



## **RULES AND REGULATIONS OF THE HUMAN SERVICES ADVISORY BOARD OF THE CITY OF SAN MARCOS**

### **I. PURPOSE, AUTHORITY, AND DUTIES**

Section 1. The Human Services Advisory Board is responsible for the development and enhancement of human services in San Marcos.

Section 2. The Human Services Advisory Board shall have the powers and duties expressly granted to it under Article IX of the City Charter of the City of San Marcos, the ordinances of the City of San Marcos, and the laws of the State of Texas.

### **II. MEMBERSHIP**

Section 1. Members of the Board shall serve without compensation.

#### **A. Role of the Voting Members**

1. Review all funding applications
2. Discuss and determine funding recommendation provided to Council

#### **B. Role of the Non-Voting Member**

1. Review all funding applications
2. Serve as a resource person for the Board.
  - a. Assist with the drafting and application of performance measures
  - b. Assist with the development of standardized site visit questionnaires
  - c. Assist with evaluating financial information
  - d. Provide knowledge of regulations
  - e. Provide knowledge of social service practices
3. Prior to the commencement of the application review process, present to the Board a brief overview of the following:
  - a. social work core values;
  - b. the National Association of Social Work Code of Ethics;
  - c. best practices in the field related to service delivery;

- d. evidence based models; outputs vs outcomes
  - e. industry standards regarding grant applications and funding
  - f. a summary of the process of applying for grants
- 4. Does not perform site visits.
  - 5. Does not participate in the discussion of the allocation of funds but will be available for the Board if questions arise.

### **III. STAFF LIAISON**

The Staff Liaison shall be a member of the Planning and Development Services Department and shall not be a member of the Board.

The Staff Liaison shall:

- (a) post the agenda for all meetings of the Board;
- (b) give or serve all public notices as required by law;
- (c) attend the meetings of the Board and record all votes or other actions taken by the Board;
- (d) prepare the written minutes in accordance with the provisions of Article VI, Section 2 of these Rules and Regulations;
- (e) sign and attest to the signature of the Chair on all official documents of the Board.

### **IV. BOARD RECORDS**

Meeting minutes shall be considered draft minutes until the Board takes formal action to approve the minutes. Meeting minutes shall be a concise record of each agenda item, the action taken on each item, and a listing of those who spoke regarding each item. The minutes shall reflect only a short abstract of the position taken by each speaker, and shall be neither a verbatim transcript nor a lengthy description of the discussion. Meeting minutes shall accurately reflect all motions and seconds, along with how each member votes on each motion, and the results of the vote taken on each motion. Where substitute motions or motions to reconsider are made, such motions and the votes on those motions shall also be reflected in the meeting minutes.

Each Board member shall have an obligation to check the meeting minutes for accuracy prior to the meeting at which the minutes will be considered for approval. If a Board member has more than seven corrections or amendments to make to a given set of minutes, the member shall report the corrections, in writing, to the Staff Liaison prior to the meeting. When the approval of minutes is subsequently called up for discussion, the Staff Liaison shall announce that written corrections have been received and the Board shall automatically table the minutes to the next meeting without further discussion. Six or fewer corrections may be offered and voted on at the meeting where the minutes are being considered.

Board meetings shall be recorded on audio tape. The tapes of Board meetings shall be retained for the period of time prescribed by State law. The Board Chair shall require that each person coming before the Board identify himself or herself for the record prior to addressing the Board.

## **V. MEETINGS, RULES OF CONDUCT**

Section 1. The regular meetings of the Human Services Advisory Board will be set by the Board by approval of the annual calendar.

Section 2. Additional or special meetings of the Board may be held at any time upon the request of either the Chair, the City Council or a majority of the members of the Board. Such meetings shall follow at least seventy-two hours of notification to Board members and the public.

Section 3. All meetings of the Board shall be conducted in accordance with the Texas open meetings law, Article 6252-17, Vernon's Texas Civil Statutes.

Section 4. Regular meetings of the Board may be canceled by the Planning and Development Services Staff Liaison, with the consent of the Chair, if both of the following criteria are met:

- (a) no new items requiring the Board's attention have been submitted by the public as of 5 p.m. on Monday, three weeks prior to any regular meeting date; and
- (b) the Chair, a majority of the Board membership, or the Assistant Director of Planning and Development Services have not submitted any items for discussion as of ten days prior to any regular meeting date.

