

WASHINGTON COUNTY OFFICE FOR THE AGING
ADVISORY COUNCIL
BY-LAWS

ARTICLE I

NAME

Being duly established by resolution 118 on April 20, 2001 by the Washington County Board of Supervisors the name of this organization shall be WASHINGTON COUNTY OFFICE FOR THE AGING ADVISORY COUNCIL.

ARTICLE II

OBJECTIVES AND PURPOSES

The Federal Older Americans Act and the New York State Elder Law concerning aging network activities require each Area Agency on Aging (AAA) to establish an Advisory Council to represent the interests of older adults and review and comment on community policies, programs and actions, which affect older adults with the intent of assuring maximum coordination and responsiveness to older adults. The Advisory Council is a key link between the community and the AAA in communicating the needs and concerns of older New Yorkers.

An Advisory Council's most important obligation is to help the AAA carry out the intent and objectives of the Older Americans Act and State-funded programs for older adults such as the Community Services for the Elderly Program (CSE), the Expanded In-home Services for the Elderly Program (EISEP) and the senior component of the Wellness in Nutrition (WIN). The Council fulfills this obligation by working with AAA staff, oversight committees (Washington County Health and Human Services Committee), Advisory Council committees and leaders in the community.

DEFINITION

According to the "Unofficial Compilation of Older Americans Act, as amended in 2006", Section 102(40) Definitions. The term "older individual" means an individual who is 60 years of age or older.

ARTICLE III

1. MEMBERSHIP

The voting Membership of the council shall consist of the following:

- 17 individuals, selected from the residents of Washington County, and appointed by the Board of Supervisors, with more than 50% being individuals age 60 and older;
- 2 members of community agencies/organizations which provide services to

- older adults of Washington County;
- 1 liaison from the Department of Public Health, as designated by the Director of Public Health;
- 1 liaison from the Department of Social Services, as designated by the Commissioner of Social Services;
- 4 At Large members, as approved by the Council. At Large members need to represent various areas throughout Washington County. They shall not be from one area alone.

Each voting member shall be appointed to a two (2) year term. Individuals interested in being appointed to the Council will be submitted to the Board of Supervisors for consideration by the members of the Board of Supervisors and/or Director of the Office for the Aging. All efforts shall be made to ensure representation by each Town in Washington County. Should there be no interested individual from a given town the Director, Office for the Aging may recommend to the Board of Supervisors any interested older adult in Washington County.

Each approved member will be a voting member of the council. Only members age 60 and older are eligible to hold office within the Council.

Any voting member who fails to attend two (2) consecutive meetings will be brought to the Council for review. A Council member will reach out to the absent member and inquire as to why they have not attended Council meetings. This information will then be brought back to the Council at the next meeting for a discussion as to whether or not this should be brought to the attention of the Health and Human Services Committee for a decision to be made regarding Council appointment.

2. MEETINGS

Meetings of the Office for the Aging Advisory Council are open to any person with an interest in the services provided to older adults in Washington County. Notice of each meeting will be published in at least two newspapers (one being the Senior Times) that serve Washington County. The Office for the Aging Secretary or Office for the Aging designee will be responsible to send meeting announcements to each member of the Council at least seven (7) days prior to but not more than 3 weeks in advance of the meeting. The Office for the Aging Secretary or Office for the Aging designee will be responsible for all meeting minutes and correspondence for the Advisory Council.

The presence of 9 voting members shall constitute a quorum and be necessary to conduct the business of the council; but, a lesser number may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these by-laws; the secretary shall cause a notice of this scheduled meeting to be sent to all members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

Regular meetings will be conducted on a quarterly basis, on the first Monday of the month, for the

following months: March, June, September, and December. The location of the meetings will be decided upon by the Council at the December meeting.

The annual meeting shall be the first Monday of December each year.

