

**OPERATING PROCEDURES OF THE
UNION COUNTY CONSOLIDATED
HUMAN SERVICES BOARD**

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ARTICLE I
Name

The name of this body is the Union County Consolidated Human Services Board, hereinafter referred to as the "Human Services Board" or the "Board."

ARTICLE II
Object

Section 1. The Human Services Board shall serve as the policy-making, rule-making, and administrative board of the Consolidated Human Services Agency.

Section 2. The Human Services Board shall have the responsibility to protect and promote the public health in Union County. The Board shall have the authority to adopt rules necessary for that purpose.

Section 3. As provided by applicable law, the rules of the Human Services Board apply to all incorporated and unincorporated areas of Union County.

Section 4. All rules and regulations adopted by the Human Services Board, including the adoption of codes and standards by reference, shall meet any procedural requirements under N.C.G.S. §§ 153A-77 and 130-39, any similar successor statutes, and any other requirements set forth by applicable law.

Section 5. The Human Services Board may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of North Carolina, another state, any agency of the United States or by a generally recognized association. Copies of any material adopted by reference shall be filed with the rules.

Section 6. The Human Services Board may impose a fee for services to be rendered by the Union County Division of Public Health, except where the imposition of a fee is prohibited by statute, or where an employee of the Union County Division of Public Health is performing the services as an agent of the State.

ARTICLE III
Members

The appointment and service requirements for members of the Human Services Board shall be set forth under N.C.G.S. § 153A-77 and by the Union County Board of Commissioners, as applicable.

Section 1. The Human Services Board shall be composed of at least 16, but no more than 25, members, as such exact number of members and composition is determined by the Union County Board of Commissioners. The current number of members has been

set by the Union County Board of Commissioners as 19. The composition of the Human Services Board shall reasonably reflect the population makeup of Union County and shall include:

- (1) Four persons who are consumers of human services;
- (2) Eight persons who are professionals, each with qualifications in one of these categories: one psychologist, one pharmacist, one engineer, one dentist, one optometrist, one veterinarian, one social worker, and one registered nurse;
- (3) Two physicians licensed to practice medicine in North Carolina, one of whom shall be a psychiatrist;
- (4) One member of the Union County Board of Commissioners;
- (5) One person who represents a community based organization; and
- (6) Three other persons, including members of the general public representing various occupations.

All members shall be residents of Union County.

Section 2. Members of the Human Services Board are appointed by the Union County Board of County Commissioners from nominees presented by the Human Services Board. Members shall serve four-year terms. No member may serve more than two consecutive four-year terms. The county commissioner member shall serve only as long as the member is a county commissioner. Vacancies shall be filled for any unexpired portion of a term.

Section 3. A member may be removed from office by the Union County Board of Commissioners for (i) commission of a felony or other crime involving moral turpitude; (ii) violation of a State law governing conflict of interest; (iii) violation of a written policy adopted by the Union County Board of Commissioners; (iv) habitual failure to attend meetings; (v) conduct that tends to bring the office into disrepute; or (vi) failure to maintain qualifications for appointment required under N.C.G.S. § 153A-77. A member may be removed only after the member has been given written notice of the basis for removal and has had the opportunity to respond.

Section 4. Members may receive a per diem in an amount established by the Union County Board of Commissioners. Reimbursement for subsistence and travel shall be in accordance with any travel policy set by the Union County Board of Commissioners.

Section 5. Completion of the taking of the required oath of office shall be required before any person appointed to membership sits as a member of the Human Services Board.

Section 6. All provisions of this section are governed by N.C.G.S. § 153A-77 and other applicable statutes.

ARTICLE IV Officers

Section 1. The officers of the Human Services Board shall be a Chair and Vice- Chair. These officers shall perform the duties prescribed by these procedures. The Chair and Vice Chair shall be elected annually (at the first regular meeting of the calendar year) to serve a one-year term. The Executive Director of the Consolidated Human Services Agency (hereinafter the “Executive Director”) will temporarily preside at the annual election, with an election for Chair preceded by an election for the Vice-Chair. The floor shall be opened for nominations, whereupon the names of possible appointees may be put forward by the members of the Board. The names submitted may be debated. After any debate, the Executive Director shall call the name of each nominee, in the order of their nomination, and a vote shall take place on the nominee. The first nominee to receive a majority of the votes of the members present shall be appointed to the position. Once the Chair and Vice Chair are elected, their terms of office shall begin immediately upon election.

Section 2. The Executive Committee of the Human Services Board shall be composed of the Chair, Vice Chair, and one additional member of the Board as voted upon by the Board annually. This additional member voted by the Board to be put on the Executive Committee shall be voted upon annually at the same time and in the same manner as the Chair and Vice Chair.

Section 3. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V Meetings

Section 1. Regular Meetings: The regular meetings of the Human Services Board shall be held once each month, on the second Monday of each month, with the exception of the months of July and December (at a time and place designated by the Board), unless otherwise ordered by the Board. All meetings of the Board are subject to the provisions of North Carolina's laws related to the meetings of public bodies.

Section 2. Regular Meeting Agenda: The Chair, Vice-Chair, and Executive Director (if all available), shall prepare an agenda and meeting notice for proper distribution. Members shall contact the Executive Director no later than ten business days prior to a regular meeting to place an item on the agenda for that regular meeting. Staff shall request agenda time through the Executive Director. The Human Services Board may, by motion, add or subtract items from the proposed agenda.

