

**BY-LAWS OF THE
WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES
ADVISORY BOARD**

ARTICLE 1 – PURPOSE OF COMMITTEE

- 1-1 The Warren County Social Services Advisory Board (WCDSSAB) is hereby created, pursuant to the provisions of §63.2-305 of the Code of Virginia (1950), as amended, to act as an advisory board for the Department of Social Services. The primary responsibility of the WCDSSAB is to provide input to the Board of Supervisors and County Administrator, and the Department of Social Services (WCDSS).
- 1-2 The WCDSSAB shall act in an advisory capacity to the County Administrator with respect to the duties and functions imposed upon him by Title 63.2 of the Code of Virginia (1950), as amended. The WCDSSAB provides input and recommendations to the Board of Supervisors and County Administration staff on the following issues:
- 1-2-1 To interest itself in all matters pertaining to public assistance and social services for the people of the County;
 - 1-2-2 To monitor the formulation and implementation of social services programs in the County;
 - 1-2-3 To meet with the County Administrator at least four times per year for the purpose of making recommendations on policy matters concerning the Department;
 - 1-2-4 To make an annual report to the Board of Supervisors, concurrent with the budget presentation of the Department of Social Services, concerning the administration of social services programs in the County; and
 - 1-2-5 To submit to the Board of Supervisors, from time to time, other reports that the Board deems appropriate.

ARTICLE 2 – SELECTION OF DIRECTORS

- 2-1 The WCDSSAB shall consist of five (5) members who must be residents of Warren County. The County Administrator shall be an ex officio member without voting privileges.
- 2-2 The WCDSSAB members shall be appointed by election districts. Expiration of the initial term for the appointments from the Fork and Happy Creek election districts shall be from the effective date of this chapter to December 31, 2010; from the North River election district shall be from the effective date of this chapter to December 31, 2011; from the Shenandoah election district shall be from the effective date of this chapter to December 31, 2012; and from the South River election district shall be from the effective date of this chapter to December 31, 2013. After the initial terms of office for each member, all terms shall be four years

each, except those appointments to fill vacancies shall be for the balance of such unexpired term. No person shall serve more than two consecutive terms full terms.

2-3 Newly appointed WCDSSAB members must complete mandatory new board member training within 60 days of appointment.

2-4 The members of the WCDSSAB shall serve with such compensation as the Board of Supervisors shall approve and appropriate annually.

ARTICLE 3 - SELECTION OF OFFICERS

3-1 Officers of the WCDSSAB shall consist of a chairman and vice-chairman who shall be elected by the members for a term of one year or until reelected or until a successor is elected.

3-2 Nomination of officers shall be made from the floor at the beginning of the initial meeting of each year for the ensuing year. Election of officers shall follow immediately. A candidate receiving a majority vote of the members shall be declared elected.

3-3 Officer vacancies shall be filled for an unexpired term by a majority vote of the WCDSSAB.

ARTICLE 4 - DUTIES OF OFFICERS

4-1 The chairman shall:

4-1-1 Preside at meetings.

4-1-2 Rule on procedural questions (subject to reversal by a majority vote of the members present).

4-1-2 Report official communications at the next regular meeting.

4-1-3 Certify official documents involving the authority of the WCDSSAB.

4-1-4 Certify minutes as true and correct copies.

4-1-5 Carry out other duties as assigned by the WCDSSAB.

4-1-6 Act as the point of contact for the WCDSSAB for issues and concerns related to social services in Warren County.

4-2 The vice-chairman shall:

4-2-1 Assume the full powers of the chairman in the absence or inability of the chairman to act.

ARTICLE 5 - MEETINGS

5-1 The WCDSSAB shall meet at least bimonthly (every other month) at a time to be determined by the members. Such meeting may be cancelled by the chairman upon

proper notice to the members. In addition to regularly scheduled meetings, the WCDSSAB may meet at the call of the chairman or on the petition of at least 1/2 of its members.

- 5-2 Special meetings may be called by the chairman or by two members upon written request to the WCDSS Director. The WCDSS Director shall email a written notice to all members, at least three (3) days before a special meeting, stating the time, place and purpose of the meeting. Written notice of a special meeting shall not be required if the time of the special meeting has been fixed at a previous regular meeting or if all members are present at the special meeting or if they filed a written waiver of the required notice.
- 5-3 All meetings of the WCDSSAB shall be held at the Warren County Department of Social Services Conference Room at the Warren County Health and Human Services Complex unless otherwise stated, and all meetings shall be open to the public, except as provided for in the Virginia Freedom of Information Act (§2.2-3711(A) of the Code of Virginia (1950), as amended).
- 5-4 Any member who has missed three (3) regularly scheduled meetings during a calendar year without the permission of the chairman shall forfeit the appointment and a vacancy shall be created. A replacement to fill the vacancy shall be appointed by the Board of Supervisors to fill the unexpired term of office.

ARTICLE 6 - VOTING

- 6-1 A majority of the members shall constitute a quorum.
- 6-2 No action of the WCDSSAB shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE 7 - ORDER OF BUSINESS

- 7-1 The order of business for a regular meeting shall be:
 - 7-1-1 Call to Order
 - 7-1-2 Roll Call
 - 7-1-3 Adoption of Agenda
 - 7-1-4 Approval of Minutes
 - 7-1-5 Public Comment
 - 7-1-6 Advisory Board Comments
 - 7-1-7 WCDSS Director's Report
 - 7-1-8 County Administrator's Report
 - 7-1-9 Other Items
 - 7-1-10 Adjournment

7-2 Parliamentary procedure in the WCDSSAB meetings shall be governed by Robert's Rules of Order.

7-3 A staff member of the WCDSS shall keep minutes of each meeting, along with any attachments from the meeting, and these approved minutes shall become a public record. The chairman shall sign all minutes, and they shall be kept in the official minute book.

ARTICLE 8 - AMENDMENTS

8-1 These By-laws may be amended by a majority vote of the Board of Supervisors after ten (10) days prior notice.

Adopted: October 2, 2018