

Human Services Leadership Council
of
Missaukee and Wexford Counties
A Community Collaborative of the State of Michigan

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Human Services Leadership Council of Missaukee and Wexford Counties, hereafter referred to as the HSLC.

ARTICLE II. VISION STATEMENT

To improve the quality of life through an area wide organization by providing a collaborative delivery of services based upon community needs.

ARTICLE III. MISSION

To achieve our collective vision of quality of life in our communities through the provision of leadership in the design, delivery, and oversight of health, education, and human services.

ARTICLE IV. PURPOSE

- 4.1 Accept responsibility for planning, review, and endorsement of human services programs, projects, and their funding as mandated by the community members and member agencies.
- 4.2 To provide a philosophic base through guiding principles that are utilized in decision making, program development, assessing needs and evaluation of human services programs in Missaukee and Wexford Counties.
- 4.3 To assess the needs and assets of the human services community and setting priorities in the establishment of goals and objectives for the organizations.
- 4.4 To function as a leader in human services community collaboration, by ensuring maximum access to services, quality delivery of services, and outcomes that are clearly accountable and desirable.
- 4.5 To facilitate the development of a full continuum of human services in Missaukee and Wexford Counties.
- 4.6 To provide a forum for the exchange of information.
- 4.7 To serve in a leadership capacity to other community human services coordinating initiatives.

ARTICLE V. GUIDING PRINCIPLES

- 5.1 There should be no wrong door for families needing human services intervention in Missaukee and Wexford Counties.
- 5.2 Human Services providers in the counties should never turn families and individuals away.
- 5.3 The best service is family-driven and strength-based.
- 5.4 Informal supports for families and individuals are best.
- 5.5 It is in the best interest of children and families to remain intact in the absence of compelling evidence to the contrary.
- 5.6 The least amount of intervention is best to get the job done.
- 5.7 Funding approval or project endorsement should be based upon proposals that are data driven.
- 5.8 Successful collaborative initiatives have trained and committed membership.
- 5.9 Community collaborative initiatives are best with ample participation from citizens and consumers.

ARTICLE VI. MEMBERSHIP

- 6.1 Membership shall be inclusive and shall include both core and affiliate memberships. It is the desire to have a membership that represents as fully as possible the entire community but which still permits productive meetings and facilitates the attainment of stated goals.
- 6.2 Core members shall include the agencies/agents that were previously required by the State to be recognized as a Human Services Leadership Council. This membership is:
 - 6.2.1 Missaukee Family Division of Circuit Court,
 - 6.2.2 Missaukee County Prosecutor,
 - 6.2.3 Wexford Family Division of Circuit Court,
 - 6.2.4 Wexford County Prosecutor,
 - 6.2.5 Missaukee/Wexford department of Human Services (DHS),
 - 6.2.6 District #10 Health Department,
 - 6.2.7 Northern Lakes Community Mental Health,
 - 6.2.8 Wexford Missaukee Intermediate School District,
 - 6.2.9 Northwest Michigan Works
 - 6.2.10 Area Agency on Aging, Northwest Senior Resources,
 - 6.2.11 Consumers
- 6.3 Core membership shall be broadened to include agencies/agents who are determined by the membership to be able to help advance the purpose of this body and who

meet the membership expectations. This shall include the County Commission of Missaukee and Wexford counties who shall each be invited to appoint a commission member. Members shall be sought from both counties to meet the goal of effective county representation. There shall be no numerical limit on core membership other than that determined by the vote of the membership as long as the organizations meet the eligibility requirements. Additional core members include:

- 6.3.1 Missaukee County Commission,
- 6.3.2 Wexford County Commission,
- 6.3.3 Northwest Michigan Human Services,
- 6.3.4 OASIS/Family Resource Center,
- 6.3.5 Cadillac Area Public Schools,
- 6.3.6 MSU Extension of Missaukee County,
- 6.3.7 MSU Extension of Wexford County,
- 6.3.8 Mercy Hospital-Cadillac,
- 6.3.9 Mercy Physician-Hospital Organization,
- 6.3.10 Catholic Human Services,
- 6.3.11 Wexford Council on Aging,
- 6.3.12 Lake City Schools,
- 6.3.13 United Way of Wexford County
- 6.3.14 Cadillac Housing Commission,
- 6.3.15 Staircase Youth Services
- 6.3.16 NOC Industries (Hope Network North)
- 6.3.18 Missaukee SF/SC Advisory Committee*
- 6.3.19 Wexford SF/SC Advisory Committee*