ORDER OF BUSINESS

1. Roll Call
2. Approval of the Minutes of Previous Meeting
3. Reports of Committees (if any)
4. Director's Comments to Committee Reports (if any)
5. Approval of Committee Reports (if any)
6. Program Updates
7. Recent Activities
8. Upcoming Events
9. Open
10. Adjournment

Special meetings of the general membership of this organization may be called by the AAA/Office for the Aging Director, when he/she deems it necessary for the best interest of the organization. Notices of such meeting, including the agenda, shall be mailed to all members at least three (3) days, but not more than five (5) days, before the scheduled date set for such special meetings. Such notice shall state reasons that such meeting has been called, the business to be transacted at such meeting.

3. VOTING

At all meetings, voting shall be a viva voce (aka voice vote), unless requested by a member, except during election of officers when more than one candidate is seeking an office, at which time a written ballot will be used.

Each member of the Council shall be entitled to one vote in person at an annual, regular, or special meeting. No proxies shall be allowed at any meeting.

ARTICLE IV

4. VACANCIES

Vacancies occurring to the Council will be filled by the Board of Supervisors pursuant to Resolution upon the recommendation of the Health and Human Services Committee. Appointees shall serve the remaining term of the departing member.

ARTICLE V

5. ORGANIZATION OFFICERS

The officers of the Advisory Council will be as follows:

- President
- Vice President

The officers for this Council shall be elected annually in March at the first advisory council meeting following the December annual meeting. They will be elected for a one-year term.

The president shall preside at all meetings and maintain order therein.

The vice president shall, in the absence or inability of the president, execute his/her office, become acting president of the Council with all the rights, privileges and powers as if he/she had been duly elected president.

ARTICLE VI

6. WORKING OR STUDY GROUPS

From time to time the Director of the AAA/Office for the Aging may wish to request the expertise of the members of the Council to study an issue in depth. Should a request be made by the Director, the Council, upon approval of the members, may designate a working group which shall operate and meet at the discretion of the Director as his or her needs shall require. No such group shall remain beyond the term of appointment of the members so serving.

ARTICLE VII

8. AMENDMENTS

The By-Laws may be altered, amended, repealed, or added to after due notice has been sent to each and every member of the proposed change in the By-Laws. The written notice must include a full statement of the proposed amendment.

Amendments can be adopted only by an affirmative vote of not less than two-thirds (2/3) of the members of the advisory council present, provided there is a quorum, and subsequent approval of the Human Services Committee, or its successor committee, as representatives of the Washington County Board of Supervisors.

ARTICLE IX

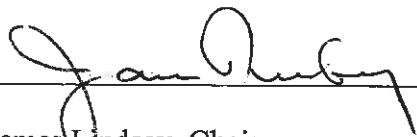
9. RULE OF ORDER

The most recent edition of Robert's Rules of Order Newly Revised, shall be followed and shall govern meetings of this Council.

WHEREAS, all rules of governance desired by the Council are subject to the approval of the Health and Human Services Committee, representative of the Washington County Board of Supervisors, or its successor committee, and

WHEREAS, the By-Laws as presented in this document have been reviewed and recommended to the Health and Human Services committee for approval, now therefore be it

RESOLVED that the By-Laws contained herein, be duly adopted to allow the Advisory Council of the Washington County Office for the Aging to conduct its business as outlined.

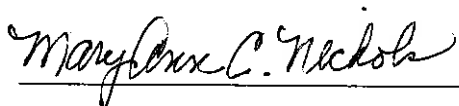


James Lindsay, Chairman

Health and Human Services Committee

2/4/15

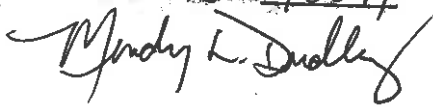
Date



Mary Ann Nichols, President

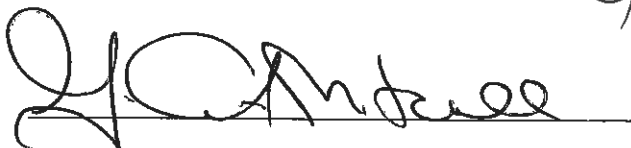
Office for the Aging, Advisory Council

Mindy L. Dudley
Notary Public State of New York
Qualified in Washington County
Reg # 01.Du.6239912
Commission Expires 4-25-19



3/2/15

Date



Gina Cantanucci-Mitchell, Director

Washington County Office for the Aging

1-5-15

Date

