



SNOHOMISH COUNTY

**COMMUNITY SERVICES ADVISORY
COUNCIL (CSAC)**

BYLAWS

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Article I – Name

The name of the organization shall be the Snohomish County Community Services Advisory Council (CSAC). The CSAC was established by the County Council in 1986, per Snohomish County Code (SCC) 2.420.

Article II- Community Services Block Grant

The CSAC exists from Snohomish County Human Services Department's designation as a Community Action Agency (CAA). CAA's are nonprofit private and public organizations established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. The funding for CAA's is through the Community Services Block Grant (CSBG) program. This is a federally funded block grant that are distributed to States, territories, and Tribes to administer or support services that alleviate the causes and conditions of poverty. CSBG funds can be utilized for housing, nutrition, utility, transportation assistance, employment, education, income and asset building services, and crisis or emergency services.

To maintain CSBG funding, CAA's are required to comply with federally established organizational requirements. The organizational requirements include:

- Customer Input;
- Community Engagement;
- Community Assessment;
- Organizational Leadership;
- Board Governance;
- Strategic Planning,
- Human Resource Management;
- Financial Operations and Oversight;
- Data and Analysis.

As part of these requirements, the CSBG funds must be administered through a community-selected tripartite board, otherwise known as the CSAC. This "tripartite" board is a feature unique to CAA's which differentiates them from other community-based organizations.

Article III – Vision, Mission and Objectives

The CSAC works collaboratively with the Snohomish County community in assessing local needs and working to address the causes of poverty. A comprehensive approach to developing partnerships with community organizations, educating, and advocating at the local, state and federal level on poverty related issues and activities aimed at having "a measurable and potentially major impact on the causes of poverty in the community." These efforts should serve as guidelines for the development of strategies, objectives,

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planning, and evaluation of performance to reduce or eliminate the causes of poverty and meet the needs of individuals and families in Snohomish County.

Vision

Self-sufficient, thriving families and communities.

Mission

Inform and educate Snohomish County Council of community focused strategies building on the resilience, experiences, strengths, and needs of individuals and communities struggling with poverty.

Objectives:

1. Create innovative responses and partnerships to address the root causes of poverty and inequity.
2. Facilitate compassionate conversations with community partners to better support individuals and communities living in poverty.
3. Promote access to equitable opportunities and resources that reduce poverty disparities.
4. Determine indicators of change and impact on proposed poverty reduction strategies.

Article IV – Purpose and Powers

Section 1 Duties

- A. Host engagement sessions, conduct studies, investigations and public hearings to determine the priority needs of Snohomish County's low-income and diverse populations, in both rural and urban areas, including special studies of significance to human service issues.
- B. Act in an advocate role in the public and private sectors by helping educate the public on matters affecting those in poverty, educating public policy makers on the impact policies have on those in poverty, seeking and fostering different ways of addressing needs and informing Snohomish County Council and/or Human Services Department of funding needs or critical services in the community. This will be done in the interest of low-income and diverse populations of Snohomish County. No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

- C. Review and recommend annual priorities plan for the CSBG program to the Human Services Department. The priority plan will be selected from the identified priorities from the current Community Needs Assessment or similar County specific reports that identify Snohomish County resident's needs. Once developed, this plan will be presented to the County Council, to help create awareness and educate the County Council on the needs of low-income Snohomish County residents.
- D. Recommend CSBG program strategies that are responsive to the priorities plan to "support innovative community and neighborhood-based initiatives."¹ As much as possible, these strategies should utilize community partnerships and work to leverage additional resources.
- E. Assess the progress of CSBG programs through quarterly review of performance.
- F. Advise the County Executive and County Council through the Human Services Department on the allocation of CSBG funds and quarterly progress reports.
- G. Maximize the extent and quality of low-income participation in the programs of the Housing and Community Services Division.
- H. Establish rules and procedures and select officers and committees for the CSAC.
- I. Exercise all the responsibilities delegated to the CSAC.

Article V– Membership

Section 1 Composition and Approval

The CSAC shall make efforts to have each County Council legislative district represented through membership and shall consist of at least 12 and not more than 24 members. CSAC membership shall reflect the community demographics by ensuring equal and inclusive efforts to recruit and maintain diverse CSAC membership. The CSAC will be comprised of the following:

- A. At least one-third of the members are (chosen in accordance with democratic selection procedures) representative of low-income individuals and families, living in the county district served; members of this sector shall be termed Low-Income Representative. The democratic selection procedures are outlined in the "CSAC Democratic Selection Procedures" document.

