

**GRAYSON COUNTY  
FAMILY SELF-SUFFICIENCY  
ADVISORY BOARD BY-LAWS**

**ARTICLE I - NAME:**

The name of the committee shall be: Family Self-Sufficiency Advisory Board.

**ARTICLE II - LOCATION AND ADDRESS:**

The office and mailing address of the Family Self-Sufficiency Advisory Board is 1117 Gallagher Drive, Suite 100, Sherman, Texas 75090.

**ARTICLE III - AUTHORITY:**

The Family Self-Sufficiency Advisory Board was authorized by act of U.S. Department of Housing and Urban Development to serve in an advisory capacity to assist housing programs of Grayson County in all matters relating to the Family Self Sufficiency Program.

**ARTICLE IV - FUNCTION:**

The function of the Family Self-Sufficiency Advisory Board shall include, but may not be limited to:

**Section 1:**

Provide guidance and recommendations to assisted housing programs of Grayson County regarding the administration of the Family Self-Sufficiency Program.

**Section 2:**

Provide recommendations in developing program goals, objectives and policies, and a plan of action to meet them.

**Section 3:**

Provide guidance in conducting an assessment of local needs.

**Section 4:**

Provide recommendations in identifying and securing commitments of public and private resources needed to fulfill the program's plans.

**Section 5:**

Review and approve recipients of assistance under the Family Self-Sufficiency Advisory Board and assist in monitoring the progress of participants.

**Section 6:**

Provide outreach and public awareness within the respective communities of Grayson County regarding the availability of the Family Self-Sufficiency Program.

**ARTICLE V - MEMBERSHIP:**

**Section 1:**

Membership of the Family Self-Sufficiency Advisory Board shall include representation from various public and/or private service providers affected by the FSS Program in Grayson County. Membership shall also include a representative from TCOG and one participant of the Family Self-Sufficiency Program. Total membership of the board shall be a minimum of 8 persons and maximum of 10 persons. Membership shall represent the interest of primarily the low income population within Grayson County.

**Section 2:**

Membership shall be designated by the County Judge and persons shall be appointed to serve a term of one year beginning in January and ending in December.

**Section 3:**

The members may, by a majority vote of those present at any regularly constituted meeting having a quorum, recommend to the appointing authorities, the termination of a member. Any two (2) consecutive unexcused absences constitute recommendation that the member be terminated from the FSS Advisory Board. Additionally, any board member who no longer represents the service provider (public or private) that his / her appointment was predicated on will be terminated from the FSS Advisory Board. Subsequently, this will allow a new representative from that specific agency or a new public or private entity to be appointed by the County Judge. Any member may resign by filing a written resignation notice with the Chairperson.

**ARTICLE VI - OFFICERS:**

**Section 1:**

The officers of the Family Self-Sufficiency Advisory Board shall be the Chairperson, Secretary, Treasurer and Vice-Chairperson. The officers shall be selected by the membership of the committee at the first regularly scheduled meeting of the Family Self-Sufficiency Advisory Board. Officers shall serve for one year or until successors have been elected. Consecutive terms by officers are permitted.

**Section 2:**

Chairpersons shall preside at all meetings of the FSS Advisory Board. The Vice-Chairperson shall perform all duties of the Chairperson in case of absence or disability and such other duties as may arise or when required by the board. In cases where the Chairperson and Vice-Chairperson are absent or unable to perform their duties, the Family Self-Sufficiency Advisory Board may elect by a majority vote a Chairperson pro tem. The Secretary will be required to keep the minutes of Family Self-Sufficiency Advisory Board meetings and perform other duties as required. The Treasurer will be responsible for monitoring and maintaining all financial records of the FSS Advisory Board. Donations received for the FSS Program will be forwarded to the Financial Officer of TCOG for deposit to the FSS account.

**Section 3:**

Any officer elected or appointed by the membership may be removed by the members whenever in their judgment the best interests of the FSS Advisory Board will be served.

**Section 4:**

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the membership for the unexpired portion of the term.

**ARTICLE VII - MEETINGS:**

**Section 1:**

The Family Self-Sufficiency Advisory Board shall meet on an as needed basis with a minimum of four (4) meetings per year.

**Section 2:**

The Chairperson may designate any place as the location of meeting. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be at Texoma Council of Governments, 1117 Gallagher Drive, Sherman, Texas 75090 (unless staff notifies membership otherwise).

**Section 3:**

Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, not less than seven nor more than thirty days before the date of such meeting, by or at the direction of the Chairperson, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these by-laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of the meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his/her address with postage thereon prepaid.

**Section 4:**

Special meetings may be called by the Chairperson or not less than one-third of the members.

**Section 5:**

The members holding one-half of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting.

**Section 6:**

At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by his duly authorized attorney-in-fact valid for one meeting only. No more than two (2) proxies should be used to constitute a quorum.

**Section 7:**

All meetings of the Family Self-Sufficiency Advisory Board shall be open to the public.

**ARTICLE VIII - CONFLICT OF INTEREST:**

If a Family Self-Sufficiency Advisory Board member or his/her relative stands to gain a financial benefit from a matter pending before the Family Self-Sufficiency Advisory Board, the member must publicly disclose this interest in such matter and abstain from participating in discussion as well as voting on the subject.

**ARTICLE IX - AMENDMENTS TO BY-LAWS:**

**Section 1:**

The by-laws of the Family Self-Sufficiency Advisory Board may be altered, amended or repealed and new by-laws may be adopted by action of a majority of members present at any duly constituted meeting.

**Section 2:**

Any action by the Family Self-Sufficiency Advisory Board shall be subject to confirmation by the U.S. Department of Housing and Urban Development.