

KALAMAZOO COUNTY
DEPARTMENT OF HEALTH & COMMUNITY SERVICES
OLDER ADULT SERVICES ADVISORY COUNCIL BY-LAWS
AREA AGENCY ON AGING REGION IIIA

Revision September 2019

Older Americans Act of 1965: As part of the Great Society initiative, the Older Americans Act (OAA) of 1965 enacted by Congress provided the guideline for community social services for older persons. This federal act established the Administration on Aging through the US Department of Health, Education and Welfare. The purpose continues to be to administer federal programming to support older adults living independently in the community. OAA oversees federal funding for 629 Area Agencies on Aging nationwide. To date, Michigan has sixteen Area Agency on Aging regions. Kalamazoo County is region IIIA. Programming spans from employment for older adults to programs enhancing healthy living education, access to nutrition and supportive programming.

Older Michiganians Act of 1981: As a result of the OAA, Michigan established a Commission on Services for the Aging (OSA) in 1973. During that timeframe, OAA expanded programming and resources, to establish the mandated Area Agencies on Aging nationwide to provide consistent, local efforts on behalf of older adults. This began the Michigan Aging Network. Nationally, the OAA evolved to expand Titles II and VII under the OAA. As a result, Michigan established Michigan Public Act 180 entitled the Older Michiganians Act (OMA) in 1981. The result created a permanent and autonomous entity under the Michigan Department of Management and Budget. It also established state statute duties and responsibilities of OSA, the Commission on Services to the Aging, and Area Agencies on Aging. Today, the OSA is known as the Aging & Adult Services Agency through the Department of Health & Human Services for the State of Michigan.

ARTICLE I NAME AND AREA OF SERVICE

- Section 1.1 The name of the body shall be the Older Adult Services Advisory Council, hereinafter referred to as OASAC.
- Section 1.2 The planning area, in which this body shall operate, shall be the service area of the Area Agency on Aging, Region IIIA, hereinafter referred to as AAA IIIA.

ARTICLE II MISSION AND PURPOSE

- Section 2.1 The mission of OASAC, subject to the provisions of the Older Americans Act (OAA), the Older Michiganians Act (OMA), the Rules and Regulations of the Michigan Office of Aging and Adult Services Agency (AASA) Operating Standards for Area Agencies on Aging (Advisory Council Standard B -5) and further the Guidelines for Kalamazoo County Government Advisory Boards and Commissions, the mission shall be as follows.
- Section 2.2 Serve as an advisory body to the Kalamazoo County Board of Commissioners, and the Older Adult Services division of the Department of Health and Community Services (HCS), of the Kalamazoo County Government, known as the Area Agency on Aging Region IIIA (AAA IIIA).
- Section 2.3 To assist the AAA IIIA 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 AAA IIIA.

- Section 2.4 To conduct public hearings on the Annual Implementation Plan and Multi-Year Plan developed by AAA IIIA staff and reviewed by OASAC.
- Section 2.5 To review and comment on the progress and effectiveness of services delivery in accordance with the Annual Implementation Plan by submitting a written progress report to the Kalamazoo Board of Commissioners annually.
- Section 2.6 OASAC shall bring to the attention of the AAA IIIA recommendations as deemed necessary to advocate issues and concerns of older persons in the service region.

ARTICLE III MEMBERSHIP AND TERM (S) OF OFFICE

- Section 3.1 The term of office of an OASAC member shall be as defined below commencing on January 1st of the year of appointment, except that of the members first appointed.
- Section 3.2 The council shall consist of a minimum of eleven and a maximum of thirteen members, one of which is a County Commissioner. The Chair of the Board of Commissioners appoints the members in accordance with Kalamazoo County Government policy and procedure.
- Section 3.3 In compliance with AASA Operating Standard B-5: 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. Representation of diversity in race, culture, disability, socioeconomic status is strongly encouraged. Additionally, the membership shall include representatives of:
- a. Older persons
 - b. Healthcare organizations
 - c. Nutrition provider, clinician, or professional for older adults
 - d. Representatives of social service provider organizations
 - e. Persons with leadership experience in the private and voluntary sector
 - f. Local elected officials
 - g. General Public
- Section 3.4 Members are appointed for three year terms. Term expiration notification and process for re-applying follow Kalamazoo County Government policy and procedure.
- Section 3.5 When a vacancy occurs on the council, either by death, resignation or removal, the County Board of Commissioners shall fill the vacancy for the unexpired term in the same manner as the original appointments.
- Section 3.6 Each appointment expires on December 31st and each member shall hold office thereafter until his/her successor is appointed. Reappointments are not automatic. Members must re-apply to the County Board of Commissioners and undergo a repetitive interview.
- Section 3.7 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.