¹ Section 676, Economic Opportunity Act of 1964

- B. At least one-third of the members are elected public officials currently holding office or their representatives, or appointive public officials if there are not enough elected officials available. Members of this sector shall be termed Elected Official Representative.
- C. The balance of membership shall be drawn from the private sector including businesses, non-profits, education, faith-based groups, charities and civic organizations, organizations or agencies dedicated to diverse and diverse and marginalized communities, special interest or other major groups in the community served; members of this sector shall be termed Community Representative. Members of this sector shall be drawn from and represent a broad range of major community interests including representatives from diverse communities within the county, inclusive of, but not limited to: Tribal, Black, Latin and Hispanic, Immigrant, Asian and Pacific Islander, Youth, Senior, and LGBTQ+.
- D. Approval:
 - 1. Candidate applications will be received and reviewed by CAA staff.
 - 2. County staff will submit member applications to the CSAC for recommendations.
 - 3. The recommendations of the CSAC will be conveyed to the Snohomish County Executive and County Council by Department staff for final approval.
 - 4. The Snohomish County Executive shall approve the members of the representatives, with concurrence from majority of the County Council.
 - 5. Snohomish County Executive shall select and appoint representatives of the community with concurrence from majority of the County Council.

Section 2 Recruitment

Recruitment of candidates may be accomplished by Human Service's staff and CSAC members via newspaper advertisements in community papers, direct solicitation through community organizations, email and word of mouth.

Interested and appointed CSAC members will receive an orientation by meeting with Human Service's staff. This will include, but not limited to, information on CAA Human Services Department, the CSAC make up, requirements, conflict of interest and expectations of time commitment as well as provided the county's whistle blower policy.

Section 3 Period of Service

Except as provided in the following subsection, all members of the CSAC shall be appointed to serve a four-year term, which will commence upon County Executive and County Council approval and action. No member may serve on the CSAC for more than two (2) consecutive terms regardless of which groups the member represents. After an absence of one (1) year from the CSAC, a person may serve a maximum of two (2) consecutive terms again.

Section 4 Vacancies

- A. Resignations shall be submitted in writing or via email to the CSAC and County staff. A vacancy will be considered to exist on the effective date of the resignation.
- B. In the event a vacancy occurs, selection and appointment procedures specified in Section 2 of this Article will be followed to fill the vacancy.

Section 5 Petition Process

Any organization, interest group or individual has the right to petition the CSAC for representation on the CSAC by submitting a petition with 25 signatures from adult residents of Snohomish County. The petition must contain the following information:

- Name or designation of group and statement of purpose.
- Number of current members
- Names and addresses of officers and spokesperson
- Copy of operating bylaws, including frequency of meetings, if group is formally organized
- Statement outlining the reason and justification for requesting membership on the CSAC.

The CSAC shall grant the group a public hearing, which shall be scheduled as part of the next regular CSAC meeting, so that the agency or group may present its case. The CSAC shall then determine the validity of the petition and the qualifications required for the vacant position. If there is a vacancy in the appropriate sector of the CSAC at the time of petitioning, the petitioner will be considered for immediate seating on the CSAC. If all CSAC seats in the petitioner's appropriate sector are filled, the petitioner will be notified of the next appropriate vacancy. The CSAC will submit recommendations to the Department and the Snohomish County Executive concerning representation by the petitioners on the CSAC, in keeping with Section 4.C of the Article. Subject to County Council approval, the determination by the CSAC with a two thirds (2/3) majority vote, shall be final.

Section 6 Recall

- A. Upon missing two (2) consecutive meetings without at least one excused absence, the CSAC member may be notified in writing that his or her membership is in jeopardy and that failure to appear at the next meeting may result in his or her position being declared vacant.
- B. A motion to recommend recall of any member must be approved by a two-thirds vote of the total filled positions on the CSAC. Upon approval of the recall motion, a recommendation to remove the member must be submitted to the Snohomish County Executive for approval and action.

Section 7 Nondiscrimination

Membership on the CSAC, its committees, or CSAC officers, shall not be denied or based upon any individual's race, creed, color, gender, sexual orientation, age or physical ability.

Section 8 Exclusion

All positions on the CSAC should be filled as outlined in the membership section.

Article VI – Code of Conduct

Section 1 Conflict of Interest

A conflict of interest is a situation in which a member has a direct or indirect private or personal interest sufficient to appear to use their position for purposes that primarily benefit themselves or others with whom they have family, business, or other ties. A financial interest may not be a conflict of interest if the Executive Committee or the general membership so decides through a majority vote. All council members are expected to sign the "CSAC *Conflict of Interest*" form on an annual basis.

- A. CSAC members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- B. A potential conflict of interest exists when an CSAC member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The CSAC member may participate in an action after declaring the potential conflict and announcing its nature, if so, decided by the CSAC by a majority vote.
- C. An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the CSAC member, a relative, or a business with which the member or member's relative is associated. The member will

declare the actual conflict and announce its nature. The member must then refrain from taking any official action.

