

COMMUNITY SERVICES BLOCK GRANT ADVISORY COUNCIL

BYLAWS

Last Revised October 25, 2018

I. NAME

The name of the body shall be the Community Services Block Grant Advisory Council (hereinafter referred to as "CSBGAC" or Council").

II. ROLE AND PURPOSE OF CSBGAC

Pursuant to Chapter 884 of the laws of 1982 and 19 NYCRR Part 701, the CSBGAC shall have the following duties:

- (a) to assist low-income persons overcome the barriers of poverty. This may include providing services to individuals or performing activities intended to achieve institutional change;
- (b) to consult with the Secretary of State in the preparation of reports, and development of applications and the Community Services Block Grant (CSBG) plan;
- (c) to advise the Secretary of State on strategies and activities to achieve these goals by either responding to actions proposed by the Secretary or suggesting new initiatives to the Secretary; and
- (d) to adopt and amend bylaws necessary to address the appointment and terms of Council officers and their duties, meetings of the Council, attendance by members, and other matters incidental to the Council's duties and proper functioning.

The Council, where appropriate, may communicate its concerns to the Governor, the New York State Legislature, Congressional Representatives, and related Federal and State agencies.

III. COMPOSITION

A. The CSBGAC shall be constituted as provided in Title 19 NYCRR, Section 701.1:

The Council shall have twenty members, to include representatives from local governments, private non-profit providers and the public

Ten members shall be appointed by the Governor, five by the Temporary President of the Senate, and five by the Speaker of the Assembly. Members shall serve at the pleasure of their appointing authority.

B. Members appointed pursuant to paragraph A of this section may designate, in writing, an individual to serve as his/her alternate on the Council with full membership and voting powers.

Members shall notify the appointing official and the Department of State of his/her choice of an alternate, and shall provide a resume and other such qualifying documentation as may be required by the appointing official or the Department of State.

C. If a member misses half of the scheduled meetings in a calendar year the Chairperson shall notify the member and the officer who made the appointment apprising them of the individual's lack of participation.

IV. OFFICERS

The officers of the CSBGAC shall be the Chairperson, Vice-Chairperson and Second Vice-Chairperson and shall serve for a period of two years. The Chairperson, Vice-Chairperson and Second Vice-Chairperson shall be elected by a majority of the membership present and voting at an annual organization meeting, or in default thereof, as soon thereafter as a regular or special meeting may be duly convened for such purpose.

Members who serve as an officer and also have a designated alternate may not transfer the authority to act as an officer to the alternate.

V. DUTY OF OFFICERS

The Chairperson shall preside at all meetings and have general supervision of the work of CSBGAC. He or she shall have the authority, unless members of CSBGAC have provided for other representation, to represent the CSBGAC before the Secretary of State and other officials and may request any member or members to appear with him or her or in his or her stead. The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson. The Second Vice-Chairperson, in the absence of the Chairperson and Vice-Chairperson, shall perform the duties of the Chairperson.

VI. SECRETARY TO CSBGAC

The Secretary to the Council shall be an employee of the New York State Department of State, Division of Community Services and designated by the Secretary of State.

The Secretary to the Council shall prepare and distribute copies of the minutes of each meeting of CSBGAC to each member prior to the subsequent meeting. The minutes as approved or corrected shall serve as the public record of a meeting of the CSBGAC. He or she shall also, after consultation with the membership, prepare an agenda with the approval of the Chairperson and the Secretary of State for each meeting and send it to each member prior to the meeting. He or she shall prepare and distribute official notice of action of the Council, under the general direction of the Chairperson and shall perform such other duties as may be assigned by the Secretary of State.

VII. MEETINGS

A. The CSBGAC shall schedule at least two meetings per year, one of which shall be the annual organization meeting, at the call of the Secretary of State or the Chairperson. Special meetings may be called by the Secretary of State, Chairperson or at the request of twenty-five percent of the members.

B. NOTICE

All members shall be sent written notice at least fourteen days prior to each regularly scheduled meeting. Such notices shall include a tentative agenda for the meeting. Special meetings shall be called upon such notice as the Secretary of State or Chairperson deems appropriate under the circumstances. These notice requirements may be waived by the membership for any meeting.

The Secretary to the Council shall distribute an agenda and minutes of the prior meeting to each CSBGAC member at least five days prior to regularly scheduled meetings.

C. QUORUM

A simple majority of the Council membership shall constitute a quorum at a meeting

D. RESOLUTIONS

The Council may, in its discretion, adopt resolutions. Such resolutions will be adopted by a simple majority of those members present and voting. An abstention shall not be deemed a vote.

VIII. OFFICE OF THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COUNCIL

The official headquarters of the CSBGAC (at which the official copies of its minutes, records documents and other papers shall be kept) shall be at the offices of the Secretary of State. The Secretary to the Council shall be responsible for the safe-keeping of all such papers, and shall make them available to all CSBGAC members at their request.

The meeting place of the CSBGAC shall be at such places, dates and times as designated by the Secretary of State upon consultation with the Chairperson.

IX. COMMITTEES

The Council, by majority vote of the members present and voting at a duly constituted meeting, may establish such committees and sub-committees as it may deem useful and appropriate and may establish the membership of such committees and sub-committees.

A. Executive Committee

- i. Purpose:
 - a. to assist low-income persons overcome the barriers of poverty. This may include providing services to individuals or performing activities intended to achieve institutional change;
 - b. to consult with the Secretary of State in the preparation of reports, and development of applications and the Community Services Block Grant (CSBG) plan;
 - c. to advise the Secretary of State on strategies and activities to achieve these goals by either responding to actions proposed by the Secretary or suggesting new initiatives to the Secretary
- ii. Composition: The Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Second Vice Chairperson, Immediate Past Chairperson and the Secretary
- iii. Meetings: The Executive Committee may meet at any time between regular meetings of the Council when occasion demands for urgent but normal course of business. The minutes of the Executive Committee shall be ratified by the full Council at the next regularly scheduled meeting
- iv. Quorum: A quorum of the Executive Committee shall be a simple majority

X. AMENDMENT OF BYLAWS

These bylaws may be amended by the affirmative vote of two-thirds of the CSBGAC members present at any regular meeting, provided that notice and copy of any proposed amendments are sent to Council members and the Secretary