Section 3.8 Every effort shall be made to ensure that the composition of the Council reflects the social, ethnic and demographic diversity of the County older population. No individual shall be excluded from the Council because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. Members who need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, may make their needs known to the AAA IIIA staff.

ARTICLE IV MEETINGS

Section 4.1 The Advisory Council shall meet once every month or less, but a minimum of six times a year to comply with AASA Standards. At least 10 days written notice or by electronic transmission shall be given to all members of the council of each meeting of said Council.

Section 4.2 Six (6) members of the Council shall constitute a quorum for the transaction of business. If less than a quorum is present, the meeting may be conducted without approval of any business.

Section 4.3 The Area Agency on Aging IIIA may provide staffing and office supplies.

Section 4.4 When OASAC input or approval is necessary for time sensitive issues requiring approval before the next scheduled meeting, the Council Chair may initiate a special meeting with less than ten days' notice, or exercise the option to educate and solicit member input and approval/disapproval on said issue via electronic communication.

Section 4.5 All meetings will be open to the public and shall be conducted in compliance with the Michigan Open Meetings Act (MCL 15.261 through 15.275).

Section 4.6 Unless otherwise specified by the Chair, voting at all Council meetings on any question shall require a positive sign of the majority of those present and eligible to vote.

Section 4.7 For procedural issues not otherwise addressed in the bylaws, Robert's Rules of Order govern.

ARTICLE V OFFICERS

Section 5.1 The election of officers of the Council shall be conducted annually at the first meeting of each calendar year. This will include a Chair and Vice Chair.

Section 5.2 The Chair shall be the presiding officer of the Council, and shall preside at all meetings of the Council.

Section 5.3 The Vice-Chair shall act as and/or represent the Chair in the Chair's absence.

Section 5.4 In the absence of both the Chair and Vice Chair at a given meeting, the most senior OASAC member present shall facilitate the meeting.

Section 5.5 The Director shall serve as an Ex-officio member of the council and shall facilitate such duties as required to support Council activities, including all record keeping involving the Council and public notification of Council meetings.

ARTICLE VI BYLAWS AND POLICIES

Section 6.1 The Council shall adopt bylaws and policies in accordance with the standards set by the Aging and Adult Services Agency of the State of Michigan and the Kalamazoo County government, and are subject to approval of the Kalamazoo County Board of Commissioners.

Section 6.2 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.

Section 6.3 Bylaws will be reviewed and updated by the Older Adult Services Advisory Council members every five years or more frequently as indicated by regulating authorities.

Section 6.4 All proposed amendments should be sent in writing or electronic transmission to each Council member at least 10 days prior to the date of the meeting.

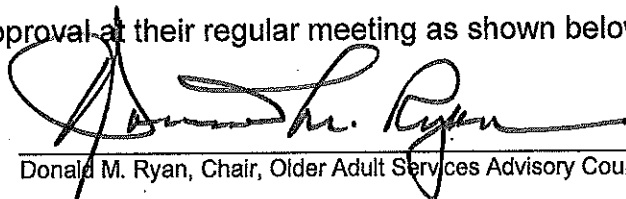
ARTICLE VII COMPENSATION

Section 7.1 The compensation of the members of the Council, if any, shall be as hereafter established by a separate resolution of the County Board.

ARTICLE VIII APPROVAL

OASAC recommended approval at their regular meeting as shown below.

9-12-2019
Date


Donald M. Ryan, Chair, Older Adult Services Advisory Council

Approval by action of the County Board of Commissioners at their regular meeting as shown below.

10.15.19
Date


Kalamazoo County Board of Commissioners

References:

- Older Americans Act 42 U. S. Code Administration on Aging Pub.L. 89-73
 - o <https://legcounsel.house.gov/Comps/Older%20Americans%20Act%20Of%201965.pdf>
- Older Michiganians Act 180 of 1981
 - o [http://www.legislature.mi.gov/\(S\(2zjxxq555nrmy445jjuzie2a\)\)/documents/mcl/pdf/mcl-act-180-of-1981.pdf](http://www.legislature.mi.gov/(S(2zjxxq555nrmy445jjuzie2a))/documents/mcl/pdf/mcl-act-180-of-1981.pdf)
- State of Michigan, Department of Health & Human Services, Aging & Adult Services Operating Standards
 - o <https://www.osapartner.net/osaforms/content.aspx?sn=8&cn=Home+Transmittal+Letters>
- Michigan Open Meetings Act:
 - o https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf
- Roberts Rules of Order
 - o <http://www.robertsrules.com/>
- Kalamazoo County Government Guidelines for Kalamazoo County Government Advisory Boards and Commissions <https://www.kalcounty.com/board/advisoryboards/>