- D. Examples of potential or real conflicts of interest include:
1. CSAC member is a past or present board member of a participating agency;
 2. CSAC member has a past or present fiduciary responsibility to a participating agency;
 3. CSAC member has produced a letter of recommendation or support for a specific participating agency or agency project; and/or
 4. CSAC member has served in a consultant role for a participating agency project.
- E. It shall be the obligation of each member to voluntarily disclose the existence of such interests on the part of that member or any other member present when a proposition is considered.
- F. Serving as an CSAC member does not preclude low-income individuals from receiving program services for which they are eligible, e.g., energy assistance, housing or mental health counseling. However, motions before the CSAC may involve a conflict of interest when the eligibility or benefits of a member would be directly affected.

Section 2 Appearance of Fairness

- A. All business of the CSAC, its actions and its deliberations, will be conducted in open public meetings.
- B. All members of the CSAC will avoid bias in their deliberations.

Section 3 Confidentiality

Members of the CSAC must exercise the maximum discretion in all matters of official business. Any information received on a confidential basis must be maintained in strict confidence in accordance with state law.

Article VII – Officers

Section 1 Positions and Duties

The CSAC officers will consist of the Chairperson, and Vice-Chairperson. The duties of the officers in these positions are as follows:

Commented [BT1]: Omit- outline this is a staff role.

- A. The Chairperson is guided by the direction of the entire CSAC. Their role is to provide leadership; the Chairperson is given the authority to make appointments to committees, subject to the approval of the Executive Committee or the CSAC; to preside at CSAC meetings, unless otherwise arranged; and to preside at Executive Committee meetings, unless otherwise arranged.
- B. The Vice-Chairperson will assist the Chairperson and assume the duties of the Chairperson in the Chair's absence or inability to serve.
- C. Human Services staff will be responsible for keeping accurate permanent records of all proceedings of the CSAC; for providing advance notification to CSAC members of all special and regularly scheduled meetings; for prompt notification to CSAC members delinquent in attendance; and for other duties as assigned by the CSAC.

Section 2 Election of Officers

At the November meeting, nomination of officers will be made from the floor. The CSAC shall either vote on them at that time or at the next regularly scheduled meeting. A motion to recommend any member for election as an officer must be approved by a two-thirds vote of the total filled positions on the CSAC. The officers elected will be installed at the January meeting of the CSAC, or as needed, and shall serve for the upcoming calendar year, or the remainder of the year, as appropriate.

Section 3 Terms of Office

The term of office for all positions shall be twelve months or the remaining months in that term. No officer may serve more than two consecutive terms in the same position.

Article VIII – Meetings

All business of the CSAC, its actions and its deliberations, shall be conducted in open public meetings. Each member is expected to attend and participate in all regularly convened, full CSAC meetings. Members are asked to notify county staff in advance if they cannot attend meetings.

Section 1 Regular

The CSAC shall hold a regularly scheduled meeting at minimum every two months at the time and place designated by the CSAC. In case of emergency or necessity, a meeting may be cancelled or postponed by action of the Chairperson or of the Executive Committee.

Section 2 Annual

The purpose of this meeting is to set out the annual directions of the Council for the year, including: review of bylaws, review CSBG requirements, annual legislative priorities for advocacy, of the Washington State Community Action Partnership (WSCAP) and various stakeholders in Snohomish County, conduct strategic planning, and determining what education and trainings are needed.

Section 3 Special- meeting outside of the regularly scheduled meetings

- A. Special meetings of the CSAC may be called by the Snohomish County Executive or the designee of the Executive, the CSAC Chairperson, or by written request of a majority of the members of the CSAC, provided each member of the CSAC and local media have advance notice of the time and place of the meeting. The County staff shall call the CSAC Chairperson to request a special meeting, when such a meeting is necessary.
- B. The items of business (agenda) to be considered in a special meeting must be limited to those for which the meeting was called.

Section 4 Notices

Notices declaring meetings and the agenda for those meetings shall be sent to CSAC members prior to the scheduled meeting day.

Section 5 Agenda and Governance

The agenda for all scheduled meetings shall observe the adopted order of business. All meetings of the CSAC and of its committees shall be governed by Roberts Rules of Order, newly revised edition, except where they conflict with the bylaws.

In the event that no elected officials are present at a CSAC meeting, the Chairperson will poll the CSAC to identify a current member to facilitate the meeting in their absence, as needed and when necessary.

Section 6 **Quorum**

A simple majority of the filled positions on the CSAC is the minimum required for a quorum at an CSAC meeting. The same quorum rule shall apply to all committees of the CSAC.

