

BY-LAWS

WESTERN ARIZONA COUNCIL OF GOVERNMENTS

YUMA COUNTY ADVISORY COUNCIL

ARTICLE I

NAME

- section 1.** The name of this organization shall be the Yuma County Advisory Council to the Western Arizona Council of Governments Human Services Department. The term "YCAC" when used hereinafter shall mean the Yuma County Advisory Council.

ARTICLE II

OBJECTIVES:

- Section 1.** The Mission of WACOG and primary purpose of the Advisory Council is to educate, stimulate, promote and develop to their fullest potential all human, natural, social, and economic resources for disadvantaged people in Yuma County.

- Section 2.** The goal of WACOG and the Advisory Council is to work towards the elimination of poverty; to alleviate the symptoms and eradicating the causes of poverty; to help people help themselves when they are in economic, social or educational need. This is done by identifying changing community needs, mobilizing resources, administering programs that address ongoing community needs, and individual and systemic advocacy on behalf of those WACOG serves in Yuma County.

- Section 3.** The Advisory Council envisions a future in which the community and its members have the human, natural, social and economic resources needed to have a sustainable economic and social quality of life. YCAC embraces, encourages, and is strengthened by WACOG's diversity in programs and staff, and its uniqueness in serving people of all ages, from infants to senior citizens.

The Advisory Council supports WACOG in continuing to provide coordinated services and directly serve some of the most pressing needs of Yuma County residents. The ultimate goal is to "change peoples' lives", through responsive, supportive, progressive, and proactive holistic services and coordination with the Community in addressing the pressing needs. The Advisory Council will support WACOG to continue to improve its efficiency and effectiveness in service coordination and delivery and will continue to support other local community based single-purpose organizations.

The Yuma Advisory Council will support and encourage WACOG to continue to build upon its unique strengths and expand its partnerships with local service organizations to ensure the agency continuously works toward achieving and maintaining excellence in social and human services in Yuma County.

Section 4. Specific functions of the Advisory Council include such activities as:

- a. Creating among the citizens of the county an awareness of poverty and the causes of poverty.
- b. Providing leadership, coordination, information and ideas relevant to the elimination of poverty.
- c. Planning and allocation of Service Intents and Funding for Social Service Block Grant, SSBG Local Plan.
- d. Planning and allocation of Human Services Department, direct service anti-poverty funding.
- e. Establishing and maintaining appropriate liaisons with industry and business, personnel, agencies, groups and individuals interested in the social and economic development of the county, especially as it relates to the disadvantaged.
- f. Reviewing and making recommendations for improvement of community programs and plans as they relate to the disadvantaged.
- g. Identifying major areas of program needs, analysis will be supplemented by findings from other projects, studies, and experience in other communities. Emphasis will be placed on key problem areas identified in the inventory of community poverty and on programs and activities which involve the residents of the areas and members of the groups to be served. Problems will be reviewed for both their short-term and long-term applications.
- h. In researching and implementing programs, emphasis will be given to:
 1. The coordination of different aspects of anti-poverty programs.
 2. The participation of the poor and/or their representatives in planning, carrying out, and evaluating anti-poverty programs
 3. Linkage of the Community Action Programs to external anti-poverty programs, including but not limited to job development and nutritional needs.

ARTICLE III

MEMBERSHIP:

Section 1. Membership on the Advisory Council shall be 15 voting members elected and/or appointed as follows:

- a. One third of the members shall be elected public officials or their designated representatives.
- b. One third or more of the members shall be democratically selected representatives of the low-income that reside within Yuma County.
- c. One third of the members may be representatives of private business or community groups.
- d. Appointments shall be for a three-year term.

- e. No individual other than an elected public official or his representative may serve more than three three-year terms consecutively nor more than eighteen years total.
- f. No individual may serve more than nine consecutive years without a one-year interval between the first nine-year period of service and the second nine years.
- g. Public officials or their designated representatives serve only while they (or their appointing officials) are in public office.
- h. YCAC shall develop and maintain a board composition and selection policy.

