

BYLAWS

Community Services Commission

Article I: Purpose, Mission, and Duties

The Community Services Commission (the Commission) exists to support human service needs in the community and recommend action to the City Council regarding funding those needs. With these goals in mind, the Commission will:

- Identify the community's needs for human services.
- Develop guidelines to evaluate funding requests and allocate funds to human service organizations that meet the identified needs of the community.
- review funding requests and recommend allocating funds for community service organizations that meet the identified needs of the community
- Develop strategies for funding through charitable gambling proceeds, fundraisers, or community events.
- Encourage and enlist participation from the greater Golden Valley community.

Article II: Membership, Appointments, Terms, and Officers

A. Membership

The Commission shall consist of four regular members and one voting youth member. Regular members shall be qualified voters and residents of the City. Youth members shall be individuals 21 years old or younger, who live, work, or attend school in the City of Golden Valley, or who attend school in the Robbinsdale Area School District or the Hopkins Area School District.

B. Appointment and Terms

Appointments are made effective May 1 of each year. The Council shall appoint four regular members of the Commission for __ year staggered terms. The Council shall appoint youth members for one-year terms at its last meeting in September of each year, effective October 1. The City Council shall appoint the members of the Commission and may fill vacancies for unexpired terms. A vacancy shall be deemed to exist if a member resigns or ceases to meet the membership requirements. Commissioners shall be subject to the term limit requirements in City Code § 2-125.

Emphasis for appointments will be based on knowledge of human service needs in the community through participation in community organizations, experience with grant application review, and evidence of personal commitment to the delivery of human and community service needs. Persons involved with agencies or groups that anticipate soliciting funds from the Commission should not seek appointment. The City Council shall appoint the members of the Commission and will fill vacancies for unexpired terms.

C. Officers

Voting Commission members shall elect officers for Chair and Vice Chair from the Commission

membership at a regularly scheduled meeting, (no later than the second meeting after August 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting for the unexpired term of said office.

Chair Responsibilities:

- Work with staff liaison to develop meeting agendas.
- Conduct and preside at all meetings in a productive and time-efficient manner.
- Ensure the Commission conducts its activities within its stated mission.
- Appoint Commissioners to subcommittees (if needed).
- Monitor and ensure the progress of the Commission.
- Report annual funding recommendations to the City Council.

Vice Chair Responsibilities:

- Perform the duties of the Chair in the absence or incapacity of the Chair.
- Perform all other duties as prescribed by the Commission.
- Report annual funding recommendations to the City Council.

Staff Liaison Responsibilities:

- Develop draft of meeting agendas for Chair review.
- Develop and distribute grant request applications for funding.
- Develop and mail annual donation request letter.
- Work with Finance Department for all budget processing and reporting of donations and distributions.
- Develop, advertise, and implement annual Run The Valley event, with proceeds going to the Community Services Commission
- Secure space and support chair at all commission meetings.
- Communicate official regularly scheduled meetings to general public.
- Prepare all grant requests for commissioner review.
- Prepare report for Chair to be presented to the City Council annually with funding recommendations.

Article III: Meetings and Attendance

Meetings

A. Regular Meetings

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting that has been posted and is open to the public.

The presence of a majority of all regular voting members (three) currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion; however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion or there is not a quorum available for the

scheduled business.

The proceedings of meeting should be conducted using standard parliamentary procedure.

The regular meeting of the Commission shall be held on the second Monday of the month at Brookview at 6:30 pm.

The Commission may, by a majority vote, change its regular meeting dates for any reason provided if proper public notice of the changed meeting is provided.

A special meeting may be called by the Chair or whenever three members request the same in writing. Staff shall give notice to each board member, at least three days prior to any special meeting, of the time, place, and purpose of the meeting. [This is repeated under C. Special Meeting below.]

General Meeting Schedule:

- January – All Commissioners attend Joint City Council/Commission meeting.
- July – This is the annual meeting, and officers are elected. Commissioners will review submitted grant applications, review scoring process, and discuss allocation procedures. Orientation and onboarding will also take place.
- September – Review scoring sheets, review grant applications, and determine if any applicants should be invited into a future meeting for an interview. Make initial recommendation for funding.
- October – Meeting held only if any grant applicants have been invited to be interviewed by Commission.
- November - Commission makes final recommendation for grant allocations to be presented to the City Council for approval.
- December – Chair and Vice Chair join staff liaison at City Council meeting for presentation and funding recommendations to the City Council for approval.

B. Annual Meeting

The Annual Meeting of the Commission shall be a regular meeting, typically the first meeting in August, at which time elections will be held.

C. Special Meeting

A special meeting may be called by the Chair or whenever three members request the same in writing. Staff shall give notice to each board member, at least three days prior to any special meeting, of the time, place, and purpose of the meeting.

