

BERGEN COUNTY BOARD OF SOCIAL SERVICES

BY LAWS

Adopted August 16, 2011

THE BOARD

ARTICLE I.

Section 1. The corporate name of this body is the Bergen County Board of Social Services.

Section 2. This Board has a corporate seal, and it is in the form impressed on the last page of these By Laws.

Section 3. The Board shall have its principal office at 216 Rt.17 North, Rochelle Park, New Jersey 07662, and may also maintain field offices throughout Bergen County.

ARTICLE II.

MEMBERS AND OFFICERS

Section 1. The Board shall be legally constituted and composed of such members as may be provided by law. Pursuant to N.J.S.A. 44:1-11, the Board shall be composed of not less than five (5) nor more than seven (7) citizens of Bergen County, at least two (2) of whom shall be women, to be appointed by the Board of Chosen Freeholders, who, with two (2) designated members of the Board of Chosen Freeholders and the County Adjuster, when not serving as superintendent of welfare, as ex-officio members, shall constitute the Board of Social Services.

Section 2. Members shall hold their offices for five (5) years. Vacancies of such Members shall be filled for the unexpired term only. If any member of the Board is appointed for a term that expires, he/she shall continue to serve as a member of the Board until his/her successor is duly appointed and qualified as a member of the Board, except as follows:

(a) In the event a Freeholder member vacates his/her office as a Freeholder through resignation, removal, non-election or otherwise, his/her seat on the Board shall be deemed to be vacated.

(b) In situations wherein the Board of Chosen Freeholders shall affirmatively deny by Board vote or resolution the reappointment of either a civilian member or a Freeholder member of the Board, then the term of the person who is serving on a holdover basis shall automatically cease as of the date and time of that resolution or vote.

Section 3. The Board shall have a Chairperson, Vice-Chairperson, Secretary, Treasurer and Assistant Secretary-Treasurer, and may establish such other officer positions as it deems necessary.

Section 4. Officers shall be elected by open vote from and by the members of the Board. They shall serve until the next annual meeting or until their successors are elected and qualified. In the event of a vacancy, the Board may at the next regular meeting or at a meeting specially called for such purpose have an election to fill the vacant office. The annual meeting of the Board shall be held in January.

Section 5. Duties of Officers:

(a) Chairperson. He/she shall preside at all meetings of the Board. The Chairperson shall have authority to sign documents of the Board whenever his/her signature is required to effectuate those documents, as approved by the Board. The Chairperson shall have authority and power to perform all functions given to him/her by State and Federal law and by State and Federal regulation. He/she shall report to his/her fellow Board Members on all matters worthy of attention by the Board. He/She shall authorize the Agenda for Board Meetings in accordance with applicable regulations.

The Chairperson shall submit to the Board for appointment or submit to the Board for removal for just cause such as misconduct, neglect or incompetency, the Chairpersons of all committees of the Board, and he/she shall be a member of all committees ex-officio with the right to vote and participate. All committee appointments shall terminate on the date of the annual meeting.

The Chairperson shall be notified of the date, time, and place of every committee meeting, reasonably in advance thereof and in an appropriate manner, by the Chairperson of each committee.

(b) Vice-Chairperson: He/she shall preside at all Board Meetings in the absence of the Chairperson or specifically when the Chairperson requests that he/she so act. He/she shall also act for the Board when the Chairperson is unable to carry out his/her duties by reason of disability or illness. He/she shall also be Acting Chairperson of the Board in any circumstance when the Chairperson ceases to be a member of the Board. In such case he/she shall continue to function as Acting Chairperson until the next annual meeting of the Board, or until a new Chairperson is elected, whichever first occurs.

(c) Secretary-Treasurer: He/she shall have such duties as are provided by law, rule and regulation. He/she shall sign checks, drafts, and other documents when necessary in accordance with Ruling 12, Chapter III of the State Accounting Manual, and shall attest to the corporate seal of the Board whenever it is required to be affixed to a document.

(d) Assistant Secretary-Treasurer: He/she shall serve and perform all of the duties of the Secretary-Treasurer if absent or shall have become incapacitated or otherwise unavailable to perform his/her duties.

(e) Director: He/she shall be the Chief Administrator of and for the Board and shall perform the duties of a Clerk to the Board at all meetings of the Board. He/she shall send notices of all meetings of the Board to its members, and shall prepare and maintain the minutes of those meetings, or direct and supervise their preparation and maintenance. The Director shall sign the minutes of each meeting so as to attest to their correctness and official character. He/she shall also arrange for the minutes of the Board meetings to be typed and distributed to all members of the Board.

The Director shall also review all proposed expenditures prior to a meeting of the Board, and at the meeting certify to correctness. He/she shall be authorized to sign checks, drafts, and documents on behalf of the Board when necessary, and may attest to the corporate seal of the Board whenever it is required to be affixed to a document.

In cases wherein the Board is reimbursed in full for its lien, claim, mortgage or judgment, the Director shall be authorized to execute in connection therewith, all release, discharges, cancellations, and Warrants of Satisfaction of Judgment, and shall report such action at the next regular Board Meeting for ratification by the Board.

In addition, the Director shall have all of the powers and responsibilities accorded to him/her by statute, rule and regulation.

ARTICLE III.

MEETINGS

Section 1. Regular Meetings: The Board shall meet regularly, at least once each month. The time, date and place of the meeting shall be established by resolution of the Board at its annual meeting.

The Board may also hold additional meetings by resolution with the date, time and place thereof fixed therein.

Section 2. Special Meetings: The Chairperson may call a special meeting of the Board concerning matters which he/she deems of an urgent nature. The meeting shall have on its Agenda only such items as may be designated in the call of the Chairperson. The Chairperson shall, upon the written or telephonic request of at least four members of the Board, call a special meeting of the Board to consider only those matters mentioned in the request for such meeting.