ARTICLE IV

REMOVAL

- Section 1. Any YCAC member may be removed from office by a majority vote of the council members whenever in the YCAC's judgment the best interest of WACOG will be served. Such removal shall be included on the agenda of a regular meeting of the council and the reason(s) for the proposed removal shall be given at the council meeting. The councilmember whose removal is proposed shall be afforded an opportunity to respond to stated reason(s), and is not eligible to vote on the removal.
- a. YCAC may remove a councilmember for cause, including but not limited to, for example, false certification on the application, three consecutive unexcused absences from YCAC meetings, failure to comply with conflict of interest policy, and taking actions that are against the best interest of the organization.

ARTICLE V

MEETINGS

- Section 1. Council meetings will be scheduled for the second Thursday of each month, unless a different day is approved through action of the Council, and will be held on an as needed basis. Meetings will be conducted at least quarterly.
- a. The annual meeting shall be held on the first meeting of the fiscal year usually in the month of September.
 - b. Special meetings may be called by the Chairperson or by a majority of the seated YCAC members.
 - c. A written notice shall be sent to all members of all regular and special meetings. Such notice shall be e-mailed, or mailed as needed, seven to ten days prior to each meeting.
 - d. Public Announcements of the meeting will be posted on the WACOG website at least ten days prior to the meeting and other media outlets as needed.

ARTICLE VI

NOMINATIONS:

- Section 1.** The governance committee shall be appointed by the Chairperson and reaffirmed by the Council at the first meeting of the fiscal year normally held in the month of September
- a. Nominations for Officers may be submitted no more than thirty days prior, up to and during the annual meeting held in September.

ARTICLE VII

DUTIES OF OFFICERS:

- Section 1.** The Chairperson shall preside at all meetings. Chairperson shall appoint all committees and have general supervision of the work of the Council. The Chairperson shall be the ex-officio, a member of all committees of the Council
- The Vice Chairperson shall preside in the absence of the Chairperson and shall have general supervision of the Council in the absence of the Chairperson.
- Section 2.** Any vacancy in office shall be filled by a special election held at the next meeting following the announcement of the vacancy.
- Section 3.** Officers may be elected for one additional term, but after election to two (2) successive terms to the same office, re-election to that office is barred for one year.

ARTICLE VIII

COMMITTEES:

- Section 1.** All committees shall fairly reflect the composition of the full Council.
- Section 2.** The governance committee is responsible for councilmember recruitment, orientation, training and evaluation and shall be comprised of a minimum of one representative of each of the tripartite designations.
- a. The governance committee with staff and full YCAC support conducts low-income democratic selection process.
 - b. The governance committee with staff and full YCAC support makes recommendations for public and private sector representatives.
 - c. The governance committee with staff and full YCAC support works to fill vacancies as they arise.

- d. The governance committee with staff and full YCAC support develops written job descriptions/expectations for council members.
- e. The governance committee assigns existing board members to mentor new council members.
- f. The governance committee coordinates the orientation for new councilmember's and training for all council members.
- g. The governance committee coordinates the council's periodic evaluation of itself and of individual board members; During the board evaluation process, the governance committee will obtain feedback from individual board members on how the board is working, what they like and don't like about serving on the board, how the board could improve its meetings and other operations, and what individual board members' interests are.

ARTICLE IX

CONFLICT OF INTEREST POLICY:

Section 1. The YCAC shall develop and maintain a conflict of interest policy.

ARTICLE X

GENERAL RULES FOR MEETINGS:

Section 1. A quorum shall consist of the members present for voting purposes.

Section 2. All meetings of the Council shall be open meetings.

Section 3. Each member shall have one vote in all matters brought before the Council.

Section 4. Roberts Rules of Order Revised shall be the guide for conducting meetings when not in conflict with the By-Laws as amended.

Section 5. Proxy votes will be allowed for members representing an organization/business and elected official.

ARTICLE XI

ATTENDANCE:

Section 1. Any Council member who has missed three (3) unexcused consecutive meetings shall be deemed to have resigned.

Section 2. With the exception of the elected official, the resignation shall result in the governance committee, with staff and full YCAC support, recruiting and making a recommendation to the YCAC to fill the vacancy.

ARTICLE XII

AMENDMENTS:

- Section 1.** These By-Laws may be amended at any regular meeting after one reading of the Council by a two third vote of the members present. Such amendments must be proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on. Upon its adoption, a copy of the amended By-Laws shall be distributed to each Council member.
- Section 2.** These By-Laws will be reviewed and approved annually, whether amended or not, at the first meeting of the Fiscal Year, usually in the month of September.