Section 7 **Public Access and Notification**

- A. All regular and special CSAC meetings and committee meetings shall be open to the public, except those portions concerned with personnel matters or consultations with legal counsel.
- B. Local media shall be notified in advance of CSAC meetings by postings on the Department's website and as required by State Law and Snohomish County Ordinance.
- C. To the extent possible, all meetings shall be held at a time and place most convenient to the low-income representatives. Every effort will be made to assure that all positions on the CSAC dedicated to low-income representatives are filled. Furthermore, additional financial burdens for childcare, transportation and parking costs when attending CSAC meetings can be reimbursed on a case-by-case basis as determined appropriate by Department policy. This is intended to alleviate any barriers that might inhibit or prevent said members from participating on the CSAC.

Section 8 **Records**

- A. The Human Services Staff are responsible for taking minutes during meetings, and either emailed or mailed to the CSAC one week prior to the monthly meeting for CSAC members to review. Meeting minutes will be made official by a motion from the CSAC.
- B. Department staff will set the agenda, with input from the Chair and Co-Chairs. If a CSAC member has a specific issue or topic they would like addressed at a meeting, said item will be communicated to county staff or the Chair/Co-Chair to be included in meeting agendas.
- C. Official records of CSAC agendas, minutes, handouts, and bylaws will be kept up to date by Department staff. Copies of these documents can be made available through a written request to the Human Services Department.

Section 9 **Voting**

- A. Each member shall have one vote, with exception of the Chairperson, who may vote only to break a tie, hold a roll call vote, or make a quorum. If a tie still

occurs or a critical decision needs to be made at the meeting, an exception will be made, and the Chairperson may vote.

- B. No CSAC member will be able to vote when a conflict of interest is present, as is stipulated in Article V.
- C. Except as required in Article III, Section 6, and in Article VIII, Section I, a simple majority of the votes cast on any motion made and seconded in an CSAC meeting shall decide the motion.
- D. Polling via email or phone call outside of the public meeting is not prohibited.

Article IX – Committees

Section 1 Executive Committee

- A. The Executive Committee shall be composed of the officers of the CSAC.
- B. The Executive Committee shall take actions that are consistent with policies and positions already established by the CSAC. In emergencies, the Executive Committee is authorized to make decisions when there is not time to assemble the full CSAC. Any decisions or actions taken by the Executive Committee must come before the full CSAC for ratification. The Executive Committee is empowered to advise the Department on such policy or program matters as may be delegated. The CSAC Chairperson shall serve as Chairperson for the committee.
- C. The responsibilities of the Executive Committee shall include:
 - 1. Overseeing the work of all committees;
 - 2. Acting on behalf of the CSAC in matters that require action before the full CSAC can be convened; and
 - 3. Monitor the adequacy and effectiveness of the bylaws; convene an ad hoc Bylaws Committee to review and recommend changes as deemed necessary.

Section 2 Select Committees

Committees may be established by the CSAC as necessary for the effective functioning of the CSAC. The purpose or function of the committee will be as identified by the CSAC.

- A. Occasionally, the CSAC may need to undertake a distinct project or initiative that is beyond the capacity of the existing members. With direct guidance and oversight of the CSAC, select individual(s) or a committee group may be assembled to plan, research, initiate, or complete the project. All projects or initiatives will need to closely align with the strategic plan/annual priorities and/or mandate of the CSAC.

Select individual(s) or Committee members will be chosen based on their knowledge and skill set to the project or initiative focus. These members will have an adjunct role with the CSAC dedicated to the project or initiative and do not need to fulfil the same application requirements of a regular member. However, select individual(s) or Committee members will need to adhere to the same level of confidentiality, conflict of interest and Whistle Blower policies as required for participation. Select individual(s) or committee members role with the CSAC will conclude with the completion of its designated project, though it can be renewed or extended.

Given the select individual(s) or Committee will be undertaking a project or initiative on behalf of the CSAC a stipend will be provided in exchange for the time and efforts to aid the CSAC. The amount of stipend will be determined by the CSAC at the time of the project scoping and approval stages before the project commences.

- B. Committees shall have not less than three CSAC members to the extent possible, proportionate to the three categories of CSAC membership; non-CSAC members may be appointed to committees by the CSAC Chairperson.
- C. The CSAC Chairperson shall appoint the membership and Chairperson of all committees, who will serve for one-year terms which may be renewed if it is a standing committee. If the committee is based on the completion of a specific item or project, the CSAC will set the duration of said committee.

Article X– Limitations

Section 1 Amendment

These bylaws may be amended by a two-thirds vote of the CSAC present at any regular meeting, with the stipulations that all members of the CSAC be provided with copies of the proposed amendments ten days before the vote is to be taken on approval. Amendments will be effective upon adoption but cannot be retroactive.

Section 2 Superior Rules

If any of these bylaws conflict with County, State or Federal statutes, regulations, guidelines, or instructions, the latter shall prevail.

Section 3 Previous Bylaws

These bylaws shall supersede all previous bylaws.