

BY LAWS
of the
METROPOLITAN SOCIAL SERVICES COMMISSION OF THE
METROPOLITAN GOVERNMENT
OF NASHVILLE AND DAVIDSON COUNTY

Article I-Name/Members

Section 1. The name of the Commission is The Metropolitan Social Services Commission of the Metropolitan Government of Nashville and Davidson County (the "Commission").

Section 2. The Commission shall consist of seven (7) members appointed by the Mayor in accordance with the *Metropolitan Charter* §11.1101.

Article II-Meetings

Section 1. Regular meetings of the Commission shall be held monthly at a time and place agreed upon by the Commission members. All meetings, regular or special, shall be held in a building of The Metropolitan Government and be open to the public in accordance with *MCL*§2.68.010.

Section 2. The regular meeting in May of each year shall be the annual meeting. At the annual meeting officers are to be elected and become effective and these bylaws may be reviewed and considered for re-adoption.

Section 3. Special meetings may be called by the Chairperson or upon request of three (3) members of the Commission. Written notification of the time, place and purpose of the meeting shall be delivered to each Commissioner at least five (5) days prior to the meeting. Notice shall also be announced to the public. Only business designated as the purpose of the meeting shall be conducted at special meetings.

Section 4. Four members shall comprise a quorum and the majority vote shall prevail. Each member shall have one vote.

Section 5. Commission meetings shall include: call to order, approval or correction of minutes of previous meeting, reports of committees, staff, and/or others, report of Executive Director, unfinished business, new business, and any other item (s) which the Chairperson may deem pertinent.

Section 6. Each action of the Commission shall be recorded in the minutes and supporting documentation retained. All such records shall be available to the public during regular office hours.

Section 7. The voting on all questions coming before the Commission shall be by voice vote unless a Commissioner requests a roll call vote. The ayes and noes shall be entered upon the minutes of such meeting. When the vote is unanimous, the record of a unanimous vote is sufficient.

Section 8. Roberts Rules of Order, as amended, shall govern parliamentary procedures of the Commission meetings, unless otherwise specified.

Article III-Officers

Section 1. There shall be a Chairperson and a Vice-Chairperson elected by the members of the Commission. The person acting as Executive Director or his/her designee shall serve as Secretary to the Commission.

Section 2. Terms of officers shall be two (2) years. A member may not hold the same office for more than two (2) consecutive terms. The Chairperson and Vice-Chairperson shall be elected and become effective at the annual meeting. All offices shall hold office until their successors are elected.

Section 3. Duties: It shall be the duty of the Chairperson to preside at all meetings, call special meetings when required, and with the assistance of the Executive Director establish the agenda for all meetings. The Chairperson shall appoint the chairpersons to the standing committees and attend any such meetings as an ex-officio member. The Chairperson shall execute all legal documents adopted by the Commission, and have his/her signature attested to by the Secretary and shall perform all other acts as authorized and directed by the Commission. At any meeting, the Chairperson may submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the Commission. The Chairperson shall have the right to debate and vote on any issue before the Commission.

The Vice Chairperson shall perform the duties and functions of the Chairperson when the Chairperson is absent or otherwise unable to perform.

The Secretary shall keep minutes of all meetings, send the required notices to Commission members, preserve all records of the Commission's business and attest the Chairperson's signature when required on legal papers.

Section 4. If a vacancy occurs in any office, it shall be filled as soon as possible by vote of the Commission.

Article IV-Executive Director

Section 1. It shall be the duty of the Commission to appoint an Executive Director. The Commission shall enter into an employment contract with such person for a period not exceeding five (5) years at a compensation to be fixed by the Commission.

Section 2. The Commission, through its Personnel Committee, shall review and administer an annual performance evaluation of the Executive Director to coincide with his/her anniversary date. The Personnel Committee shall report the evaluation results and a vote to accept the report be taken by the Commission at the next scheduled meeting.

Section 3. The Executive Director shall be required to attend all meetings of the Commission and to report as requested by the Chairperson.

Article V-Committees and Special Assignments

Section 1. The Commission shall establish the following standing committees: Finance, Personnel, Nominating and Bylaws. The Chairperson may appoint ad hoc committee(s) comprised of at least one Commissioner and any number of residents of Metropolitan Nashville, Davidson County as deemed appropriate. There may also be named by the Chairperson certain liaison representatives of the Commission membership to work specially with the programs managed by the Commission.

a) Finance Committee-shall be responsible for reviewing the annual proposed, itemized budget of expenditures for the department. Upon adoption of the budget, the Committee shall monitor the budgetary operations of the department and the Commission.

b) Nominating Committee- shall be responsible for presenting nominations for office vacancies, and recommending names for the position of Executive Director. It shall, in consultation with the Chairperson and Secretary, determine in advance of the annual meeting the number of nominations to be made.

c) Personnel Committee-shall serve as an advisory committee on personnel policies and procedures. The Committee shall review and approve written Social Services Personnel Polices and Procedures, job classifications and

periodically evaluate department positions that are non civil service status. The Personnel Committee shall also conduct a performance evaluation of the Executive Director and report its results and recommendation to the full Commission.

d) Bylaws Committee may review annually the Bylaws of the Commission and make any recommendations for changes and/or approval as it deems necessary.

Article VI-Non-Discrimination

It is the policy of the Commission that all persons shall not discriminate against individuals, or groups of individuals, because of race, color, national origin, sex, age, religion or disability.

Article VII-Miscellaneous

Section 1. These by-laws may be amended at any regular or special meeting of the Commission by a majority vote, provided that notice of the proposed change in the By-laws be given members at least five (5) days prior to the meeting.

Section 2. The Commission is the final authority as to the meaning of these rules. In extraordinary cases, the Commission may make an exception to these bylaws documenting the reasons therefore.

Section 3. Any other rules, procedures, or bylaws previously adopted by the Commission that are affected or contradictory by these Bylaws are hereby repealed it being the intention of the Commission that these Bylaws shall govern.

Section 4. A signed copy of these by-laws shall be filed with the Metropolitan Clerk and the original retained by the Secretary.

These by-laws were approved and became effective by the Metropolitan Social Services Commission of The Metropolitan Government of Nashville and Davidson County, Tennessee on the 24th day of October, 2001


Chair


Secretary