



**Connecticut Commission on Community Service  
Bylaws**

**Article I.  
Name and Purpose of the Commission**

**Section A. Name and Creation**

The name of this organization is the Connecticut Commission on Community Service, hereinafter referred to as the Commission. The Commission was created by Executive Order Number Nine of the Governor of the State of Connecticut, dated December 3, 1993. The Commission operates pursuant to the General Statutes of Connecticut, Volume 3, Title 10a-48b.

**Section B. Purpose**

The Connecticut Commission on Community Service is dedicated to supporting service and civic engagement to strengthen communities throughout our state. The Commission envisions a Connecticut with a vibrant culture of service fostered through volunteerism.

**Section C. Duties of the Commission**

The duties are to:

1. Develop a three-year, comprehensive national and community service plan and establishment of State priorities.
2. Select AmeriCorps State programs and prepare the application to the Corporation for National and Community Service.
3. Administer the grants program and monitor the performance and progress of funded programs.
4. Implement a comprehensive, non-duplicative evaluation and monitoring system.
5. Provide technical assistance to local nonprofit organizations and other entities in planning programs, applying for funds, and in implementing and operating high quality programs.
6. Assist in the development of AmeriCorps State programs; such development might include staff training, curriculum materials, and other relevant materials and activities.
7. Develop systems to facilitate recruitment and placement of people interested in participating in national service programs.
8. Ensure the provision of health and child care benefits to AmeriCorps State program participants, as specified in the regulations.
9. Make recommendations to the Corporation with respect to priorities within the State for programs receiving assistance under DVSA.
10. Coordinate its activities with the activities of other State agencies that administer Federal financial assistance programs under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.) or other appropriate Federal financial assistance programs.
11. Develop a comprehensive State service plan for service by adults age 55 or older.

#### **Section D. Offices**

1. The principal offices of the Commission shall be at the site of its administrative host, the Connecticut Office of Higher Education.
2. The Executive Director of the Commission shall keep the official records and attend to the routine proceedings of the Commission.
3. Records: The official records of the Commission shall be housed at its principal offices and shall be made available for review upon request in a manner consistent with Connecticut's Freedom of Information Act. Meeting minutes will also be posted to the website [www.ctohe.org/cccs](http://www.ctohe.org/cccs) on a regular basis.

### **Article II. Membership**

#### **Section A. Voting Members**

1. The Commission shall be comprised of no fewer than fifteen (15) and no more than twenty-five (25) voting members, appointed by the Governor.
2. Voting members shall be appointed to meet the composition requirements of the National and Community Service Act of 1990 as amended by the Serve America Act of 2009. The Commission shall include as voting members at least one of each of the following individuals:
  - a. An individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth.
  - b. An individual with experience in promoting the involvement of older adults in service and volunteerism.
  - c. A representative of community-based agencies or community-based organizations within the State.
  - d. The head of the State educational agency.
  - e. A representative of local governments in the State.
  - f. A representative of local labor organizations in the State.
  - g. A representative of business.
  - h. An individual between the ages of 16 and 25 who is a participant or supervisor in a program.
  - i. A representative of a national service program
  - j. A representative of the volunteer sector.

##### Sources of other members:

- a. Members selected from among local educators.
  - b. Members selected from among experts in the delivery of human, educational, environmental, or public safety services to communities and persons.
  - c. Representatives of Indian tribes.
  - d. Members selected from among out-of-school youth or other at-risk youth.
  - e. Representatives of entities that receive assistance under the Domestic Volunteer Service Act of 1973 (42 USC 4950 et seq.)
3. All voting members shall have the same voting privileges and the same right to hold an office on the Commission.

4. The number of voting members of the Commission selected under Section 1.02, who are officers or employees of the State may not exceed 25 percent (reduced to the nearest whole number) of the total membership of the Commission.
5. All voting members shall, at all times, maintain their correct home and/or office mailing address, contact numbers and email with the Executive Director of the Commission.

#### **Section B. Ex-Officio Members**

1. The Governor may appoint additional State agency representatives as ex-officio, non-voting members, and representatives selected from among officers and employees of State agencies operating community service, youth service, education, social service, senior service, and job training programs.
2. The representative of the Corporation designated under section 195(c) for a State shall be an ex-officio nonvoting member of the Commission.
3. Ex-officio members may not hold a Commission office.

