

Bylaws and Rules for the Structure and Conduct of the Joint Planning Board

The Joint Planning Board (JPB) serves as the policy and planning body of the Community Human Service Partnership (CHSP).

A. Board Responsibilities:

- (1) To provide strategic direction to the CHSP.
- (2) To establish policies and procedures for the overall CHSP process.
- (3) To develop the goals and objectives of CHSP.
- (4) To gain endorsement from the CHSP partners for the goals and objectives recommended by the JPB.
- (5) To identify key elements to success in accomplishing stated goals and objectives.
- (6) To establish funding priorities for CHSP.
- (7) To determine the amounts allocated to the CHSP human services areas.
- (8) To take into consideration the public's and donor's trust in the exercise of its responsibilities.
- (9) To utilize a joint CHSP staff, which is appointed by each partner, to conduct the overall administration and management of the CHSP process.
- (10) To name the appeals body in case of an appeal by an agency.
- (11) To recommend adoption by the City and County Commissions and the United Way of Big Bend Board of Directors of the annual slate of agency funding.

B. Board Composition and Terms:

(1) The JPB shall consist of seven representatives appointed by the City of Tallahassee, Leon County, and the United Way of the Big Bend. Each funding partner appoints two representatives. The six members who represent the three funding partners shall elect the seventh member. The seventh member can be a community or CHSP volunteer. At least one of the members must be a minority.

(2) Terms shall be two years. No member shall serve more than three consecutive terms. Terms shall begin on October 1 and end on September 30.

C. Officers and Terms

The officers of the JPB shall be the chair and chair-elect. Officers' terms shall be for one year. The position of chair and chair-elect shall rotate in a three-year cycle among the partners. The initial chair of the JPB shall be the appointed city commissioner; and the initial chair-elect shall be a representative of the County Commission. The term of office for the initial chair and chair elect will officially start on March 18, 2008, and will end on September 30, 2009.

D. Regular Meetings:

Meetings of the board will be held quarterly. Other meetings of the board may be held at the call of the chair and will be defined as special meetings.

E. Quorum:

A quorum to conduct business shall consist of a majority of the voting members of the JPB. In case of the absence of a board member, the other member of the entity can vote for both members.

F. Parliamentary Procedures:

- (1) All business transactions and decisions made on behalf of the CHSP will be based on a majority vote of the quorum.
- (2) All meetings shall be open to the public.

G. Special Advisory Committees:

(1) The board shall create and name special committees as needed to conduct business on behalf of the JPB. CHSP staff may be participants in meetings of special advisory committees. These special committees are defined as "groups of people who provide information, guidance, advice and support to the JPB as it develops, coordinates and administers various initiatives."

(2) Some of the functions of an advisory committee may include:

- (a) Assist the policy making board by recommending relevant policies and procedures.
- (b) Assist in the development of resources.
- (c) Assist in improving public relations through linkages with civic, business and other community representatives.
- (d) Help mobilize the community, including community leadership, for activities sponsored by the organization.
- (e) Provide an opportunity for community stakeholders to have quality input.
- (f) Assist in determining the need for new initiatives.
- (g) Provide expertise and technical assistance on matters outside the partnership's expertise.
- (h) Provide advice on specific program areas.

H. Conflict of Interest

Board members shall abstain from voting on any issues that affect his/her personal interest or have any personal or pecuniary interest, direct or indirect. If, when a particular issue is under discussion by the JPB, and a board member feels that a potential conflict of interest exists, the board member is obliged to inform the other board members of this potential conflict of interest. If it is determined that a particular issue does represent a conflict of interest, the board member shall abstain from voting on the issue.

I. Board Staff

The partner whose representative is serving as the Chair shall staff the JPB.

J. Independence of the Partners

Nothing in this document shall infringe upon the existing rights of the three parties.

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