

BY-LAWS

HUMAN SERVICES DEPARTMENT AREA AGENCY ON AGING
OLDER ADULT SERVICES ADVISORY COUNCIL

ARTICLE I

NAME AND AREA OF SERVICE

The name of this Advisory Council shall be the Older Adult Services Advisory Council, hereafter referred to as the Council. The planning area in which this body shall operate, shall be in the geographic boundaries of Kalamazoo County.

ARTICLE II

MISSION

The mission of this Council, subject to the provisions of the Older Americans Act (OAA), the Older Michigianians Act (OMA) and the Rules and Regulations of the Michigan Office of Services To The Aging, hereafter referred to as OSA shall be to:

- A. Serve as an advisory body to the Kalamazoo County Board of Commissioners, and its Area Agency on Aging, which shall operate by and through the Human Service Department Older Adult Services Unit, hereafter referred to as HSD/AAA.
- B. To assist HSD/AAA staff in determining annual planning goals and priorities for older adult services through regularly scheduled and publicized meetings regarding older adult services and programs funded by HSD/AAA.
- C. To conduct public hearings on the Annual Services Plan developed by HSD/AAA staff.
- D. To review and comment on the progress and effectiveness of services delivery in accordance with the Annual Services Plan by submitting a written annual progress report to the HSD/AAA

governing board by December 31 each year.

- E. Be an accessible public sounding board for the community regarding ongoing older adult services issues and problems throughout the HSD/AAA service area.

ARTICLE III

MEMBERSHIP

The Council shall consist of nine (9) members who shall be appointed or removed by the Chairperson of the County Board, with confirmation of such appointment or removal by a majority of the County Board. The Council shall consist of more than fifty percent (50%) of its members being older individuals (age 60 or older) who are participants or who are eligible to participate in programs under the area plan. Additionally, the membership shall include representatives of older persons; representatives of health care organizations, including a nutrition provider and other representative(s) of social service provider organizations; persons with leadership experience in the private and voluntary sector; local elected officials; and the general public. A County Commissioner may be appointed to the Council. A Council member may represent more than one of these categories provided more than fifty (50%) shall be older individuals and one member shall be a nutrition provider.

ARTICLE IV

TERMS OF OFFICE

The term of office of a Council member shall be three (3) years commencing January 1 of the year of appointment, except that of the members first appointed, two members shall be appointed for a term

of one year, two members shall be appointed for a term of two years, and three members shall be appointed for a term of three years. Each term shall expire at noon on January 1 and each member shall hold office thereafter until his/her successor is appointed.

When a vacancy occurs on the Council, either by death, resignation, or removal, the vacancy shall be filled by the County Board for the unexpired term in the same manner as the original appointments.

If any member has missed fifty percent (50%) of the regularly scheduled Council meetings in one calendar year, the Council chairperson shall notify the County Board in writing of this fact and request that the County Board institute removal procedures.

ARTICLE V

MEETINGS

The Advisory Council shall meet once every month or more or less often as may be deemed necessary by the membership or by the officers (Article VI) of the Council. At least 10 days written notice shall be given to all members of the Council of each meeting of the members of said Council.

Five active members of the Council shall constitute the quorum for the transaction of business and the acts of a majority of the members present shall be acts of the members of the Council (with the exception as set forth in Article VII of these bylaws concerning amendment to same).

All meetings of the Council shall be open to the public.

Roberts Rules of Order shall govern the sessions of the Council, unless the bylaws conflict therewith, in which event the presiding officer shall resolve the question by reference to the latest addition of Roberts Rules of Order revised. Staffing and office supplies may be provided by the HSD/AAA.

ARTICLE VI

OFFICERS

The Officers of the Council shall be elected annually at the first meeting of each calendar year, and will include a chairperson and vice-chairperson.

- A. The chairperson shall be the presiding officer of the Council, and shall preside at all meetings of the Council.
- B. The vice-chairperson shall act as and/or represent the chairperson in the chairperson's absence.
- C. In the absence of all Council Officers at a given meeting, the senior HSD/AAA staff person present will direct the Council to appoint an Acting Chairperson from the members present.
- D. The Coordinator of the Human Services Department Area Agency on Aging shall serve as an ex-officio member of the Council and shall perform such duties as required to support Council activities, including all record keeping involving the Council and public notification of Council meetings.
- E. A quorum requires the presence of five appointed members of the advisory council.
- F. Special meetings can be scheduled at any time if announced by the Chairperson or the HSD/AAA Coordinator in the absence

of the Chairperson, in writing 10 days in advance of the scheduled meeting.

ARTICLE VII

BYLAWS AND POLICIES

The Council shall adopt bylaws and policies, subject to the approval of the County Board, and shall conform to such guidelines and/or policies as may from time to time be established by the County Board. The Council may recommend to the County Board amendment of these bylaws, if such amendment(s) were adopted by a 2/3 vote of the members of the Council. All proposed amendments shall be sent in writing to each Council member at least 14 days prior to the date of the meeting.

ARTICLE VIII

COMPENSATION

The compensation of the members of the Council, if any, shall be as hereafter established by a separate resolution of the County Board.

Approved by action of the County Board of Commissioners at their January 20, 1998 meeting.

Amended by action of the County Board of Commissioners at their February 15, 2000 Meeting.

Kalamazoo County Board of Commissioners

Signature

Joyce Wanka

Date

2/15/00

Timothy Snow, County Clerk/Register

Signature

Timothy Snow

Date

2/15/00

RECEIVED

FEB 17 2000

HUMAN SERVICES
DEPARTMENT