#### **Section C. Limitation of Number of State Employees as Members**

The number of voting members of the Commission who are officers or employees of the State may not exceed 25 percent (reduced to the nearest whole number) of the total membership of the Commission.

#### **Section D. Term of Service**

1. Members shall serve for a term of three (3) years. No member shall serve more than three (3) consecutive terms. After a one-year hiatus from the Commission, a member may serve again.
2. Membership to the Commission is not transferable or assignable.
3. Commissioners whose terms have expired shall serve until the position is filled by appointment or re-appointment, regardless of term limits.
4. The Governor shall ensure, to the maximum extent practicable, that the membership of the Commission is diverse with respect to race, ethnicity, age, gender, and disability characteristics. Not more than 50 percent of the voting members of the Commission, plus one additional member, may be from the same political party.
5. A Commission member may resign at any time by providing written notice to the Chairperson or the Executive Director of the Commission.
6. Attendance at Commission meetings is a critical factor affecting the ability of the Commission to do its work. Commissioners who cannot attend a meeting shall notify the Executive Director in advance; failure to notify the Executive Director shall be considered an un-excused absence. Two or more consecutive un-excused absences or attendance of less than one-half of the regularly scheduled meetings within a 12-month period shall constitute a resignation.

#### **Section E. Vacancy**

If a vacancy occurs the Governor shall appoint a new member to serve the remainder of the vacated term. The vacancy shall not affect the power of the remaining members to execute the duties of the Commission.

#### **Section F. Compensation**

A Commission member shall not receive any additional compensation by reason of service on the Commission, except that the State may authorize the reimbursement of travel expenses, including a per diem in lieu of subsistence, in the same manner as other employees serving intermittently in the service of the State.

**Section G. Chairperson**

The voting members of the Commission shall elect one of the voting members to serve as chairperson of the Commission.

**Section H. Limitation on Member Participation**

1. General Limitation. A voting member of the Commission shall not participate in the administration of the grant program (including any discussion or decision regarding the provision of assistance or approved national service positions, or the continuation, suspension or termination of such assistance or such positions, to any program.
2. Rule of Construction. The General Limitation shall not be construed to limit the authority of any voting member of the Commission to participate in:
  - a. Discussion of and hearing and forums on
    - i. The general duties, policies, and operations of the Commission; or
    - ii. The general administration of such program; or
  - b. Similar general matters relating to the Commission.

**Article III.  
Officers**

**Section A. Designation**

The officers of the Commission shall consist of a Chair and a Vice-Chair.

**Section B. Term**

Officers shall be elected at the annual meeting and shall hold office for a period of three years, serving no more than two (2) consecutive terms in the same office. Candidates who receive a majority of the votes cast by voting members shall be declared the duly elected officers.

**Section C. Resignation**

Any officer may resign at any time by providing written notice to the Chair with a copy to the Executive Director. In the event that it is the Chair who is resigning, written notice should be provided to the Governor with a copy to the Executive Director.

**Section D. Vacancy**

A vacancy of any office may be filled, for the remainder of the term, by majority vote of the voting members. In the event the vacancy is the Chair, the Vice-Chair shall serve the remainder of the term.

**Section E. Duties**

The Chair shall preside at all meetings of the Commission and the Executive Committee, and shall perform all duties incident to that office. The Chair will develop agenda of Commission

meetings with Executive Director and meet monthly with the Executive Director. The Chair will annually facilitate development of Commission Goals. The Chair shall be an ex-officio member of all committees and shall have the power to appoint special committees. The Vice-Chair shall have the same powers and duties as the Chair in the Chair's absence or inability to serve.

#### **Article IV. Administrative Agency and Staff**

##### **Section A. Administrative Agency**

The Connecticut Commission on Community Service shall serve as the State's liaison to national and state organizations that support its mission. The Commission shall be housed and staffed by the Office of Higher Education.

