

**CITY OF HAYWARD  
BYLAWS  
FOR  
HAYWARD HUMAN SERVICES COMMISSION**

WHEREAS, this Commission, having been officially appointed by the City Council of Hayward, California, and having been officially designated as the Hayward Human Services Commission, is desirous of operating in an organized manner;

NOW, THEREFORE, be it resolved that the following Bylaws be adopted and by the passage of this resolution by the majority vote are declared to constitute the official Bylaws of the Hayward Human Services Commission.

**ARTICLE I – PURPOSE**

**POLICY.** It is the public policy of the City of Hayward to: 1) create an advisory commission which will encourage the development of a planned and orderly approach to the development of community services in the City; and 2) to create an environment which will encourage and bring about mutual understanding and respect among all groups of the City, eliminate prejudice, discrimination, and disorder, and guarantee equal rights and opportunities for all regardless of race, religion, national origin, color, ancestry, sex, sexual orientation, disability or place of birth.

The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City Government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions.

**ARTICLE II – MEMBERSHIP**

The membership of this Commission shall consist of eleven (11) members as appointed by the appointing authority.

Commission members shall serve in accordance with Article IV, but in the event of any vacancy by reason of resignation, the Chairperson shall immediately notify the appointing authority to make a reappointment in accordance with the aforementioned policy to fill said vacancy.

**ARTICLE III - LEGAL AUTHORITY**

The Human Services Commission was established by Ordinance No. 81-035 C.S., as part of Chapter 2, Article 3, of the Hayward Municipal Code.

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**ARTICLE IV – TERM**

Members shall serve on this Commission in accordance with the term of office specified by the original appointing authority at the time of appointment. In accordance with Hayward City Council Resolution 84-136 of May 15, 1984, no member shall be excused from any regular meeting of the Human Services Commission. The Chair will determine whether to notify the City Council if a Commissioner is absent more than three (3) times prior to the Council's annual review of attendance.

**ARTICLE V – DUTIES AND POWERS OF THE COMMISSION**

The duty of the Commission is to implement throughout the City of Hayward the public policy stated herein. To this end the Commission shall, among other things:

1. Advise the City of Hayward as to the most effective means of allocating available resources for community services.
2. Promote inter-agency and inter-group coordination in the development of community social resources.
3. Cooperate with governmental and non-governmental agencies and organizations having like or kindred functions.
4. Review and study problems and needs of the community programs and develop effective support needed to secure additional resources either through private channels or through the City or other instrumentalities of government.
5. Monitor relationship/balance of funding patterns by public and private agencies insuring fair distribution for the local jurisdiction.
6. Work together with other governmental agencies in keeping abreast of new and current developments in the field of social services in order to maximize the beneficial impact of social programs on the City.
7. By persuasion and conference seek to arrive at voluntary solutions designed to discourage and prevent any and all discriminations based upon race, sex, religion, national origin, and particularly those discriminations in the areas of housing, employment and education.
8. Hold hearings and take testimony of any person relating to any matter under investigation or in question before the Commission.

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9. Make recommendations which will help to develop a sense of community among those concerned with people serving efforts in Hayward and to create awareness and cooperation between the City and those groups doing social service work in the area.
10. Make and issue reports respecting its studies, research, investigations and other activities, and make information available to other commissions and staff as required.
11. Recommend to the City Council legislation or other remedial steps which the Commission should find to be necessary and desirable.
12. To assure objectivity in their official deliberations during called meetings, Commissioners are enjoined from introducing verbal comments or literature that sponsors advocacy, actual or inferred, related to candidates for city, county, state, or federal elected offices.
13. Perform other related duties as directed by the City Council.

**ARTICLE VI – VOTING**

Section 1: Each member of the Hayward Human Services Commission shall be entitled to one vote on all matters brought to a vote during the regular or called meeting in which said member is present and providing a quorum is present at the time as specified in Article VII.

**ARTICLE VII – QUORUM**

Section 1: A majority of the Commission shall constitute a quorum and shall also be the number necessary to do business. If only a quorum of members is present, all must agree in order for an item to carry.

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**ARTICLE VIII – OFFICERS – ELECTION OF**

- Section 1: The officers of the Hayward Human Services Commission shall be a Chairperson, Vice Chairperson and a Secretary.
- Section 2: All elected officers shall serve for a term of one year beginning July 1 and continuing until their successors have been elected. Officers are eligible to succeed themselves only for one additional term of office.
- Section 3: Officers shall be nominated by a nominating committee selected by the Chairperson, at a regularly scheduled meeting preceding the annual meeting. Additional nominations will be permitted from the floor after the nominating committee has reported.

**ARTICLE IX – DUTIES OF OFFICERS**

- Section 1: The Chairperson shall preside at all meetings of the Commission and is eligible to vote on all matters coming before the Commission. The Chairperson shall appoint all subcommittees. The Chairperson shall be responsible for scheduling regular meetings and special meetings of the Commission. The Chairperson will have the responsibility for preparing all agendas and for conducting all meetings in an orderly manner.
- Section 2: The Vice-Chairperson shall perform all the duties and assume all the responsibilities of the Chairperson if absent.
- Section 3: The Secretary shall handle all correspondence for the Commission and perform other duties as directed by the Chairperson.

**ARTICLE X – MEETING DATES**

- Section 1: The regular meeting shall be the first Wednesday of each month. Special meetings may be called as necessary in accordance with the Brown Act.

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**ARTICLE XI – ANNUAL MEETING**

- Section 1: An annual meeting of the Hayward Human Services Commission shall be held in June each year. During this annual meeting, the following activities shall take place:
- A. A work program shall be formulated for the coming year.
  - B. A summation of progress made, work accomplished, and the proposed work program, shall be prepared for the coming year for delivery to the City Manager.
  - C. Officers for the coming year shall be elected.

**ARTICLE XII – AMENDMENTS TO BYLAWS**

- Section 1: The Bylaws of the Hayward Human Services Commission, as officially adopted, shall be amended only in accordance with the following procedures:
- A. All members holding official appointment to the Hayward Human Services Commission shall be furnished a copy of the proposed change and/or amendments to the official Bylaws, at least one regular meeting prior to any official vote on said proposed changes and/or amendments.
  - B. Any changes and/or amendments to the official Bylaws of the Hayward Human Services Commission shall be read at the preceding regular meeting of the Human Services Commission held in accordance with the provisions of the Bylaws presently in effect.