*May be filled as dual role by existing core member

- 6.4 The chief executive officer or empowered designee shall represent each organization / position.
- 6.5 Consumer representatives will serve for two year renewable terms and are selected by one of the following processes moving to a maximum of 10;
 - 6.5.1 At least one consumer will be selected and proposed for membership by each of the following mandatory members, Northern Lakes CMH, Wex/Miss ISD, District #10 Health Department, and Miss/Wex Dept of Human Services.
 - 6.5.2 Additional consumers can be proposed by other HSLC members.
 - 6.5.3. Each sponsoring member will support their consumer representative consistent with that organization's policies and procedures.

- 6.6 Core members must meet specific expectations as identified by the membership agreement. This provision does not apply to the regional based mandatory core members although they are expected to participate to the maximum degree possible.
 - 6.6.1 Agree to comply with the HSLC vision, mission and By-laws.
 - 6.6.2 Commit to the goals of the HSLC.
 - 6.6.3 Complete all required education and orientation activities.
 - 6.6.4 Attend and participate in at least 7 of the 10 regularly scheduled annual meetings.
 - 6.6.5 Serve on or assign staff to committees and work groups as necessary and appropriate.
 - 6.6.6 Bring relevant community issues to the agenda of the HSLC.
 - 6.6.7 Sign a membership agreement that indicates their willingness to participate and to meet the membership expectations.
- 6.7 Core members shall have voting privileges. It is the presence of core members that shall determine the presence of a quorum for the purpose of conducting business. Representatives who attend in the absence of the designated member representatives do not have voting privileges. Representatives are encouraged and welcome, but are present only to assist the flow of information to and from members.
- 6.8 Affiliate membership shall be widely available to organizations and individuals who support the purpose of this body but who do not meet core member expectations. Affiliate members may attend meetings but will not have voting privileges. Affiliate members will receive minutes of the regular meetings.
- 6.9 Both core and affiliate membership shall be reviewed by the HSLC no less than annually. Additional members can be added to the membership list by a majority vote of the quorum present. Organizations seeking membership shall submit a written request to the HSLC chairperson.
- 6.10 While the HSLC has established core and affiliate memberships it does work through a committee structure. This permits far-reaching input into the study of community problems, services, needs, etc. Committee membership is not limited to core or affiliate members.
- 6.11 Members can be removed by a two-thirds vote of the members in attendance at a meeting that has a quorum. This shall normally occur at the annual meeting. Such action will only occur after advance notice has been given to the member and the decision occurring one month after it has been formally proposed.
- 6.12 Staff capacity will be provided to the HSLC. This role is presently the responsibility of the Community Coordinator (funded by Northern Lakes CMH and Strong Families/Safe Children.)

ARTICLE VII. MEETINGS, QUORUM AND VOTING PROCEDURE

- 7.1 A minimum of 10 scheduled meetings will be held annually. Special meetings can be called to address immediate needs.
- 7.2 A majority is defined as fifty percent of the core membership and shall constitute a quorum for the purpose of conducting business.
- 7.3 Consensus is the preferred decision making process. However, if consensus can not be reached when a decision must be made, a simple majority of members present will be required, unless otherwise specified in these By Laws.
- 7.4 HSLC meetings will be open to the public.
- 7.5 Decisions needing an action between meetings can be made by the executive committee unless otherwise limited by the By Laws, but must be presented to the body at the next regularly scheduled meeting.

ARTICLE VIII. OFFICERS

Officers of the HSLC will consist of a chairperson, vice-chairperson and secretary and shall be elected at the September meeting. The officers must be HSLC members.