Section 3. Order of Business: Items shall be placed on the regular meeting agenda according to the Order of Business. The Order of Business for each regular meeting shall be as follows:

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes
- D. Old Business
- E. New Business
- F. Administrative Reports
- G. Committee Reports (Board Committees)
- H. Other Business
- I. Announcements/Public Comments
- J. Adjournment

By general consent of the Board, items may be considered out of order.

Section 4. Special meetings: Special meetings may be called by the Chair or by any three members of the Human Services Board. A special meeting shall be called upon written notice. The time, place, and purpose of the meeting shall be stated in the notice. At least 48 hours' advance notice shall be given to members, as well as the public as required by North Carolina's laws related to the meetings of public bodies. Only business connected with the special meeting may be considered at the special meeting.

Section 5. Emergency meetings: The Chair, or any three members of the Human Services Board, may call emergency meetings only because of generally unexpected circumstances that require immediate consideration. Only business connected with the emergency may be considered at a meeting to which notice is given for such an emergency meeting. Notice for such an emergency meeting shall be given as required by North Carolina's law related to the meetings of public bodies.

Section 6. Closed Sessions: The Human Services Board may hold closed sessions as provided by law. The Board shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on N.C.G.S. § 143-318.11(a)(1), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on N.C.G.S. § 143-318.11(a)(3), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Board shall terminate the closed session by a majority vote. Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

Section 7. Quorum: A majority of the Human Services Board members shall constitute a

quorum (excluding vacant seats). The Chair shall be considered a member of the Board in determining the number on which a majority is based and in counting the number of members actually present.

Section 8. Temporary Chair: If both the Chair and the Vice Chair are absent from a meeting of the Human Services Board, another member may be designated to preside at the meeting by a majority vote of the Board members present. The Executive Director shall open the meeting and as the first order of business, open the floor for nominations of a temporary chair for that meeting.

Section 9. Public Comment/Participation: Individuals, agencies, and organizations may desire the opportunity to participate in the community human services process. Therefore, each regular meeting agenda shall include a time set aside for individuals or groups who wish to address the Union County Human Services Board. Such individuals or groups that wish to address the Board shall sign in at the beginning of each meeting on a sign in sheet provided by the Executive Director. The time limit for each speaker shall be three (3) minutes with a total time limit set aside for informal public comment of fifteen (15) minutes. In the event that the number of speakers for the public comment will exceed the 15 minute limit, the Board may extend the total time allotted based upon a majority vote of those present.

Section 10. Recording Secretary: The Executive Director may serve as Recording Secretary to the Human Services Board, or this position may be delegated by the Executive Director to another staff member of the Union County Consolidated Human Services Agency. The Recording Secretary shall notify Board members of upcoming meetings, record the minutes of the meetings, and distribute them to the members.

Section 11. Open Meetings Law: The Union County Human Services Board shall comply with all laws pertaining to the meetings of public bodies of the State of North Carolina.

ARTICLE VI Committees

The Chair, the Executive Committee, or the Human Services Board by motion, may establish and appoint members for such temporary and standing committees as are required by law or needed to carry on the Board's work. Any specific provisions of law, including, without limitation, those laws pertaining to the meetings of public bodies of the State of North Carolina, shall be followed. The Chair shall be an ex officio member of all committees. The Chair has no obligation to participate at committee meetings.

ARTICLE VII Parliamentary Authority and Voting

Section 1: The rules contained in the current edition of the "Suggested Rules of Procedure for Small Local Government Boards" published by the North Carolina Institute of Government, shall serve as the guide for the Human Services Board's

conduct. The procedures in that publication will supplement and clarify the recommendations of these procedures. Those rules shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these procedures and any special rules of order the Board may adopt, as these procedures are of a higher precedence than the aforementioned publication.

Section 2: A motion shall be adopted if approved by a majority of the votes cast, unless otherwise required by these procedures or North Carolina law.

Section 3: Each member must vote unless excused by the remaining members of the Human Services Board. A member who wishes to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving a member's own financial interest, the financial interest of a person in the member's immediate family, or a member's official conduct. In all other cases, a failure to vote by a member who is physically present in the meeting room, or has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Section 4: No member shall vote on a question involving a member's own financial interest, the financial interest of a person in the member's immediate family, or a member's official conduct.

ARTICLE VIII

Amendment to, or Suspension of, Operating Procedures

These procedures may be amended at any regular meeting of the Human Services Board, or at any special meeting that includes amendment of the operation procedures as a stated purpose of the meeting. Any amendments must be approved by a vote equal to a quorum. A motion to suspend the rules must also be approved by a vote equal to a quorum.

ARTICLE IX

Training

As required for NC Local Health Department Accreditation, new Board members shall receive orientation training within the first year of their first term. All Board members shall receive ongoing training related to their roles and responsibilities. The Public Health Director, in conjunction with the Human Services Director, is responsible for ensuring the training occurs in these timeframes. The Human Services Division Directors, in conjunction with the Human Services Director, is responsible for seeking input about training needs from the Board and scheduling training opportunities.

Approved and adopted by the Union County Union County Human Services Board on November 08, 2021.

SIGNED: Missy Baker 11/8/21
Chair, Union County Union County Human Services Board:

SIGNED: Michelle Lancaster 11/8/2021
Executive Director, Union County Consolidated Human Services Agency

ATTEST:

SIGNED: Carla Sellers 11-8-21
Recording Secretary, Union County Human Services Board