

**CITY OF DUBLIN  
HUMAN SERVICES COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I  
GENERAL PROVISIONS**

**Section 1.** These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Human Services Commission of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

**Section 2.** These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Commission.

**ARTICLE II  
COMMISSION COMPOSITION AND METHOD OF APPOINTMENT**

**Section 1.** The Human Services Commission shall be composed of five members (“members” or “Commissioners”) and two alternate members (“alternates” or “Alternate Commissioners”). One alternate shall be designated as first alternate or “A1.” The other alternate shall be designated as second alternate or “A2.”

**Section 2.** The Mayor shall make all appointments to the Commission, with the approval of the City Council.

**Section 3.** Commission members and alternates may resign at any time by giving written notice to the Mayor and City Clerk.

**ARTICLE III  
TERM OF OFFICE AND REMOVAL**

**Section 1.** Commission members shall be appointed for terms which run four years. Alternates shall be appointed for a term of two years. Terms shall begin in January following even-numbered election years and end in December of an even-numbered election year (or until successors are appointed). At the end of a Commissioner member's or alternate's term, the Commission member may be reappointed to the Commission in the same manner as the initial appointment. Commission members shall be eligible to serve a maximum of eight years with two four-year terms. No term limit shall apply to alternates.

**Section 2.** Any member or alternate of the Commission may be removed from office with the approval of a majority of the City Council. Removal and appointment of Commissioners and Alternate Commissioners shall be made only at a regularly scheduled meeting of the City Council.

**Section 3.** Commission members and alternates should endeavor to attend all regular and special meetings of the Commission. The Secretary to the Commission shall provide the Mayor with quarterly reports of Commissioners and Alternate Commissioners attendance. After the third absence from a regularly scheduled Commission meeting within any 12-month period, said Commission member's or alternate's office shall be automatically declared vacant.

**Section 4.** If a Commission member or alternate ceases to reside in the City of Dublin, said Commissioner's or Alternate Commissioner's office shall be automatically declared vacant.

#### **ARTICLE IV** **VACANCIES**

**Section 1.** Vacancies on the Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment. In the event of a Commission vacancy, alternates will be considered without submitting a new application unless alternate notifies the Clerk that he or she does not want to be considered for appointment to the vacancy.

#### **ARTICLE V** **OFFICERS**

**Section 1. Election and Term of Office.** The Commission shall elect, by majority vote, a Chairperson and Vice Chairperson at the first meeting of each year. The Chairperson and Vice Chairperson shall serve until their successors are elected, or until their terms as members of the Commission expire, whichever is first. The Commission shall, unless no Commissioners meet the criteria, elect Commissioners to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years. Alternates are not eligible to serve as Chairperson or Vice Chairperson. The secretary to the Commission will be the City Manager or his/her designee.

**Section 2. Vacancies.** In case of any vacancy in the Office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

**Section 3. Duties of Officers.** The Chairperson performs the following duties:

- (a) Presides at all meetings of the Commission.
- (b) Appoints committee members and chairpersons of committees as necessary.
- (c) Signs correspondence on behalf of the Commission.
- (d) Represents the Commission before the City Council.
- (e) Performs other duties necessary or customary to the office.

**Section 4. The Committees.** The Commission or the Chairperson, upon direction of the Commission, may appoint several of its members, but fewer than a quorum, to serve as a committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Commission may appoint non-members to a committee. Committees make recommendations directly to the Commission.

A Committee may not represent the Commission before the Council or other bodies unless it has first received the authorization of the Commission to do so.

## **ARTICLE VI** **MEETINGS**

**Section 1.** The Commission shall hold regular meetings at least three times per year, in January, March, and November at a designated time and place which shall be fixed and determined by the Commission and entered upon its minutes. All meetings of the Commission shall be open to the public. Special meetings of the Commission may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

**Section 2.** A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

**Section 3.** Commissioners and Alternate Commissioners shall attend all regular and special Commission meetings in person. Commissioners will not be permitted to use teleconference as an option to attend any Commission meetings.

## **ARTICLE VII** **GENERAL RESPONSIBILITIES OF THE COMMISSION**

**Section 1.** The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to human service needs in the Tri-Valley. Such recommendations would include, but are not limited to the Community Grants Program, the Tri-Valley Needs Assessment, and the federal Community Development Block Grant Program.

**Section 2.** A majority vote of voting members is required to take action.

**Section 3.** Alternates shall participate in all Commission matters except that alternates shall vote only in the event of an absence of a member or of a vacancy on the Commission. In such event, the first alternate shall participate as a voting member for the duration of the first occurring absence or vacancy. The second alternate shall participate as a voting member for the duration of the second occurring absence or vacancy or for the duration of the first occurring absence or vacancy if the first alternate is vacant or absent.

## **ARTICLE VIII** **DUTIES OF COMMISSION TO BE ADVISORY ONLY**

**Section 1.** It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions. Each Commissioner and Alternate Commissioner is expected to serve the City and the residents of the City of Dublin with professionalism and respect.

## **ARTICLE IX** **STAFF ASSISTANCE**

**Section 1.** The City Manager shall provide the Commission with such information and Staff assistance as the Commission may, from time to time, request, subject to the limitations imposed by the City Council.

**ARTICLE X**  
**AMENDMENTS**

**Section 1.** These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.