

DIVISION 3. HUMAN SERVICES BOARD*

***Editor's note:** Ord. No. 04-04, § 1, adopted Apr. 27, 2004, changed the title of ch. 2, art. 7, div. 3 from "Human Resources Board" to "Human Services Board."

Sec. 2-271. Established.

There is hereby established a human services board of and for the city.

(Code 1983, § 270.01; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 04-04, § 1, 4-27-2004)

Sec. 2-272. Purpose.

It is the purpose of the human services board to advise the city council on matters to ensure that all persons in the city enjoy equal freedom to pursue peaceably their just aspirations, and that practices or conditions, based on or resulting from consideration of race, sex, religion, color, national origin, age or association, which result in hindrance or restrictions on the enjoyment or exercise of the freedom are harmful to the common good and contrary to the public policy of the city. In this regard, the board shall seek to facilitate the satisfaction of the basic human needs of Portage citizens by advising the city council, and as may be directed by city council, educating human services agencies and the community at large. In addition, the board shall serve as an advisory board to the city council on matters related to public transportation.

(Code 1983, § 270.02; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 04-04, § 1, 4-27-2004; Ord. No. 09-04, 4-14-2009)

Sec. 2-273. Membership; appointment and term of members; alternate members.

(a) The membership of the human services board shall be nine members.

(b) In addition, the council may, if it so wishes, appoint not more than two alternate members for two-year terms. An alternate member may be called on to sit as a regular member of the board in the absence of a regular member. An alternate member may also be called on to serve in place of a regular member for the purpose of reaching a decision in a case where the regular member has abstained for reasons of a conflict of interest. In such case, the alternate member shall serve until a final decision is made. An alternate member shall have the same voting rights as a regular member of the board.

(Code 1983, § 270.03; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 094-07, 6-28-1994; Ord. No. 096-08, 6-11-1996; Ord. No. 04-04, §§ 1, 2, 4-27-2004)

Sec. 2-274. Quorum; officers.

The majority of members of the human services board shall constitute a quorum for the transaction of business. The board shall annually elect a chairperson, vice-chairperson and secretary and such other officers as it deems necessary.

(Code 1983, § 270.04; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 04-04, § 1, 4-27-2004)

Sec. 2-275. Meetings and rules of procedure.

The human services board shall prescribe rules of operation subject to the approval of the council and provide for regular meetings of the board.

(Code 1983, § 270.05; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 04-04, § 1, 4-27-2004)

Sec. 2-276. Annual report; assignment of duties.

In November of each year the human services board shall file a report with the council which shall consist of a concise statement of activities of the board for the past year and a list of suggested topics of study for the upcoming year. The council, upon receipt of the annual report of the board, shall determine principal tasks, topics of study and priorities of the board for the coming year.

(Code 1983, § 270.06; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 04-04, § 1, 4-27-2004)

Sec. 2-277. Records.

The secretary of the human services board shall keep a correct written record of all the business and transactions of the board, a copy of which shall be forwarded to the city council following each meeting of the board. The record shall be filed with the city clerk and shall be a public record available for inspection.

(Code 1983, § 270.07; Ord. No. 091-10, § 3, 5-7-1991; Ord. No. 04-04, § 1, 4-27-2004)

Charter references: Records to be public and inspection thereof, § 1.3.

Secs. 2-278--2-290. Reserved.