



**OF THE
SOCIAL SERVICES BOARD
OF ST MARY'S COUNTY**

ARTICLE I

Name

The name of this Board shall be Board of the St. Mary's County Department of Social Services.

ARTICLE II

Purpose

The purpose of this Board shall be:

1. To select the local director in the county from the State Merit System list under provisions of Article 64A of COMAR;
2. To advise the local director and the State Director as to the local application of State policies or procedures;
3. To be well informed on local departmental activities;
4. To communicate to the residents of the counties, broad and comprehensive information as to the objectives, policies, programs and problems of local social services and public assistance administration;
5. To review the periodic evaluation of the local department which has been prepared by the State Administration and its field supervisor or other employee; and to consult with the local director as to the proper implementation of these recommendations, and of such other recommendations as may result from evaluation made by the local board or local commission of, the operation of its local department;
6. To review the annual report of the local director as to the activities of the local department, together with any changes in; policies or procedures recommended by the local board, and to transmit it to the State Director and to its local department;
7. To review and make suitable recommendations in connection with the annual estimate of funds needed for social services and public assistance purposes in the counties;
8. To consult with the local director with respect to any new service that might be instituted by said director or by the local board to meet an unmet need in the county, and to approve or disapprove the local director's

evaluation of the readiness of the local department to take on the new service and the propriety of it within the State plan; and to present to the State Administration suggested new services that it approves, whether these originate from the local director or from the local board, together with the recommendations of both the local board director and the local board;

9. To take active steps to secure the appropriation of local funds by the local governing authority to meet needs not financed by or available through any other federal, State or local plan, project or program, and which are not in conflict with the State plan;
10. To meet with the Secretary of Department of Human Resources or the State Director periodically, as may be requested by the Secretary of Department of Human Resources or the State Director or at the request of the local board; and
11. To establish and maintain effective liaison with the respective local governing authority.

ARTICLE III

Membership

Section 1

The membership of this Board shall be limited to nine members, one member of each local Board shall be a member of the local governing authority of the county involved and shall serve as an ex officio member of the local Board.

Section 2

Any adult resident of St. Mary's County shall be eligible to membership, provided that such resident shall be proposed by the Board of County Commissioners or one member of the Board and seconded by another member of the Board. A proposal for membership shall be sent to the County Commissioner's Recording Secretary and the County Administrator in lieu of announcement of vacancy. Member's proposed shall be persons with a high degree of interested capacity and objectivity, and who in the aggregate give a county-wide representative character to the local board. The County Administrator shall report the proposal for membership at the next regular meeting of the Board of County Commissioners. Voting upon the appointment shall take place at the next regular meeting of the Board of County Commissioners. A majority vote shall appoint to membership.

Section 3

The members shall receive no salary for their services, but their reasonable expenses incurred in attending meetings or performing other official duties shall be paid.

Section 4

Any member desiring to resign from serving on the Board shall submit his resignation in writing to the Board Chairperson, Board of County Commissioners Recording Secretary, and County Administrator. The County Administrator shall present it to the Board of County Commissioners.

Section 5

Any member of any of the local boards who shall fail to attend at least fifty percent of its meetings during any period of twelve consecutive months may be considered to have resigned and the chairperson of the board shall, in his discretion, declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term.

ARTICLE IV

Officers

Section 1

The officer of the Board shall be a Chairperson. This officer shall perform the duties prescribed by these bylaws.

Section 2

The local board shall select its own chairperson on July 1st of each year. Board Chairperson shall serve as liaison between the local board and the State Board. He/She shall present an Annual Report to the Board of County Commissioners.

Section 3

Members of the local board shall be appointed for three (3) year terms, to expire on June 30 of the respective years of expiration, or until their successors are appointed. Upon the expiration of two consecutive staggered three (3) year terms the appointee shall be ineligible, for one year thereafter, for reappointment. Any vacancy occurring for any reason during any six (6) year term or any three (3) year term as the case may be shall be filled by appointment for the remainder of the unexpired term.

Section 4

If any member of any of the local boards, except the ex- officio member serving thereon under the provisions of subsection (b) of this section, becomes a candidate for political office. or accepts public office by election or appointment during his tenure of office on the local board. such candidacy for or acceptance of public office shall be considered as his resignation as a member of the local board, and the chairman of the local board shall declare that a vacancy exists on the local board and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided in the foregoing section.

ARTICLE V

Meetings

Section 1

The regular meetings of the Committee shall be held on the fourth Tuesday of each month and in accordance with the Open Meetings Act. All Meetings shall be advertised two weeks in advance.

Section 2

Special meetings may be called by the Chairperson. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least three days' notice shall be given.

Section 3

Five (5) members of the Board shall constitute a quorum.

ARTICLE VI

Sub-Committees

A standing Personnel Committee shall be composed of three Board members and shall be responsible for nominating new Board members. Majority vote of the full Board shall then determine those prospective new Board members which, shall be recommended to the County Commissioners.

ARTICLE VII

Amendments

Subject to the final approval by the Board of County Commissioners. these by-laws may be altered, amended. or repealed and new by-laws may be adopted by a vote of a majority of all members of the Council. at any monthly meeting or at

any special meeting when the proposed amendment has been sent out in the notice of such meeting.