##### **Section B. Staff**

1. Staff shall include an Executive Director hired by the Office of Higher Education. The Executive Director shall be charged with carrying out the administrative business and professional affairs of the Commission and such other service-related activity as may be required under state or federal mandate and approved by the Commission Chair jointly with the Office of Higher Education or a designee.
2. Subject to available funds, additional staff as necessary shall be similarly hired, reporting to the Executive Director and performing such duties and transacting such business as directed by the Executive Director. A Deputy Director shall assume the duties of the Executive Director during any absence. Staff shall be responsible for the Commission duties of a Secretary and Treasurer.
3. As employees of OHE, all staff shall be subject to annual evaluations made by the OHE and shall hold all rights and be held to all rules for OHE employees.

#### **Article V. Committees**

##### **Section A. Executive Committee**

1. The Executive Committee shall consist of the officers, the chairs of standing committees, and the Executive Director as an ex-officio member.
2. The Executive Committee shall have the power to act in the Commission's behalf between meetings for time sensitive matters, however, the Executive Committee shall not:
  - a. determine the general policy, goals or direction of the Commission,
  - b. approve any act required by law to be approved by members, and
  - c. adopt, amend or repeal the Commission bylaws.

##### **Section B. Standing Committees**

The following committees shall be designated as Standing Committees to further the business of the Commission:

1. **Public Policy and Advocacy:** to expand and deepen support for national service; monitor policy developments and offer coordinated responses to legislative activity; educate the national service field about the impact of these developments on their programs; and

advance new ideas for expanding and strengthening national service in Connecticut and beyond.

2. **Program Capacity and Technical Assistance:** to build a curriculum of trainings and technical assistance necessary for national service programs to effectively and efficiently engage volunteers and expand the reach and impact of programming.
3. **Volunteer Recognition:** to support and host recognition events in Connecticut. These events shall promote the work of individual volunteers and organizations to highlight community service throughout the year.

### **Section C. Ad Hoc Committees**

The Chair shall appoint committees and committee Chairs, as deemed necessary and advisable to further the business of the Commission.

## **Article VI. Meetings**

### **Section A. Meetings**

1. The Commission shall have a minimum of four (4) regularly scheduled meetings per annum. One regularly scheduled meeting shall be designated as the annual meeting. At the annual meeting election of officers (if necessary) shall take place in addition to regular Commission business.
2. All meetings of the Commission at which any business related to its purpose is transacted shall be open to the public in accordance with the laws of the State of Connecticut, unless an executive session is called for purposes permitted under the laws of the State. Executive sessions may be closed to the public.

### **Section B. Quorum**

A Commission meeting is in session when at least a quorum of the voting membership is present. A quorum shall be a majority of the commission's voting members.

### **Section C. Notice**

1. Pursuant to Section 1-225 of the Connecticut General Statutes, all public agencies of the state are required to file a schedule of their regular meeting for the year with the Office of the Secretary of the State.
2. Written notice of the time and place of each meeting of the Commission, other than emergency meetings, shall be given to each member either by personal delivery, postal mail, electronic mail or facsimile, at least ten (10) but not more than sixty (60) days before each Commission meeting. The attendance of any member at any meeting without protesting, prior to or at the commencement of the meeting, lack of proper notice shall be deemed a waiver of notice of such meeting.
3. The public may ascertain the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings by (a) writing the Commission at the business address or (b) calling the Commission at its business office during working hours.

**Section D. Agenda**

The Executive Director of the Commission in consultation with the Commission Chair shall provide each member with a proposed agenda for each meeting at the time of service of notice of the meeting. Following the call of the meeting, a member may add an item to the agenda following review with the Chair and communicated with the entire Commission.

**Section E. Voting**

A quorum of the voting membership is required before any vote may be taken. The majority vote of such a quorum shall control.

**Section F. Conduct**

Unless otherwise specified or required by law, meetings shall be conducted according to the most recent edition of the Authorized Robert's Rules of Order Revised, when not inconsistent with these bylaws.

**Article VII.  
Fiscal Year**

**Section A. Fiscal Year**

The fiscal year of the Commission shall run from July 1 to June 30 of each year.

**Article VIII.  
Amendment of Bylaws**

**Section A. Amendment of Bylaws**

These bylaws shall be amended at the annual Commission meeting by a two-thirds (2/3) vote of the voting members, providing each member has received written notice containing the proposed amendment at least thirty (30) days prior to the annual meeting. Amended bylaws shall become immediately effective upon adoption.

**Bylaws Amended**

October 2016

September 2007

September 1997