

**CITY OF HAYWARD
COMMUNITY SERVICES COMMISSION**

APPROVED 7/15/15

**ARTICLE I
PREAMBLE**

SECTION 101. In the event of any conflict between these bylaws and the Hayward City Charter, Hayward Municipal Code, and City Council Resolutions, then the Hayward City Charter, Hayward Municipal Code, and City Council Resolutions shall prevail.

SECTION 102. The Community Services Commission ("CSC" or "Commission") serves as an advisory body to the City Council of the City of Hayward ("COH"). The mission of the CSC is to:

1. Provide advice and consultation to the Hayward City Council regarding the social, economic, and humanitarian aspects of community development issues within the City;
2. Encourage the development of a planned and orderly approach to the development of community services in the City;
3. Identify the needs for community services, for the coordinated delivery of such services to residents and to avoid duplication and conflict of effort;
4. Support City Council priorities to help solve community problems;
5. Serve as the citizen participation mechanism of federally funded, financed or aided projects; and
6. Create and sustain an environment which will encourage and bring about mutual understanding and respect and to discourage and prevent any and all recognized discriminations based upon race, sex, religion, national origin, age, handicap, sexual orientation, and all other protected categories of persons, if any, under federal and state law, and particularly those discriminations in the areas of housing, employment, and education.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

SECTION 201. GENERAL DUTIES AND RESPONSIBILITIES. The Community Services Commission ("CSC") and its members shall have the duties and responsibilities to:

1. Regularly attend meetings and vote on items before the Commission.
2. Adopt rules and regulations for the conduct of its business and for the time and place of its meetings.
3. Assist in developing objectives and goals of the Commission.
4. Perform other related duties as directed by City Council.

SECTION 202. FUNDING RECOMMENDATION DUTIES AND RESPONSIBILITIES. The Community Services Commission ("CSC") and its members shall have the duties and responsibilities to:

1. Accept and review proposals for City-administered funding as directed by City Council, including but not limited to Community Development Block Grant ("CDBG") and Social Services Program funding.
2. Develop criteria for Announcement of the availability of funds.
3. Develop application guidelines.
4. Review criteria used to make funding recommendations.
5. Prepare and submit priority recommendations to City Council.

ARTICLE III MEMBERS

SECTION 301. The Community Services Commission shall consist of no fewer than seventeen (17) members, who are appointed by City Council.

SECTION 302. In order to be eligible for appointment to the Commission a person shall be a qualified elector of the City of Hayward. The members of the Commission shall be appointed by the City Council.

SECTION 303. By City Resolution 73-235 C.S. the City Council established a policy of a limitation of not more than two and one-half (2 ½) consecutive full terms of four years apiece on any one board or commission for service thereon by members thereof.

SECTION 304. In City Resolution 87-323 C.S. the City Council repeated and implemented Section 905 of the City Charter:

1. *DECLARING VACANCIES. If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, or ceases to be a qualified elector of the City, his/her office shall become vacant and shall be so declared by the Council.*
2. *EXCUSED ABSENCE. Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any regular meeting of the board or commission.*
3. *ATTENDANCE The City Council shall review the attendance records of all board and commission members in May of each year. Unless extraordinary conditions exist, the City Council shall remove all board or commission members who have not attended at least 75 percent of the meetings of the board or commission upon which they serve, which are subject to the Brown Act.*

If a Commissioner misses two consecutive meetings, the Library and Community Services Department will notify the City Clerk of said absences. The City Clerk will notify the Commissioner in writing (per Council direction) reminding them of the two consecutive meetings missed and that one more meeting missed will result in automatic removal from the board or commission.

After three consecutive absences or in the event attendance at 75 percent of meetings is not maintained the Office of the City Clerk will notify the Mayor either of the automatic vacancy or recommending the Commissioner office be declared vacant because of attending less than 75 percent of meetings and requesting that an appointment be made to fill the vacant office.

SECTION 305. To be counted as present, a Commissioner shall be in attendance during all action items listed on the agenda.

ARTICLE IV OFFICERS

SECTION 401. The Commission shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the September regular meeting and install them at the October meeting of every year to serve a term of one year or until their successors have been elected. Elected Officers may succeed themselves one or more times, but generally not more than twice.

ARTICLE V DUTIES OF OFFICERS

SECTION 501. The Chairperson shall preside at the regular and special called meetings of the Commission. He or she shall perform all duties incident to his or her office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions and these Bylaws. The Chairperson shall appoint all committees and shall be an *ex officio* member of all committees.

SECTION 502. The Vice-Chairperson shall act in the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act. The Vice-Chairperson shall also serve as the Chairperson of the Public Services Application Review Committee.

SECTION 503. The Parliamentarian shall act in the absence of the Chairperson and Vice-Chairperson, or in the event of the Chairperson or Vice-Chairperson refusal to act. Parliamentarian shall provide expert guidance related to the bylaws and keep order within the CSC meetings.

ARTICLE VI STAFF

SECTION 601. The Community Services Manager or designated staff members shall provide staff support to the CSC and shall plan, organize and direct the activities of the staff in support of the mission of the CSC. As needed, the Community Services Manager shall work in coordination with the CSC Chairperson to prepare the agendas for CSC meetings.

ARTICLE VII MEETINGS

SECTION 701. REGULAR MEETINGS. The regular meetings of this Commission shall be held on the third (3rd) Wednesday of every month unless the Commission is notified at least seventy-two (72) hours in advance of no meeting. All agendas for the CSC shall be posted at least seventy-two (72) hours before each regular meeting in the manner set forth in the Rules and Regulations of the CSC and in accordance with the Brown Act.

SECTION 702. SPECIAL MEETINGS. A special meeting may be called at any time by the presiding officer or a majority of the Commission by delivering personally or by mail, a written notice. All members shall be notified at least forty-eight (48) hours prior to the special meeting. The call and notice shall specify the time and place of the special meeting and provide a copy of the agenda. All agendas for special meeting shall be posted at the place designated by City Council.

SECTION 703. QUORUM. The quorum for a regular or special meeting shall be a majority of the currently seated membership of this Commission.

SECTION 704. VOTING. Each member of the Commission shall be entitled to one vote and shall have the right to move or second on any agenda matters brought to a vote during a regular or special meeting at which the member is present. The affirmative or negative vote of a simple majority of the seated members shall be necessary for it to take any action.

ARTICLE VIII AMENDMENT

SECTION 801. Proposed amendments to these Bylaws may be submitted in writing by any Commission member at a regular or special meeting. A copy of the proposed amendments shall be furnished to each Commission member at least 30 days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

ARTICLE IX COMMITTEES

SECTION 901. The CSC Chairperson may create standing or ad hoc committees from time to time as circumstances warrant. Only CSC members may serve on committees, and the CSC Chairperson shall appoint the members who serve on the committees.

SECTION 902. The Infrastructure Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Infrastructure ARC are: to review all Economic Development and Facilities

applications for funding, to interview applicants and to developing recommendations of funding for the CSC.

SECTION 903. The Public Services Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Public Services ARC are: to review the Social Services and CDBG Public Services applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 904. The Neighborhood Arts and Music Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Neighborhood Arts and Music ARC shall be: to review all related applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 905. No one Commissioner shall be named to all Application Review Committees within a funding cycle.

ARTICLE X EFFECTIVE DATE

The foregoing bylaws of the CSC are adopted by the CSC on July 15, 2015 and made effective as of this date.

Drafted 11/16/2011
Updated 12/21/2011
Adopted 3/22/2012
New Draft: 3/18/2015
Revised Draft: 5/20/2015
Adopted: 7/15/2015