Section 3. Quorum: At any regular meeting or special meeting of the Board the presence of four board members, at least two(2) of which shall be citizen member shall constitute a quorum for the official transaction of business at that meeting.

Section 4. Conduct of Meetings:

Minutes of all meetings of the Board shall be prepared. Copies of those minutes shall be distributed to all Board Members.

- (a) The public and the press shall be admitted to all meetings of the Board. No disclosure of the names of recipients of public assistance shall be made in the presence of the public or the press. Subject to compliance with the provisions of the Open Public Meetings Law, the Board may go into executive session, at which time only Board Members and persons invited to attend shall be present.
- (b) All members, including the Chairperson, present at meetings shall have the right to vote on all resolutions and motions. The Chairperson may present resolutions and make motions in the same manner as any other member.
- (c) In the absence of the Chairperson or the Vice-Chairperson, the Secretary-Treasurer shall preside at the meetings.
- (d) Any motion or resolution, except to alter, amend, revoke, change or terminate these by-laws, shall require for its approval at a legal constituted meeting, the affirmative votes or a majority of those Board Members participating in the voting. However, no such motion or resolution shall be approved unless at least a majority of the quorum required for the official transaction of business at that meeting shall have cast affirmative votes in favor thereof.

Section 5. Votes on all matters requiring action by the Board shall be taken by call of the roll.

ARTICLE IV.

COMMITTEES

Section 1. The Board shall have such standing committees as established herein and may, upon the request of the Chairperson, have and establish such additional committees, whether special, select, ad hoc or otherwise, as the need arises for the proper conduct of its affairs.

Section 2. There is hereby established a Finance Committee which shall render a report to the Board at regular meetings of the Board. The committee shall have the power to provide input and make recommendations to the Board about all matters coming before the committee for its review, consideration and attention.

The committee shall review and consider: all bills of a routine nature; appropriation balances; payrolls; mileages and the expenditure of funds to pay bills of a non-routine nature; the transfer of funds within the budget accounts when necessary; and the quarterly audit reports.

The committee shall also review and consider the proposed estimates for budget requests in preparing the annual budget of the Board and the completed annual budget prior to its submission to the Board.

Section 3. There is hereby established a Personnel Committee which shall render a report to the Board at regular meetings of the Board. The committee shall have the power to provide input and make recommendations to the Board about all matters coming before the committee for its review, consideration and attention, including such special matters as

grievances, terminations, and disciplinary actions. The committee may, upon request, also assist the Board in the formulation and development of policies affecting employees of the Board, and participate in labor negotiations. The Chairperson of the committee shall meet with the Director and the Personnel Officer in advance of each committee meeting, to ascertain all of the matters necessary for review and consideration by the Committee.

Section 4. There is hereby established a Building and Grounds Committee, which shall render a report to the Board at regular meetings of the Board. The committee shall have the power to provide input and make recommendations to the Board about all matters coming before the committee for its review, consideration and attention. The committee shall keep a close liaison with the designated administrators of each office of the Board for the purpose of ascertaining their maintenance problems or needs for additional space, if any.

Section 5. There is hereby established for the good and welfare of the Board and its employees a Social Affairs Committee which shall render a report to the Board at regular meetings of the Board. The committee shall have the power to provide input and make recommendations to the Board about all matters coming before the committee for its review, consideration and attention. The committee shall make appropriate plans for special occasions or events such as commendations and retirements, and send cards, notes or messages of congratulation or sympathy on behalf of the Board.

Section 6. There is hereby established a Welfare Fraud and Abuse Committee, which shall render a report to the Board at regular meetings of the Board. The committee shall have the power to provide input and make recommendations to the Board about all matters coming before the committee for its review, consideration and attention. The committee shall

maintain a close liaison with the Director and Chief Counsel to the Board for the purpose of monitoring reports made to them by the Investigative Unit.

Section 7. At the 2011 Board Meeting Resolution No. was adopted establishing an Executive Committee, which consists of Officers of the Board as outlined in Article II Section 3.

ARTICLE V.

PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all matters to which they are applicable, but only to the extent that those rules are not inconsistent with these bylaws and do not contravene State or Federal law or regulations to which the Board is subject. In addition, the latest issue of the Handbook for County Welfare Board Members as approved and published by the State Division of Public Welfare shall be consulted for guidance when appropriate.

ARTICLE VI.

AMENDMENT OF BYLAWS

These Bylaws may be changed, altered, modified, amended or revoked at any regular meeting of the Board by the affirmative votes of two-thirds of those Board Members participating in the voting and present at that meeting, provided written notice of each Bylaw to be amended or revoked and of the proposed change shall have been given to every member of the Board at least three days in advance of that meeting and provided further that the proposed

change has been submitted to the Board in writing for consideration at the regular monthly meeting immediately preceding that meeting.

None of these Bylaws shall be changed, altered, modified, amended or revoked at any regular meeting of the Board unless at least the quorum required for the official transaction or business at that meeting shall have affirmatively voted in favor of the matter proposed.

ARTICLE VII.

SUPREMACY CLAUSE

Should any of these Bylaws be in contravention of or be inconsistent with any law, rule or regulation governing the conduct of the Board or its composition and affairs, the applicable law, rule or regulation shall control.

IT IS HEREBY CERTIFIED that this is a true copy of the Bylaws adopted by the Bergen County Board of Social Services upon a roll call vote of all members of the Board of Directors eligible to vote at a regular meeting held on August 16, 2011.

ATTEST:



DEBORAH VIOLA, Secretary

SO APPROVED:



JOHN A. FELICE, Chairman

Date of Adoption: August 16, 2011