- 8.1 The duties will be:
 - 8.1.1 Chairperson:
 - 8.1.1.1 To call and preside over meetings,
 - 8.1.1.2 To appoint members for all Standing Committees,
 - 8.1.1.3 To coordinate the activities of the HSLC and its committees
 - 8.1.1.4 To chair the Executive Committee,
 - 8.1.1.5 To call an annual planning retreat.
 - 8.1.2 Vice - Chairperson:
 - 8.1.2.1 To perform the duties of the chairperson in his/her absence,
 - 8.1.2.2 To chair the Membership Committee.
 - 8.1.3 Secretary:
 - 8.1.3.1 To ensure that minutes for each meeting are written and distributed within 2 weeks of the meeting,
 - 8.1.3.2 To perform the duties of vice-chairperson in his/her absence,
 - 8.1.3.3 To chair the nominating committee,
 - 8.1.3.4 To provide yearly review of the by-laws.
- 8.2 Vacancy in any office, arising from any cause shall be filled by special election.
- 8.3 Officers will have a one-year term beginning October 1 and ending September 30.
- 8.4 Officers will serve no more than two continuous terms in the same office.

ARTICLE IX. COMMITTEES

Standing Committees of HSLC are Executive, Finance, Membership, Nominating, Professional Development, and Missaukee and Wexford Strong Families/Safe Children Advisory Committees. Other committees may be added by the vote of the membership.

9.1 The Executive Committee, shall consist of the officers of the HSLC, the chairpersons of the Standing Committees, the immediate past chairperson, and four other members elected yearly by the core membership in September. These four members shall reflect a balance of representatives from each county including consumers. The Executive Committee is charged with the responsibility to:

9.1.1 To carry out any business that must be accomplished between meetings

9.1.2 To oversee the expenditures of funds that fall within the jurisdiction of the HSLC.

9.1.3 To review and resolve disputes between or among members.

9.1.4 Develop standards for the committee operations.

9.1.5 Receive and make recommendations to the membership at regularly scheduled meeting for:

a. Endorsements, and

b. Requests for grant funding

Staff capacity will be provided to the Executive committee. This role is presently the responsibility of the Northern Lakes CMH.

9.2 Finance Committee, consisting of no less than three (3) members appointed yearly by the HSLC chairperson, shall perform the following duties:

9.2.1 On-going review of HSLC's financial needs

9.2.2 Dues and operating structure (as established)

The Chair of the Finance Committee shall serve on the HSLC Executive Committee.

9.3 The Membership committee, consisting of four (4) members appointed yearly by the HSLC chairperson, shall perform the following duties:

9.3.1 Review membership annually to determine how well current membership represents the community and allows the group to attain its stated goals.

9.3.2 Review core members' compliance to membership expectations and report to the full body annually, normally at the September meeting.

9.3.3 Review affiliate member or other community agent/agency requests for core membership and make recommendations to the full body. It is expected that this review and recommendation will be completed within 60 days of written membership request.

9.3.4 Recruit new members when directed by the full body.

9.3.5 Develop and maintain an orientation, mentoring and training plan for new core, consumer, and affiliate members.

9.3.6 Provide recognition to HSLC members for attendance, length of service, accomplishments, etc.

The Chair of the Membership Committee shall serve on the HSLC Executive Committee.

9.4. Nomination Committee, chaired by the Secretary of the HSLC will consist of four (4) members representing two (2) from each county, inclusive of the HSLC secretary, appointed yearly by the HSLC Chair from the core membership and charged with the responsibility to:

9.4.1. Provide a slate of nominees for the three offices and the four other members of the Executive Committee by the August meeting.

9.5 Missaukee and Wexford Strong Families/Safe Children Advisory Committees will facilitate the integration of the SF/SC Family Coordinating Councils within the HSLC. Members will be sought to represent each county to ensure local input and ownership. Each advisory committee shall elect a chairperson who shall have a seat on the HSLC (* May be filled as dual role by existing core member).

