

**BYLAWS
HUMAN SERVICES POLICY COMMITTEE**

January 2018

ARTICLE I. – NAME

The name of this Committee is the HUMAN SERVICES POLICY COMMITTEE (HSPC) of the Metropolitan Washington Council of Governments (COG).

ARTICLE II – AUTHORITY

The authority of the HSPC is derived from the COG Bylaws and Rules of Procedure, which authorize the COG Board of Directors (Board) to establish such Committees as it deems necessary to exercise its responsibilities. Specific authority was delegated in a Charter Resolution of the COG Board (R59-2017), November 8, 2017, when the board approved the creation of a standalone Human Services Policy Committee (HSPC).

The HSPC is the principle policy adviser to the Board on all health and human services issues. The HSPC shall submit to the Board for its review and approval all major policies, plans, agreements, and programs within its jurisdiction. All policies, plans, agreements, and programs that have previously been officially adopted, approved, endorsed, or ratified by the Board and the Human Services and Public Safety Policy Committee shall remain in effect unless otherwise modified pursuant to the procedures in these Bylaws.

ARTICLE III – PURPOSE AND MISSION

The HSPC's purpose shall be to develop and maintain, in accordance with Article II, all policies, plans, agreements, and programs, other than those specifically assigned to other units within COG, concerning health and human services issues.

Human service areas of responsibility shall include, but may not be limited to: aging; education; family issues (including child care and foster care); housing; human relations; substance abuse; and health issues, other than those relating to the epidemiology, prevention, or treatment of pandemics, regional epidemics, or bioterrorism. From time to time the HSPC on its own volition may, and at the request of the Emergency Preparedness Council, the Chief Administrative Officers Committee, or the COG Board shall, consider issues of homeland security and emergency preparedness, including epidemiology, prevention, and treatment of pandemics, regional epidemics, or bioterrorism.

The HSPC shall be responsible for developing and presenting to the Board for action all reports, policy statements, recommendations and proposals relevant to health and human services.

ARTICLE IV -- MEMBERSHIP

Voting Members: The HSPC shall be composed of the following voting members appointed annually by COG participating jurisdictions: a) an elected official serving on each the legislative bodies of COG participating jurisdictions; b) for COG participating jurisdictions with a population in excess of 300,000, an additional elected official from the legislative body or, in the case of participating jurisdictions with an elected executive, said executive or a designated representative; c) a member of the Maryland legislature; and d) a member of the Virginia legislature.

Alternates to Voting Members: Each COG participating jurisdiction represented on the HSPC may appoint an alternate. Except for elected executives, alternates to local elected officials to the degree practicable should be other elected officials. Members and alternates shall be appointed by the governmental unit they represent and shall serve until replaced by the body appointing them.

Non-Voting Members: The HSPC may, at its discretion, invite certain interested parties to designate a non-voting member of the Committee, including technical committee members, who may actively participate in all Committee business with the exception of formal votes. Representatives of other interested parties may be invited at the discretion of the HSPC Chair, to participate in a specific meeting in which their perspective or input may assist the Committee in its actions.

ARTICLE V – OFFICERS

Selection: The Chair and two Vice-Chairs of the HSPC shall be appointed annually by the COG Board Chair, giving deference to geographic disparity and representation among the District of Columbia, Maryland, and Virginia. The HSPC may select other officers for duties and functions not inconsistent with this resolution. Officers shall be eligible for reappointment. The Vice Chairs shall represent participating jurisdictions from a different state from that of the Chair.

Vacancy: If a vacancy occurs in the office of Chair or Vice Chair, his or her successor shall be appointed by the Chair of the COG Board.

Duties: The Chair of the HSPC shall preside at all meetings and shall perform such other duties that the Bylaws or the HSPC from time to time shall assign. The most senior Vice Chair shall act to discharge the duties of the Chair, in the absence of or inability of the Chair to act.

