

**Bylaws of the Rio Blanco County**  
**Community Services Block Grant Advisory Committee**

**Article I**  
**Name**

**Section 1-A** The name of this Committee shall be the Rio Blanco County Community Services Block Grant (CSBG) Advisory Committee

**Article II**  
**Purpose**

**Section 2-A** The Community Services Block Grant (CSBG) Advisory Committee is comprised of members or representative of the low-income population to be served and its purpose is to provide input and participate in the development, planning, implementation and evaluation of the Department's program to provide CSBG-supported services in the low-income community. Its role is advisory to the Board of County Commissioners in regard to the planning for expenditure of Community Services Block Grant monies for Rio Blanco County.

**Article III**  
**Membership**

**Section 3-A** The Community Services Block Grant (CSBG) Advisory Committee is a tripartite advisory committee comprised of seven (7) individuals appointed through a democratic selection process by the Board of County Commissioners of Rio Blanco County. Members shall represent the elected officials sector (2 members), private sector (2 members) and low-income senior sector (3 members). Vice Chairman of the County Commissioners shall serve on the Advisory Committee as one of the elected official's sector representatives. Other local elected officials, or their designee, will serve as the 2<sup>nd</sup> representative of the elected officials sector. The low-income senior sector may be comprised of those that self-declare low-income or representatives of local entities serving low-income seniors.

**Section 3-B** The term of each member shall be for two years, with terms expiring in alternate years. IF an Advisory Committee member resigns before his/her term expires, the Board of County Commissioners shall make an appointment to fill the vacancy for the remainder of the term.

**Section 3-C** Member shall be residents of Rio Blanco County

**Section 3-D** A vacancy on the Committee shall be filled by the Board of County Commissioners within 60 days. New board members will be provided with orientation, training on their duties, and appropriate background materials such as these bylaws within 60 days of appointment.

**Section 3-E** A quorum shall be made up of four members for the business of the Committee to be conducted.

**Section 3-F** A member who misses two consecutive regular meetings without an excuse acceptable to the Committee may be deemed by the Committee to have resigned.

**Section 3-G** Programmatic and financial reports will be provided at regularly scheduled meetings, and success of strategies contained in the CSBG Community Action Plan and Strategic Plan shall be provided annually.

#### **Article IV Officers**

**Section 4-A** The Officers of the Advisory Committee shall be the Chairman and the Vice-Chairman. Department staff shall serve as the Secretary to the Committee.

**Section 4-B** The Commissioner member is not eligible to serve as an officer of the Advisory Committee

**Section 4-C** The term for each officer shall be one year.

**Section 4-D** Election of Officers shall be held at the first meeting of each year which will be called the Annual meeting with each Officer retaining office until his/her replacement is duly appointed and in office.

#### **Article V Duties of Officers**

**Section 5-A** The Chairman shall preside at meetings of the Advisory Committee, appoint sub-committees if required, be ex-officio member of all sub-committees, and perform such duties as parliamentary custom requires.

**Section 5-B** The Vice-Chairman shall act in the absence of the Chairman

**Section 5-C** The Secretary of the Committee shall keep the records and conduct the correspondence of the Committee. He/she shall prepare the agenda of every regular and special meeting in consultation with the Chairman.

#### **Article VI Meetings**

**Section 6-A** The regular meetings of the Advisory Committee shall be as scheduled by the Advisory Committee Chairman in accordance with grant program compliance.

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**Article VII  
Subcommittees**

**Section 7-A** Subcommittees shall be appointed by the Chairman of the Advisory Committee to serve at the discretion of the Chairman.

**Article VIII  
Rules of Order**

**Section 8-A** The parliamentary procedure of the Advisory Committee, when in session, shall be governed, so far as practical, by the Roberts Rules of Order, Revised.

**Article IX  
Amendment of Bylaws**

**Section 9-A** These bylaws may be amended by a majority vote of the members of the Advisory Committee

**Section 9-B** The procedure to amend the bylaws will require two meetings of the Advisory Committee. At the first meeting the by-laws changes will be proposed, reviewed, discussed and re-amended, if necessary. The amended bylaws will be presented for adoption at the following Advisory Committee meeting.

**Section 9-C** The bylaws will be reviewed at the annual meeting.

**Article X  
Conflict of Interest**

**Section 10-A** Rio Blanco County CSBG Advisory Committee members must act at all times in the best interests of Rio Blanco County. Members shall disclose all potential and actual conflicts of interest to the Committee, and, as required, remove themselves from all discussion and voting on any related matter.

**Section 10-B** Advisory Committee members annual sign a conflict of interest statement declaring any current or prior relationships with individuals or entities currently transacting or soliciting business through the CSBG Program in Rio Blanco County,

IN WITNESS WHEREOF, the parties have here unto set their hands and seals this 20<sup>th</sup> day of August, 2019.



(Seal)

Attest:

Boots M Campbell by  
Clerk to the Board Tammy Stran

Board of County Commissioners of  
Rio Blanco County, Colorado

By: [Signature]  
Jeff Rector, Chairman

By: [Signature]  
Si Woodruff, Commissioner

By: [Signature]  
Gary Moyer, Commissioner

[Signature]  
Barbara Bofinger, Director  
Rio Blanco County Department of Human Services