

CARROLL COUNTY LOCAL MANAGEMENT BOARD
BY-LAWS
As Adopted November 9, 2023

SECTION 1. Purpose and Authorization

- A. The Maryland General Assembly at Section 8-301 of the Human Services Article of the Annotated Code of Maryland requires counties to establish and maintain a local management board to ensure the implementation of a local interagency service delivery system for children, youth, and families;
- B. On November 21, 1996, the County Commissioners designated the Local Management Board (hereafter “LMB”) as a unit of local government;
- C. The LMB will be known as the Carroll County Local Management Board for Children, Youth and Families;
- D. Under Executive Order 01.01.2005.34, the Governor of Maryland created the Governor’s Office for Children, the mission of which is to provide a coordinated, comprehensive, interagency approach to the development of a continuum of care that is family and child-oriented and that emphasizes prevention, early intervention, and community-based services for all children and families with special attention to at-risk populations;
- E. The Office for Children and Youth (now a Division of the Governor’s Office for Crime Prevention, Youth and Victim Services) partners with Local Management Boards to plan, coordinate, and monitor the delivery of integrated services along the full continuum of care and oversee the use the Children’s Cabinet Interagency funds;
- F. The LMB is required to review the bylaws every three (3) years to ensure the bylaws are current and meet the needs of the LMB;
- G. The LMB must document the review in its minutes;
- H. If the LMB wishes to amend the bylaws, approval by the Board of County Commissioners is required.

SECTION 2 Role of the Board

- A. Act as a neutral convener to stimulate local action by State and local government, public and private providers, business and industry, and residents to create an effective system of services, supports, and opportunities that improve outcomes for children, youth and families.
- B. Participate in the development and the implementation of a community planning process;
- C. Maintain standards of accountability for locally agreed upon results for child well-being for children and families;
- D. Strengthen partnerships and decision-making capacity within the county to eliminate

fragmentation and duplication of services.

SECTION 3. Membership

- A. The LMB shall consist of no less than thirteen (13) and no more than seventeen (17) members appointed by a majority of the Board of County Commissioners. The LMB shall recommend nominees to the Board of County Commissioners from which the Board may select appointees, or the Board may nominate their own appointees.
- B. LMB shall be composed of:
 - 1. Public and private community representatives who share the responsibility for implementing a community-based, interagency, family-focused service delivery system for children, youth, and families; including family and youth advocates and representatives and
 - 2. Mandated members will include a senior representative or department head of the:
 - a. Carroll County Health Department
 - b. Local office of the Department of Juvenile Services
 - c. Carroll County Local Behavioral Health Authority
 - d. Carroll County Public Schools
 - e. Carroll County Department of Social Services
 - f. Carroll County Department of Citizen Services
- C. Private sector members may include representatives from business organizations; civic and neighborhood organizations; community collaborative groups; private providers of employment, vocational services, or other human services; and religious communities and other individuals involved with children and family issues, such as a member of the early care and education community, etc.
- D. The Children's Cabinet recommends that at least 51% of the LMB membership must be from the public sector, with no more than 49% of members representing the private sector (such as parents, children, advocacy groups, private service providers, etc.).
- E. It is recommended that the composition of the LMB be reflective of the cultural, racial, ethnic, and geographical diversity of each jurisdiction.
- F. Each member of the LMB shall be appointed for a term of three (3) years.
 - (1) Each member of the LMB shall be eligible to serve two consecutive terms. Those members desiring to serve another term shall advise the Secretary of the LMB of their intentions, in writing, prior to the expiration of their term. Members may also reapply to serve no more than two additional consecutive terms. This subsection shall not apply to the mandated agencies.
 - (2) Persons interested in serving on the LMB shall submit their intentions to the Secretary of the LMB in writing and apply on the Carroll County Government Website at <https://www.carrollcountymd.gov/government/boards-commissions/application-for-a-carroll-county-board-or-commission/>.

(3) The full LMB will vote to recommend a nominee prior to submission to the Board of County Commissioners for selection for appointment.

G. Each member of the LMB shall serve without compensation.

H. A member may resign at any time by giving written notice of such resignation to the Secretary of the LMB.

I. A member may be removed for incompetence, misconduct, failure to perform the duties of the position, failure to disclose a conflict of interest, fraud, poor attendance, or other cause by the Board of County Commissioners. Poor attendance is defined as missing three (3) consecutive meetings. This subsection shall not apply to the mandated agencies.

SECTION 4. Officers

A. The officers of the LMB shall be a Chair, Vice-Chair, and a Secretary.

B. The Chair shall be a member of the LMB and shall be elected by a majority vote of the members of the LMB. The Chair shall serve a term of two (2) years and preside at all meetings of the LMB. The duties of the Chair are as follows: facilitate all scheduled LMB meetings, and review and sign the Community Partnership Agreement with the Governor's Office of Crime Prevention, Youth, and Victim Services, review and sign program and financial reports.