Participation: Officers shall attend a minimum of three (3) meetings each calendar year. Should a Chair or Vice Chair fail to attend the required number of meetings, the HSPC may seek their removal from office.

Removal: Removal of a Chair or Vice Chair shall be pursuant to the following procedures: a) with the approval of the majority of those voting members of the HSPC present and voting, a proposal to remove a Chair or Vice Chair shall be recorded in the

minutes; and b) a special written notice setting forth such proposal shall be mailed to every member of the HSPC at least ten (10) days before the next regular meeting. The proposal to remove a Chair or Vice Chair shall be acted upon at the next regular meeting following the meeting at which it was proposed. A majority vote of the voting members of the HSPC shall be required for a recommendation to the COG Board Chair for the removal of the HSPC Chair or Vice Chair and his or her replacement by the COG Board Chair.

ARTICLE VI – QUORUM AND VOTING

Quorum: Nine (9) members or their alternates representing COG participating jurisdictions shall constitute a quorum of the HSPC; provided that, of this number, there shall be at least one (1) member or alternate from the District of Columbia and either two (2) members or alternates from COG participating jurisdictions in Maryland or two (2) members or alternates from COG participating jurisdictions in Virginia; alternatively, there shall be at least two (2) members or alternates from COG participating jurisdictions in Maryland and two (2) members or alternates from COG participating jurisdictions in Virginia.

Voting: When a quorum of the HSPC is present at any meeting, the vote of the majority of the HSPC members (or their officially designated alternates) present and voting shall decide any question brought before the Committee.

ARTICLE VII -- SUPPORT

Technical Committees: The HSPC may have standing technical committees to assist in the development of regional policies, plans, agreements, and programs. Technical Committees shall be deemed subordinate to the HSPC and may invite representation from federal, state, regional and local governmental units relevant to their functional interests. With the approval of the COG Board, the HSPC may establish such Technical Committees as it deems necessary to carry out its business, consistent with the goals and resources specified in the COG annual budget. Members of such Technical Committees shall generally consist of agency staff and shall be appointed by the governmental units and other interests invited to participate. The Chair of each Technical Committee shall be selected by that Committee under such terms as it may deem appropriate.

Other Entities: The development and implementation of HSPC policies, plans, agreements, and programs may require, from time to time, the establishment of groups or units other than Technical Committees, especially those involving non-government representation. With the approval of the COG Board, the HSPC may create such groups, which shall report no less than annually to the HSPC regarding their missions and work plans.

ARTICLE VIII -- AMENDMENT

These Bylaws may be amended pursuant to the following procedures: a) with the approval of the majority of those voting members of the HSPC present and voting, a proposal to amend the Bylaws introduced at any regular meeting of the Committee, shall be recorded in the minutes; and b) a special written notice setting forth such proposal shall be mailed to every member of the HSPC at least ten (10) days before the next regular meeting.

The amendment shall be acted upon at the next regular meeting following the meeting at which it was proposed. Should the amendment receive a majority vote of the voting members of the HSPC, it shall be referred to the COG Board for consideration. If approved by the COG Board, the amendment shall be immediately effective.

ARTICLE IX – MEETINGS; PROCEDURE

Meetings: The HSPC shall meet at a frequency necessary for the conduct of its business, generally at noon on the second Friday of the months of January, March, May, July, September, and November, or at other times as the HSPC may determine.

Procedure: Except as provided otherwise by these Bylaws, the COG Board Rules of Procedure, such other standing rules as the Committee may determine, and Roberts Rules of Order, Revised, shall be the parliamentary authority for the conduct of meetings of the HSPC. Meetings shall be open, except upon order of the Chair or by majority vote of members present.

Minutes or Summaries: COG staff shall prepare draft meeting summaries for adoption by the HSPC at the next available meeting time subsequent to the meeting for which the summary was prepared. The HSPC shall review and revise the meeting summaries as necessary that, upon adoption, shall constitute the official HSPC record of actions and other deliberations.