

Approved
2/6/16

Office for the Aging Advisory Council Bylaws

Article I - Name

The name of this organization shall be the Office for the Aging Advisory Council.

Article II — Purpose

- Advise the Office for the Aging in developing and implementing the area plan;
- Advise and assist the Office for the Aging in conducting public hearings and other public meetings;
- Assist the Office for the Aging in representing the interests of older persons, age 60 and older; and
- Review and comment on all community policies, programs and actions that affect older community residents age 60 and older.

Article III – Membership, Officers and Terms

- A. The Council shall consist of minimum of fifteen members, appointed for three year terms by the County Executive. The Council and the Director of the Office for the Aging may make referrals to the County Executive. The Council shall include individuals and representatives of community organizations and businesses who will help to enhance the leadership role of the Office for the Aging in developing local community services.
- B. Composition of the Advisory Council:
- 1) More than fifty percent (50%) of members who are sixty (60) years or older including:
 - a) Older persons with greatest economic or social need;
 - b) Older minority individuals; and
 - c) Participants under the Office for the Aging;
 - 2) Shall include representatives of older people from different areas of the County with particular attention to recruiting members from rural areas;
 - 3) Local elected officials;
 - 4) Appropriate representation of agencies serving the elderly and the general public:
 - a) A representative of an agency providing a contract service to the Ulster County Office for the Aging may participate but must abstain from any voting related to their area of service provision(s). Employees of the Ulster County Office for the Aging may not be a member of this Council;

- 5) Representatives of health care provider organizations including providers of veterans' health care (if appropriate);
- 6) Representatives of supportive services providers' organizations;
- 7) Persons having leadership experience in the private and voluntary sectors; and
- 8) Representatives from the general public.

Membership shall be open to all regardless of race, creed, color, religion, gender, or national origin or sexual orientation.

Council Members shall receive no compensation for their performance of duties.

Resume must be attached to the Ulster County Volunteer Board Member Application.

Article IV – Terms of Service, Vacancies, and Attendance

- A. Council members shall be appointed to terms of three years.
- B. All vacancies created by circumstances other than expiration of term shall be filled in the same manner as original appointments. All terms shall commence on the date of appointment and expire at the end of three years.
- C. Members may be reappointed for an additional term (or terms) up to a maximum of six consecutive years. At the conclusion of six years, a one year absence is required before the member is eligible for another term as a Council member.
- D. Members are expected to attend all Council and Committee Assignment meetings. If a member has three (3) consecutive unexcused absences or has missed a total of five (5) meetings in the previous twelve months, the Executive Committee shall notify the County Executive in writing who then will determine the appropriate action to be taken.
- E. Officers of the Council:
 - 1) The Executive Officers shall be chosen from among the appointed members by a majority vote of the membership.
 - 2) Officers will include the Chair, Vice-Chair, and Secretary. The term of office for the Executive Officers will be two (02) years. Officers are eligible for re-election to a maximum of three (03) terms (or as long as their official term is, whichever is shorter).
 - 3) The Chair is responsible for appointing Committee Chairs (except for the Nominating Committee) and Committee Members, and shall serve as the Council's official representative. She/he is also an ex-officio member of all committees.
 - 4) In the absence of the Chair, the Vice-Chair shall preside and perform the duties of the Chair.

- 5) The Secretary is responsible for taking minutes of each Advisory Council meeting and submitting them to the Office for the Aging for inclusion in the official files. Copies are to be e-mailed or mailed to members. The Secretary will submit minutes to the Clerk of the Legislature and the County Executive should they be requested. She/he shall be responsible for the official correspondence of the Advisory Council. The Secretary is to provide an annual list of dates for the Advisory Council's meeting to the County administrative staff for posting as public meetings. Clerical support is provided by the Office for the Aging staff as needed.

Article V – Committees

A. Executive Committee:

- 1) The Executive Committee shall consist of the current Officers, and one Council member-at-large voted in by this Council.
- 2) The Executive Committee's duties include, but are not limited to, acting on behalf of the Council between meetings, establishing Committee charges, providing oversight on the long-range plans, ensuring Council member training, assisting in conducting needs assessments, and recommending member removals.
- 3) The Executive Committee is responsible to assist the Office for the Aging with the annual planning process, which includes a Needs Assessment and the Annual Public Hearing.
- 4) Nominees for general membership, if not directly appointed by the County Executive, will be screened by the Executive Committee in consultation with the Director of the Office for the Aging. The Council shall be apprised of any and all recommendations and shall vote on the acceptance or rejection of any nominee. The result, if favorable, shall be submitted to the County Executive's Office for formal appointment or re-appointment,

B. Recognition Committee

The Recognition Committee is responsible to assist with the Office for the Aging Programs which honor Senior Citizens of Ulster County including "Senior of the Year." This committee should be appointed in January.

C. Bylaws Committee

The Bylaws Committee shall be appointed every two (2) years or as needed to review the Council's Bylaws. All Council members shall be given a ten (10) day notification in writing of any changes which are to be voted on at the next regular meeting. Two-thirds of the entire membership shall be required for adoption of, or making amendments to the Bylaws.

\D. Ad Hoc Committees

Ad-Hoc Committees shall be appointed as the need arises.

1) Nominating Committee:

- a) The Nominating Committee is to be comprised of three (3) elected members chosen by the Council in September for November elections.
- b) The Nominating Committee is responsible to present the proposed slate of officers in October. The election of officers is to be held in November.

Article VI – Meetings

- A. Council shall meet a minimum of six (6) times per year on the 2nd Monday of the month.
- B. In the event of an emergency, any Executive Committee member may call the full Executive Committee to attend a meeting.
- C. A quorum shall consist of 51% of members in good standing.
- D. A printed agenda and previous meeting minutes shall be distributed at or before all meetings.
- E. The Director of the Office for the Aging or designee shall report to the Council at each regular meeting.
- F. Meetings will generally follow Roberts Rules of Order (e.g., in respect to calling meetings to order, quorums, and voting procedures).
- G. The Council will hear nominations and the Executive Directors Annual Report on the 2nd Monday of October.

Article VII – Confidentiality

A conflict of interest exists when a matter to be acted upon by the Council confers a direct, substantial benefit to any member, business, or agency from which a Council member derives an income or has authority in governance. A Council member shall abstain from voting on any matter before the Council that places him or her in a conflict of interest. Prior to voting on matters in which a potential conflict of interest exists, the Council member with the potential conflict shall notify the Chair regarding the potential conflict and abstain from voting on any matter related to the possible conflict.