NEW CASTLE COUNTY
DEPARTMENT OF COMMUNITY SERVICES BOARD BYLAWS
(Approved – 3/20/2013)

ARTICLE I Authorization

The name of this Board shall be the Department of Community Services Board (CSB). The Board is authorized under 9 Del. C, Section 1352; New Castle County Code Section 2.05.400.

ARTICLE II Function of the Board

Section I To advise the general manager of the Department of Community Services on issues related to the functions of the Department. No oath required.

Section II Board members shall encourage in every possible way the development and advancement of New Castle County.

ARTICLE III Membership

Section I The Board shall consist of one (1) Chairperson and eight (8) members who shall serve without compensation.

Section II The County Executive, with the advice and consent of County Council shall appoint a Chairperson who shall serve at the pleasure of the County Executive. County Council, with the advice and consent of the County Executive, shall appoint 8 members.

Section III The membership will include two (2) members from the Library Advisory Board (subcommittee to Community Services Board). The chairperson of the Library Advisory Board will recommend two sitting members of the Library Advisory Board for consideration by Council for Council appointment to the Department of Community Services Board.

Section IV Board members shall be persons of recognized character and ability who meet the qualifications of the Department. All Board members shall abide by the New Castle County Code of Ethics in the performance of their duties as members of the Board.

ARTICLE IV Meetings

Section I Regular meetings of the Board will be held five (5) times a year on an every other month basis (January, March, May, September, November); with no meetings in June, July or August.

Section II A meeting may be postponed to an alternate date agreeable by the Board.

Section III Five (5) members of the Board constitute a quorum, required for any action or Board recommendation. Upon occasion when time sensitive voting is necessary, the Chairperson may call for a vote by phone or e-mail to the membership. Confirmation of this type of vote will be placed in the minutes.

Section IV The Chairperson shall be a voting member.

Section V Special meetings may be called by the Chairperson provided that all members are notified at least five (5) days in advance of such meetings. It shall be the duty of the Chairperson to call a special meeting when requested to do so by a majority of the members of the Board.

Section VI Robert's Rules of Order, Newly Revised shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI Administrative Support

Section I The General Manager of the Department of Community Services shall assign a Secretary to the Board who shall be responsible for transcribing and disseminating to the Board minutes of meetings from taped proceedings, reports, etc.

Section II The Secretary shall disseminate minutes, reports, etc., for approval of the Board via e-mail or at Board meetings and bring any corrections to the attention of the Board at its next meeting.

Section III The Secretary shall sign the approved minutes and file in the official Minutes Book.

ARTICLE V **Committees**

Subcommittees directly related to functions of the department may be established. The Chairperson will be an ex-officio member of such committees. The Library Advisory Board is a subcommittee to the Department of Community Services Board mandated in 9 Del. C Section 1352 and New Castle County Code Section 2.05.403

ARTICLE V **Annual Report**

A calendar year annual report from the Board shall be submitted to the County Executive by April 1st each year.

ARTICLE VI **Amendments to Bylaws**

Proposed amendments shall be read at two successive monthly meetings and may be adopted by a majority vote of the Board following the second reading. The second reading may be waived provided all members have been notified via e-mail of the proposed amendments at least ten (10) days prior to any regular meeting.