provided for in Article III, Section 2 and Section 3 of these Bylaws.