Section 5. The Board may vote to reschedule or cancel the dates of regularly scheduled meetings to avoid conflicts with holidays or for other special circumstances. The rescheduling or canceling of regular meetings shall be done at least 30 days in advance of the regularly scheduled meeting date.

Section 6. Except as provided in these Rules and Regulations, the Rules of Decorum as adopted by the City Council shall govern the meetings and when these do not apply, then the rules of conduct contained in the most current edition of Robert's Rules of Order shall govern the meetings of the Human Services Advisory Board.

Section 7. Members, including the Chair and Vice-Chair, shall have the right to vote on all matters coming before the Board, except for those matters on which the member has a conflict of interest. Voting shall be by roll call vote and the order of voting is to be rotated with each item.

Section 8. Any member of the Human Services Advisory Board who has a conflict of interest, as defined in Chapter 2, Article V of the City's Code of Ordinances or State law, concerning a matter that is on the agenda of the Board shall:

- (a) publicly announce the nature of the conflict immediately after the agenda item has been called up for discussion or action;
- (b) leave the room during the discussion of the item; and
- (c) refrain from any discussion or voting on the matter.

Section 9. Any member of the Human Services Advisory Board who does not legally have a conflict of interest but would like to avoid the appearance of a conflict of interest may elect to follow the procedure established in Section 8 of this Article.

Section 10. Members shall have an obligation to vote on all matters coming before the Board unless the provisions of Sections 8 and 9 of this Article apply or the member was absent during the discussion of the matter.

Section 11. During its discussion of agenda topics, the Board will limit all discussion to Board members only.

## **VI. HUMAN SERVICES AGENCY DEFINITION**

Section 1. A human services agency is a non-profit organization that seeks to improve the quality of their clients' lives by providing, facilitating or recommending support for an array of basic social, physical health, housing and mental health services to needy clients in that community.

## **VII. FUNDING APPLICATION PROCESS**

Section 1. Funding Calendar should be approved and available to the public after the first meeting of the new fiscal year.

Section 2. Funding Applications are available to the agencies according to the calendar adopted annually by the Board.

- (a) Staff will complete a checklist to ensure that all applications are complete. Only those applications that are complete and on time will be given to the Board for review.
- (b) Staff will notify agencies of any applications requiring additional information and will allow two (2) business days for which the agency has to fulfill the request.
- (c) Absolutely no late applications will be accepted.
- (d) Agency bears burden of proof of application submission.
- (e) Only applications that meet all eligibility criteria throughout the process will be considered for funding.

Section 3. Funding appeals process is available to the agencies in the event funding is originally denied by the board.

- (a) Once the agency presentations to the HSAB have been concluded members will then conduct a preliminary fund/no-fund vote. Electronic communication will be sent to agencies after the vote to explain whether the agency addressed will be or will not be recommended by the board to the City Council for funding.
- (b) Upon receiving the HSAB recommendation notice, the applicant may then write a letter of appeal, which is to be sent to the HSAB liaison by the appeals deadline date stated in the notice, which will be no fewer than ten business days.
- (c) The HSAB liaison will in turn distribute the agency appeal letter(s) to the board members via e-mail for individual review. The Board will hold a meeting with ten business days of receiving an appeal. Members will assemble at the next scheduled meeting prepared to review, discuss and vote on whether or not to accept the appeal or to allow the previous decision to stand.
- (d) The appealing agency is invited to discuss their appeal with the HSAB and the date of the board meeting will be predetermined and included in the initial correspondence to the agencies.

After the appeals process is closed the HSAB will proceed to discussion and determination of funding amounts for each agency; eventually rendering the final recommendation to the City Council.

## **AMENDMENTS TO THESE RULES AND REGULATIONS**

These rules may be amended at any meeting by a vote of the majority of the entire membership of the Board provided a minimum of seventy-two hours notice of the intent to change the Rules and Regulations has been given to the public and each member of the Board.

PASSED, APPROVED AND ADOPTED by the City of San Marcos Human Services Advisory Board on this the third day of March, 2022.

Attest:

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JoAnn Parsons,  
Chair, Human Services Advisory Board

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Carol Griffith,  
Staff Liaison