

**LUMBER RIVER COUNCIL OF GOVERNMENTS
ADVISORY COUNCIL ON AGING
BY-LAWS**

ARTICLE I

Authority

The Lumber River Council of Governments Advisory Council on Aging was organized and formed on July 18, 1974. The Council was formed from the Task Force on Aging. The Council was formed to comply with Title III, Section 304 (c) 4 (f), of the Older Americans Act of 1965, as amended, which states that an area agency on aging "establish an advisory council, consisting of representatives of the target population and the general public, to advise the area agency on all matters relating to the administration of the plan and operations conducted thereunder."

ARTICLE II

Definition

- A. "Council" means the Lumber River Council of Governments (LRCOG) Advisory Council on Aging.
- B. "Member" mean representatives of consumers or the public serving on the LRCOG Advisory Council on Aging.
- C. "Consumer" means any person 60 years of age or older who receives benefit from any service designed for the elderly.
- D. "Year" means a one-year period beginning July 1 and ending the following June 30. This will be the fiscal year for the Council.

ARTICLE III

Power, Duties and Responsibilities

- Section 1. To study the needs and problems of the elderly in the region including matters relating to income, health, housing, employment, nutrition, transportation, education, recreation and caregiving.
- Section 2. To promote cooperative arrangements among agencies and between agencies and consumers.
- Section 3. To make recommendations for review by the staff in the areas stated in Section 1.
- Section 4. To serve as a clearinghouse for information on aging and review and comment on all community policies, and actions, which affect older persons.
- Section 5. To adopt rules and regulations for governing the activities of the Council, conforming to federal and state regulations.
- Section 6. To advise the agency to develop and administer the area plan.
- Section 7. To conduct public hearings.
- Section 8. To represent the interests of older persons.

ARTICLE IV

Membership

- Section 1. Members of the Advisory Council on Aging will be appointed by the Council of Governments at its meetings, after receiving recommendations from the county board of commissioners on appointments from their county. The staff will have advised the county commissioners as to any special conditions, which have to be met in the appointment. Other Advisory Council members may be asked by the staff for suggestions from their county.
- Section 2. The membership of the Council shall not exceed **thirty (30) members**, six members from each of the **five** counties. The membership must be made up of more than 50 percent older persons and include older persons with greatest economic or social need and participants of services; advocates for older persons; local elected officials; and the general public.
- Section 3. Appointment by the Council of Governments to the Council shall be for the duration of the appointee's ability and willingness to serve.

ARTICLE V

Officers and Duties

- Section 1. Officers. Officers of the Council will be a Chairperson and a Vice-Chairperson. Other officers may be elected if the Council so desires.
- Section 2. Terms of Office. Each of the officers shall be elected annually at the last meeting of the fiscal year. Each officer will be elected for a one-year term. No officer may serve in the same capacity for more than two consecutive terms.
- Any vacancy occurring in an office shall be filled for the un-expired term by the Council at the second meeting after the vacancy occurs.
- Section 3. Election. The Chairperson shall, at the regular meeting preceding the meeting at which the election of one or more officers shall be held, appoint a Nominating Committee of five persons, one from each of the counties. The Nominating Committee shall, at the following meeting, submit the names of the persons for each office to be filled. Further nominations may be made by any member at the meeting at which the election is held.
- Section 4. Chairperson
The Chairperson shall preside at all meetings of the Council at which he/she is present. The Chairperson shall have all the powers and duties customarily pertaining to the office of the Chairperson. The Chairperson may appoint such committees, as he/she finds necessary or desirable.
- Section 5. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson when the Chairperson is absent or unavailable and other such duties as may from time be assigned to him/her by the Chairperson or the Council.

ARTICLE VI

Meetings and Voting

- Section 1. Regular Meetings

8/11/05 (gc/as per Margaret Kelly)

- A. Regular meetings of the Council will be held quarterly in February, May, August and November. The meeting will be held on the second Thursday at a time and place to be determined by the Council.
- B. The order of business of all regular meetings shall be as follows: (a) approval of minutes of previous meeting, (b) old business, (c) new business, and (d) adjournment.
- C. All meetings of the Advisory Council on Aging will be open to the public.

Section 2. Special Meetings

Special meetings may be called by Chairperson at his/her discretion by notifying members in writing or by telephone of the time, place, and purpose of the special meeting.

Section 3. Quorum

10 members shall constitute a quorum with the business voted on by the majority of the quorum, and those present will decide on the business needed to come before the full council before a decision is made.

Section 4. Voting

Each member of the Council, including the Chairperson, shall be entitled to one vote on matters before the Council. All actions of the Council shall be taken by majority vote of all the members present.

Section 5. Attendance at Meeting

Any member of the Council who fails to attend three consecutive meetings of the Council without excused absences being received prior to the meeting will be replaced to allow appointment of a more active member. The procedure in Article IV, Section I, shall be followed in filling any, and all, vacancies.

ARTICLE VII
Committees

Section 1. Council committees will be appointed by the Chairperson as the situation demands. Committees will report to the Full Council.

ARTICLE VIII
Amendments

Section 1. Amendments to these By-Laws may be made by submitting the proposed change to the membership in writing at least 10 days prior to a regular meeting. The change becomes effective when approved by a single majority of those members at the meeting.

Amended and approved
April 10, 2003

Article III Power, Duties and Responsibilities
Section 1.

Article IV Membership
Sections 2 and 3.

8/11/05 (gc/as per Margaret Kelly)

Article V Officers and Duties
 Section 3. Election
 Section 5. Vice-Chairperson

Article IV Meetings and Voting
 Section 1. Regular Meetings (A.)

**Amended and approved
August 11, 2005**

Article VI Meetings and Voting
 Section 1. Regular Meetings (A.)

 Section 3. Quorum