



County of Santa Cruz

HUMAN SERVICES COMMISSION

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<https://www.santacruzhumanservices.org/Home/HumanServicesCommission>

BYLAWS

SANTA CRUZ COUNTY HUMAN SERVICES COMMISSION

1. DUTIES AND RESPONSIBILITIES

As set forth in the Santa Cruz County Code [Section 2.60](#), the Commission shall exercise the following responsibilities in its efforts to ensure the highest quality and maximum effectiveness of human services provided for the benefit of the citizens of the county:

- A. Guide long-term planning regarding meeting the socioeconomic needs of low income, disabled, disadvantaged, and at-risk people in Santa Cruz County;
- B. Advise the County Board of Supervisors on policies and priorities that affect the socioeconomic needs of low income, disabled, disadvantaged, and at-risk people;
- C. Provide advice and counsel to the administrator and senior management of the Human Resources Agency on best practices in the operation of the agency's programs'
- D. Provide a forum for citizens affected by county human services programs and policies;
- E. Advise the Board of Supervisors on funding decisions affecting the socio-economic needs of low income, disabled, and disadvantaged people, including county allocation of resources to county programs and community programs funding;
- F. Integrate efforts and initiatives affecting the socio-economic needs of the poor which cross departmental, divisional, and interest group lines;
- G. Advise the Board of Supervisors on legislative matters concerning the County human services programs.

2. MEETINGS

- A. Regular meeting of the Commission shall be held the third Wednesday of every other month (January, March, May, July, September, November (or the fourth Wednesday of the month if the third Wednesday is a County-observed holiday) convening at 8:30 a.m. at the United Way Conference room, 1220 41st Avenue, Capitola, California, or at another location designated by the Commission, to include sites that can accommodate meetings for virtual and in-person attendance. At least one meeting a year will be scheduled in Watsonville.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer related), martial status, sex, sexual preference, age (over 40), or veteran status. All meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to physically handicapped persons.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the Commission during any regular or special meeting.
- D. The public shall be notified in advance of the time and plane of regular and special meetings.
- E. At least forty-eight (48) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, representative of the news media, and each person who has submitted a written request to the Commission for notification of meetings. The following items should be mailed to each Commission member at least forty-eight (48) hours prior to each regular meeting:
1. Any written material to be discussed at the meeting.
 2. Minutes of the last meeting.
- F. Prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member, representative of the news media, and each person who has submitted a written request to the Commission for notification of meetings. Notice for a special meeting must be received at least twenty-four (24) hours prior to the time of the

meeting.

- G. A person shall not be required to register his, or her, name or fulfill any other obligation as a condition to attendance at any meeting of this Commission but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3).
- H. The meetings will be conducted in accordance with Robert's Rules of Order Revised unless otherwise specified by the authorizing legislation.

3. VOTING

- A. A majority of the voting members shall constitute a quorum.
- B.
- C. All official acts of the Commission shall comply with Santa Cruz County Code [Section 2.38.150](#).

4. OFFICERS

- A. The officers of the Commission are the Chairperson and the Vice-Chairperson. They shall be elected by the Commissioners for a term of one year, and may serve a maximum of two consecutive one-year terms.
- B. The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Human Resources Agency and the Board of Supervisors. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson

5. AGENDAS

A. Commission members who wish to place items on the agenda shall give those items to the staff person of the Commission at least one week in advance of the meeting.

B. The agenda will terminate with community oral communications.

1. Citizens shall be given approximately five minutes each to express their concerns.

2. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

6. SUBCOMMITTEES

A. Subcommittees may be appointed, as needed, by the Chairperson with the majority approval of the Commission. The Chairperson, with the majority approval of the Commission, shall terminate the subcommittee when its function is no longer necessary.

7. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to the Santa Cruz County Code Section 2.38.140.

8. AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

Approved as to Form

By: _____
County Counsel

DATE ADOPTED BY COMMISSION: August 12, 1991

DATE APPROVED BY BOARD OF SUPERVISORS: September 10, 1991

DATES AMENDED BY COMMISSION: December 9, 1991, May 20, 1992,

October 20, 1993, February 16, 1994, November 16, 1994, January 15, 2003, [January 18, 2023](#)

DATES AMENDMENTS APPROVED BY BOARD OF SUPERVISORS: January 1, 1992,

June 16, 1992, November 9, 1993, March 8, 1994, February 25, 2003