

Town of Coventry
Coventry Human Services Advisory Committee
By-laws revised 2021

Article I. Name

The name of this organization shall be the Coventry Human Services Advisory Committee.

Article II. Purpose and Objective

The purpose of this organization is to advise and make recommendations on the overall program direction to the Town of Coventry Human Services Office. The Board will assist the Human Services Administrator, Senior Center Coordinator, and Youth Services Coordinator in developing and enriching the lives of the citizens in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Human Services Advisory Committee is to act as a resource and as a monitor for Town programs by assessing the progress of Human Services programs.

Article III. Membership

A. The Human Services Committee shall have no less than nine (9) members, all of whom are voting members. This group shall include the following:

1. One (1) representative of the Coventry Schools.
2. One (1) community representative under the age of 21.
3. One (1) representative from the Police Department.
4. Three (3) representatives from non-profit agencies who serve the Human Services needs of Coventry citizens.
5. Three (3) service providers or interested citizens.
6. Members do not need to be Resident Electors to serve on this advisory committee.

B. Membership Approval:

1. To ensure there is no conflict of interest, any new application for membership to the Human Services Advisory Committee will be reviewed by the Town Manager and ratified by the Town Council.
2. Interested applicants should contact the Town Clerk's office to request a membership form.

Article IV. Term of office

Appointments shall be for three (3) years with staggered terms for 1/3 each year.

Article V. Organization

A. The Committee shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.

1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.

2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
 3. The Secretary shall keep records of the Committee activities as deemed necessary, as well as handle the correspondence of the Committee.
 4. The above officers shall serve for two (2) years.
- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one 24 hours in advance.
- C. The presence of five (5) of the Committee membership shall constitute a quorum.
- D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.
- E. All meetings shall comply with the current regulations of the Connecticut Freedom of Information regulations. Executive Session shall only be permitted as allowed by these regulations.

Article VI. Responsibilities

1. The Committee shall serve as a clearinghouse and nexus to provide coordinated services by the various Human Services provides to Coventry residents; to assist in establishing goals and priorities, and avoid conflicts and duplication of services.
2. Focus shall include needs of individuals, families, seniors, and youth. The Committee shall also serve as the Coventry Council for the Prevention of Student Drug and Alcohol Abuse.
3. The Committee may establish subcommittees to allow focus on particular areas of special attention.
4. Other Human Services providers in town and the region should be welcome to attend meetings and share information, but will not be eligible to vote.

Article VII. Amendment

These by-laws may be amended by the Human Services Advisory Committee as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Human Services Advisory Committee voting at the next regular monthly meeting following the discussion meeting.

Article VIII. Effective Date

Adopted by the Coventry Town Council, February 16, 2021