

STANLY COUNTY CONSOLIDATED HUMAN SERVICES AGENCY
Policy and Procedure

TITLE: Consolidated Human Services Board Operating Procedures

MANUAL: Consolidated Human Services Handbook

EFFECTIVE DATE: 11/16/2017

REVISION DATE (Applicable only if policy revised.) _____

ANNUAL REVIEW: Gene Mc Intyre, Chair 12-7-17
Chair, Stanly County Consolidated Human Services Board Date

[Signature] 12/7/17
Stanly County Human Services Director Date

1. Name and Office.

The name of this organization is the Stanly County Consolidated Human Services Board (hereinafter "Board"). The principal office of the Board is located at 1000 North First Street, Suite 10, Albemarle, North Carolina 28001.

2. Officers and Committees.

a. Chair and Vice Chair

The Board members shall elect a Chair and Vice Chair by majority vote annually at the December meeting.

b. Secretary

The Human Services Director shall serve as Secretary to the Board, but the director is not a member of the Board. The Human Services Director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate Human Services employee.

c. Temporary Committees

The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. All temporary committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

3. Meetings.

a. Regular Meetings.

The Board shall hold a regular meeting on the first Thursday of each month unless it is determined that a necessary quorum will not be present at the scheduled meeting date and time, or except that if a regular meeting day is a legal holiday, or except that if an emergency or special meeting is deemed necessary. In these circumstances, meetings will be rescheduled as appropriate by the Board Chair and Secretary and publicized accordingly. The meeting shall be held at the Stanly County Commissioners Meeting Room and shall begin at 7:00 PM.

b. Attendance

Board members are expected to attend all regular Board meetings. If a Board member misses three (3) consecutive meetings and/or attends less than 70 percent of the regularly scheduled meetings during a calendar year, the Board may request the Board of County Commissioners remove the member in accordance with North Carolina General Statute (NCGS) 153A-77(c)(iv) "habitual failure to attend meetings". Absences due to illness, family emergencies and business conflicts shall be regarded as excused, and shall not affect a Board member's status, providing prior notice is given to the Secretary and/or his/her designee.

c. Agenda.

The Secretary to the Board shall prepare an agenda for each meeting. Copies of the agenda shall be made available to each Board member by the end of the week before the next regular Board meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

d. Presiding Officer.

The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

e. Quorum.

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being

excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

f. Voting.

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

g. Public Comment.

- Any person may address the Board but may only discuss one (1) topic at a time.
- The address must be limited to three (3) minutes unless the Chair grants a time extension. Discussion of a single topic will be limited to fifteen (15) minutes regardless of the number of individuals who wish to speak (groups are encouraged to select a spokesperson)
- Each speaker must give their name at the beginning of the address
- A speaker may address any issue relevant to the Human Services program areas to include the public health and social services divisions.
- The Chair may modify these rules and may adjourn or recess this portion of the meeting at any time.

h. Minutes.

The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member by the end of the week before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes at 1000 North First Street, Suite 3, Albemarle, NC, 28001.

4. Amendments to Operating Procedures.

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

5. Rule Making

The Stanly County Consolidated Human Services Board has the responsibility and authority of the local Board of Health to adopt rules, as necessary, to protect and promote public health. The Board shall do so in compliance with conditions set out in

NC General Statutes 130A-39, by vote, at a regular meeting of the Board. The Board will adopt, amend or repeal a rule only:

- After thorough consideration by the Stanly County Consolidated Human Services Board of the available data and analysis from county and/or other staff with expertise in the subject under consideration.
- After consultation with the Office of the County Attorney regarding the subject under consideration and regard the authorities and responsibilities of the Board,
- After public notice of the proposed rule, its effective date, and where copies of the proposed rule are available, and
- After conducting a public hearing on the proposed version of the rule at a regular meeting of the Board.

6. Other Procedural Matters.

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

7. Compliance with North Carolina Law.

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

8. Training

New Board Members are required to receive orientation training within the first year of their first term. The local Human Services Director or his or her designee is responsible for ensuring the orientation occurs during this timeframe. All Board members are required to receive annual training related to their roles and responsibilities. The local health director is responsible for seeking input about training needs from the Board and scheduling training on an ongoing basis. Members not present during group orientation or annual trainings will be provided information from the trainings on an individual basis and will sign and date acknowledgement of individual training.

9. Human Services Director Job Description and Performance Appraisal

The North Carolina Local Public Health Accreditation Board requires input from the Consolidated Human Services Board in regards to the Human Services Director's job description and performance appraisal when the position also services as Health Director. At least annually, the Board shall review the Human Services Director's job description and provide input to the County Manager. The minutes of the Stanly County Consolidated Human Services Board will reflect input regarding review and approval of the job description. The Board shall provide input to the County Manager for the Human Services Director's performance appraisal at least annually. The minutes of the

Stanly County Consolidated Human Services Board will reflect input regarding the Human Services Director's Performance Appraisal.

(Originally approved and adopted by the Stanly County Board of Health on January 3, 2008.)