Attendance

Members are expected to attend all scheduled meetings, including the annual Board and Commission Joint Meeting. Members unable to attend a meeting should contact the staff liaison, who will inform the Chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year and

send a standardized letter of warning to any member who has missed:

- two consecutive or three total meetings

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances (other than health circumstances) prevent the member from committing to consistently attend future meetings, the member may be asked to step down. If the member's attendance does not improve after receiving a warning, the Council may take action to remove the member.

Article IV: Rules

A. Agency Selection

The Commission will make funding recommendations to the City Council based on the applications and presentations (if needed) provided by agencies making funding requests. Only agencies that meet the standards and criteria set by the Commission will be eligible for selection. All agency selections by the Commission are subject to approval by City Council.

B. Eligibility Criteria

To be eligible to receive funds, applicants must:

- use the funds for a program, project, or service that contributes to the City of Golden Valley and serves clients located in the City of Golden Valley in times of crisis or need
- use the funds for programs, projects, or services that cannot be duplicated by a level of government
- Use the funds for programs, projects, or services that include cooperation or collaboration between organizations
- have operated and delivered services consistently for a minimum of one year, evidenced by an established record of meaningful service use levels and adequate support through financial and/or volunteer contributions
- operate on a non-discriminatory basis, according to federal and state laws or Golden Valley ordinances, as appropriate according to the jurisdiction consistent with the applicant's service area except as provided below
- demonstrate that administrative, management, general, and fundraising costs do not exceed 15 percent of revenue in any year for which the applicant has received funding from the Commission without special Commission review (Whenever administrative management, general costs, and fundraising costs exceed 15 percent for a potential applicant, the Commission shall conduct a special review to determine the appropriateness of the particular circumstances which resulted in these costs exceeding 15 percent. If the Commission wishes to allocate funds to an organization after completing the special review, the Commission, together with the applicant, shall agree upon a strategy for reducing these costs within the following fiscal year.)
- submit the appropriate application materials by the established deadline

C. Use of Funds & Minimum Fund Balance

a. Minimum Fund Balance

Each October, the City Finance Director will work with staff liaison to calculate the annual Minimum Fund Balance, which shall be equal to one and one-half times the

actual operating expenses of the previous calendar year (January 1 through December 31). For purposes of this paragraph, operating expenses means all approved allocations and all Commission costs and expenses related to fundraising from the previous calendar year. Allocation recommendations shall be made so the balance of the fund at the end of each year is greater than or equal to the annually adjusted Minimum Fund Balance.

b. Use of Funds

The Commission may make allocation recommendations to the City Council provided the following requirements are met:

- Each recommended recipient is 501(c)(3) human services agencies whose request meet the criteria of “lawful purpose” pursuant to Min State Statute 349.12, sub-25. Furthermore, funds may be limited to certain groups based on public purpose expenditure rules.
- Each recommended recipient agrees to not use the funds for salaries, general operating expenses or capital projects, an individual or individuals, or any organization licensed in the City for lawful gambling operations.
- Each recommended recipient meets all the eligibility criteria in Article IV, paragraph B.
- The Minimum Fund Balance requirements of this section are met or will be met by December 31 of the calendar year.

All allocation recommendations are subject to approval by the City Council.

D. Emergency Allocation Recommendations

During a local emergency, the Commission may make emergency allocation recommendations to the City Council for consideration provided all the following criteria have been met:

- the city has declared a local emergency.
- the recommended recipients meet all the eligibility criteria in Article IV, paragraphs B and C above.
- the recommended recipients use the funds to provide services that are related to mitigating the effects of the local emergency.
- The Minimum Fund Balance requirements of Article IV, paragraph C above are or will be met by the end of the calendar year, or the Council has approved an exception to those requirements (The Council may only approve an exception to the Minimum Fund Balance requirements for emergency allocations, and the Minimum Fund Balance must be restored no later than December 31 of the calendar year following the year in which the emergency allocation is made.)

The staff liaison working with the Commission shall verify that these criteria have been met; however, because time is of the essence during local emergencies, the Commission may make recommendations pursuant to this paragraph without requiring agencies to submit application materials.

Recommendations made pursuant to this paragraph shall be approved by the Council.

E. Recordkeeping

All minutes and resolutions shall be in writing and shall be kept in accordance with City

procedures, Minnesota Statute and Rules regarding preservation of public records, and the Minnesota Data Privacy Act.

Reports

a. Annual Allocation Report

By the last regular council meeting of December of each year the Commission and staff liaison shall report fundraising totals and Minimum Fund Balance for the current year as well as fund allocation recommendations for the following calendar year.

b. Special Reports

The Commission may make special reports to the Council to consider emergency requests or adjustments because of revenue shortfalls, but the Commission must justify the need outside the parameters of the annual allocation report.

c. Performance of Duties

Commissioners are expected to adequately prepare for and attend meetings. Commissioners unable to complete an assigned task should notify the Commission Chair and staff liaison as soon as possible.

The Commission may ask the City Council to review a Commissioner's appointment based upon its assessment of significant non-performance of duties.

Article V: Amendments and Revisions

The Commission will review these bylaws at the August meeting every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, if notice of the proposed changes and amendments is provided to each member at least ten business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.