C. The Vice Chair shall be a member of the LMB and shall be elected by a majority vote of the members of the LMB. The Vice Chair shall serve a term of two (2) years and in the absence of the Chair, the Vice Chair shall perform the duties of the Chair and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as may be assigned from time to time by the LMB or the Chair.

D. The Secretary shall be the Manager of the LMB within the Department of Citizen Services. The Secretary shall serve as the principal executive officer of the LMB and shall in general supervise and control all affairs of the LMB, as directed by the LMB.

SECTION 5. Meetings, Voting

A. The LMB Board shall meet at least quarterly and maintain minutes to document attendance and business conducted at the meeting.

1. A quorum is required in order to constitute an official meeting;

- 51% of the total Board membership;
(Ex-officio members are senior representatives or department heads of the local health department, local office of the Department of Juvenile Services, Core Service Agency/LBHA, local school system and local department of social services.

2. A meeting in which a quorum is not satisfied cannot be considered an official meeting, and no decisions or votes from the meeting can be considered binding unless and until a majority of the voting members have ratified any actions considered.

- B. LMB committees established by the by-laws or other action of the Board shall meet as required and maintain minutes to document attendance and the business conducted at the meeting.
- C. Special meetings of the LMB shall be called by the Chair and such call shall be issued whenever requested in writing by any two members.
- D. Written notice of all meetings shall be given by mail or by email. Notice shall be given at least fourteen (14) days in advance of all regular meetings.
- E. Each member is entitled to one vote. Unless specified otherwise, all votes shall be by simple majority.
- G. Any one or more members of the LMB may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute attendance in person at a meeting.
- G. The LMB, by a majority vote, may designate any issues to be voted on by written ballot which shall be sent, after discussion of the issue at one meeting, to each member. The results of the vote shall be recorded in the minutes at the next meeting.
- H. Any request(s) for a letter of support from the LMB shall be made in writing and submitted at least seven (7) days from the date needed and must specify which Child-Well Being Result Area is targeted.

SECTION 6. Committees

- A. The LMB shall have an Executive Committee. The Chair of the LMB shall serve as the Chair of the Executive Committee. The members of the Executive Committee shall consist of the Chair, the Vice-Chair, the Secretary of the LMB, a County official and one ex-officio member. It shall be the duty of the Executive Committee to handle emergency matters and such other matters as may be assigned from time to time.
- B. The LMB may create other standing committees as deemed necessary.

SECTION 6. Fiscal Year

The LMB shall operate on a fiscal year calendar, beginning on July 1 and ending on June 30.

SECTION 7. Conflicts of Interest

- A. Members of the LMB are expected to act objectively without being or appearing to be motivated by private gain with respect to any action upon a matter before the LMB. It is the responsibility of every LMB member to declare his/her interest in a matter before the LMB.
- B. A conflict of interest is defined as:

- (1) Solicitation or acceptance of gratuities, favors, services or anything of monetary value that benefits or favors the member in the performance of their official duties
 - (2) Participation in the selection or award of a procurement or contract for services where, to the member's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for an award:
 - (a) The LMB member;
 - (b) Any member of the LMB member's family;
 - (c) A business partner of the LMB member; or
 - (d) Any person or organization which employs any of the above or with whom any of the above has prospective employment.
 - (3) Casting a vote on the provision of services to be provided by the LMB member or any organization that the LMB member directly represents.
 - (4) Voting on any matter, which would provide direct financial benefit to the LMB member.
- C. Prior to discussion of any matter over which the LMB or any of its committees has a review or on which it will take a vote, the following procedures will be followed:
- (1) The member shall declare his/her interest in the matter.
 - (2) Any person present at a meeting may raise a possible conflict of interest of any member and provide reasons for the claim. The LMB shall decide by a majority vote whether or not the claim raised constitutes a conflict of interest.
 - (3) After an interest has been disclosed or raised and substantiated, the member shall not participate in the discussion or vote on the matter.
- D. Members with actual or perceived conflicts of interest shall be prohibited from serving on any procurement, grant, or financial committees.
- E. Members of the LMB are subject to the provisions of the Open Meetings Act and the Carroll County Ethics Ordinance,

SECTION 8. Indemnification

The LMB is part of the Carroll County Government, therefore, its agents, officers, employees and volunteers are insured under the Carroll County Government's insurance so long as the LMB agents, officers, employees and volunteers act within the scope of their employment. Additionally, the LMB agents, officers, employees and volunteers have immunity under the Local Government Torts Claim Act for any tortious acts or omissions committed within the scope of employment, so long as the acts or omissions were not committed with actual malice.

SECTION 9. Amendments

- A. If changes of the by-laws are needed, such amendments shall be proposed and approved by a majority of the LMB. Such amendments shall then be submitted for approval to the Board of County Commissioners.
- B. Approval by the Board of County Commissioners is necessary before any amendments may take effect.