9.6 Professional Development Committee, consisting of no less than three (3) members appointed yearly by the HSLC chairperson, shall perform the following duties:

9.6.1 Facilitate the education of members and others in human services

9.6.2 Assess local and regional professional development activities and disseminate as appropriate to HSLC members to enhance and promote shared skill development

9.6.3 Participate in the development of an annual planning and goal setting retreat as requested by members.

The Chairperson shall be a member of the Executive Committee.

ARTICLE X. STRUCTURE

The structure of the HSLC provides the opportunity for community collaboratives, initiatives, or organizations to have different relationships with the Human Services Leadership Council . A collaborative, initiative, or organization can request the relationship it thinks would be appropriate. The HSLC can invite a collaborative, initiative, or organization to form a relationship. The HSLC will use it's vision, mission, goals, guiding principles and the purpose of the collaborative, initiative, or organization to determine the nature of relationship. The HSLC cannot determine a more intense relationship than the community collaborative or initiative requests. The five levels of relationship and the expectations of the responsibilities are defined from the least to most intense as:

10.1 Community Coordination/consultation

- Exchange information, either a one time event or a regular basis,
- Initiated either by the HSLC or a community collaborative, initiative or organization,

- Communication can be through reports or minutes or presentations at HSLC meetings.
- 10.2 Coordinated Planning
- Exchange information,
 - Initiated either by the HSLC or a community collaborative, initiative or organization,
 - The community collaborative, initiative or organization and the HSLC establish a mutually agreed upon relationship to coordinate planning,
 - The community collaborative, initiative or organization and the HSLC share needs assessments, evaluations, and reports
 - Reports to the HSLC at an agreed upon interval.
- 10.3 Endorsement
- Endorsement from HSLC is requested by an community collaborative, initiative, or organization as part of a grant submission or a funding requirement,
 - Requests are submitted to the Executive Committee for recommendation,
 - Follow up report will be requested if endorsed by HSLC at a frequency established in the approval letter.
- 10.4 Sponsorship
- A community collaborative/ initiative requests the HSLC to support the mission / charge of the group,
 - HSLC agrees to support mission/charge of the community collaborative or initiative,
 - The HSLC agrees to provide leadership
 - The HSLC, through it's members, allocates resources i.e. staff time for work groups, materials
 - The HSLC may assist in implementation project or program of Collaborative, i.e. develop working agreements
 - The Collaborative or initiative presents reports on it's progress on a regular basis.
 - The HSLC receives reports on a regular basis of the sponsored group's progress, evaluation
 - The HSLC is invested in the outcome of Collaborative
- 10.5 Oversight
- The HSLC is responsible for the establishment of a collaborative, work group or initiative,
 - The HSLC develops the charge or mission of the collaborative, work group or initiative,
 - The HSLC provides leadership,
 - The HSLC allocates or is responsible for obtaining resources, i.e. personnel, funding, etc.,

- The Collaborative or initiative is responsible to carry out the charge given it by the HSLC,
- The Collaborative will report to the HSLC on a regular basis it's progress and evaluation,
- The HSLC is responsible to evaluate outcomes of the collaborative or initiative.

ARTICLE XI. RULE OF ORDER

Robert's Rules of Order shall be used as a preliminary authority when procedures are not covered by the Bylaws of this organization.

ARTICLE XII. SOVEREIGN IMMUNITY

The individuals comprising this HSLC serve by virtue of their positions with the member agencies or by invitation from the member agencies. Nothing in these by-laws shall be construed to waive or abrogate the doctrines of "Sovereign Immunity" as a defense to any legal action brought against the members, agencies, or HSLC officers.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of those present at any regular or special meeting, provided a quorum of the membership is present. Proposed amendments shall be submitted in writing to the membership at least 30 days in advance.

Approved 1994

Revised December 1998

Changes by MS 10/99

Revised January 2001

Revised May 2001 (to include individual Affiliate memberships)

Revised August 2002

(Revise core membership definition, update staff support language, add finance and professional development standing committees and delete standards standing committee)

Revised October 2002 (Executive committee membership and Membership Committee responsibilities)

Revised September 2004 (Add Immediate Past Chair to Executive Committee)

Revised May 2005 (Change name to Human Services Leadership Council and change Family Independence Agency to Department of Human services)