

11/16/09
Coa

BY-LAWS

Acton Council on Aging

Article 1: The Council on Aging

Name: The name of the council shall be Acton Council on Aging (COA)

Office: The office of the COA shall be located at the Senior Center, 50 Audubon Drive, Acton, Ma.

Mission: the mission of the COA is to serve as an advocate for seniors, and to maximize their independence and quality of life through the implementation of services to meet their health, economic, social, and cultural needs.

The mission shall be accomplished by:

- Identifying the needs of Acton seniors
- Planning, conducting, and sponsoring programs to meet the needs of seniors in areas of health, education, transportation, and recreation
- Providing direct assistance to seniors
- Serving as a primary information and referral services for seniors and their families
- Advocating on behalf of seniors in the community at the state and federal levels

Council on Aging Board

The COA board is composed of nine full members and any number of associate members. Associate members do not vote. A variety of skills and viewpoints are sought for Board membership. Members are asked to share their skills with the Senior Center staff and participants, attend monthly meetings, take on responsibilities derived from those meetings and educate themselves about issues concerning seniors. Members are expected to attend some Senior Center events to assist in evaluating the programs and services for Acton seniors and, in general, to lend their support.

The Board of Selectmen appoints members for a period of one year up to a maximum of six years.

Addition: If full member vacancies exist and there are no associate members on the board, the 6 year maximum can be extended until such time the board has a full complement of members.

Intent: It is often the case that the board has 1 or 2 full member vacancies which can take several months to fill. This will allow the board to continue to function until the vacancies are filled

The functions of the COA board shall be to:

- Serve in an advisory capacity to the Director
- Assist in identifying the needs of Acton senior citizens, and in developing and implementing programs and services to meet those needs
- Set policy in conjunction with the Director.
- Provide input, monitor, and approve the CoA budget prior to its submission to town management

Replace: Discuss COA operating budget requests with the Director during budget preparation period. Monitor operating budget throughout the year. When indicated, advocate for the COA budget requests with Town management and with the public (e.g. Board of Selectmen, Town meeting)

Intent: to clarify specific actions of the COA board

- Initiate and evaluate on-going programs, special events, and services
- Serve as advocates for seniors in the areas of health, education, transportation, and recreation
- Assist in educating seniors about available services

Director of the COA:

The Director of the COA, a department head in the Town of Acton, reports to the town manager and has direct responsibility for implementing programs and services for Acton's seniors. The director serves as a liaison between the town and the COA board.

Department staff

The COA board may recommend to the director and the Town of Acton changes in staff positions and staffing levels as it deems necessary or advisable.

Articles 2: Meetings and decisions of the COA Board

Regular meeting

Regular meetings are generally held on the second Wednesday of each month at the Senior Center. Attendance at meetings is the primary manner in which members exercise their COA responsibilities.

Change: second Wednesday to Third Tuesday

Intent: Changing the meeting day is more convenient for the board members

Add: meeting are generally not conducted during July and August

Intent: to add clarity

Special meetings

The Chairman of the COA board may, when deemed necessary, call a special meeting of the board to transact business designated in the call. The chairman shall call a special meeting upon the written request of two (2) members. The call for a special meeting must be delivered, mailed, or e-mailed to members so that they receive it at least three (3) days prior to the date of the special meeting. At a special meeting, only the business

specified in the call may be considered unless full board members are present, in which case any matter may be considered. This public meeting shall be posted at the Town Hall for forty-eight (48) hours in advance of the meeting as required by state law.

Quorum and Decision making

A quorum consists of five full members. Decisions are made by simple majority of the full members present, given that a quorum is in attendance. All decisions shall be in the form of a resolution or motion. Each resolution or motion shall be entered in full in the minutes of the meeting.

Agenda

At the regular meeting of the COA board, the following order of business will be followed

Attendance

Approval of the minutes of the previous meeting and of the special meetings

Report of the treasurer

Report of the director

Reports of other officers and committees, if any

Unfinished business

New business

Adjournment

Article 3: Responsibilities of Officers of the COA Board

Officers

The COA board has four (4) officers who serve for a period of 1 year, from July 1 through June 30, and are eligible for re-election. A simple majority of the quorum being present, elects them from among the voting members of the board. The chairman shall appoint a nominating committee, consisting of a subset of the board, to present a slate of officers. Nominations may also be made from the floor.

Chairman

The chairman is responsible for leading the board and for the execution of its responsibilities. This officer calls meetings, determines the agenda, and conducts meetings. He or she meets regularly with the director and speaks for the COA board to the Board of Selectmen, the press, and the citizens. Qualification: has served on the board for at least one year, and can commit the time and energy

Vice Chairman

The vice chairman performs the duties of the chairman in his or her absence or incapacity, and in case of a vacancy in the office of the chairman. The vice chairman supports the chairman in the executions of his or her responsibilities. Qualifications: has served on the board for at least one year, and can commit the time and energy

Secretary

The secretary shall keep the records of the board and shall act as secretary of the meeting and record all votes. State law mandates that accurate minutes of the COA meeting are maintained. The primary responsibility of the secretary is to prepare minutes of each COA board meeting and maintain a file of all minutes together with corresponding agendas.

Addition: A copy of the draft minute shall be posted with the town clerk and the Board of Selectman within 10 working days following the meeting. After the minutes have been approved by the board at the following meeting, a copy of the approved minutes shall be posted to the Board of Selectman and town clerk within ten working days (10) of approval.

Intent: to revise the secretary's duties to included to proposed policy changes initiated by the Board of Selectmen.

The secretary also keeps a list of COA members and may perform other duties at the request of the chairman. Qualifications: attends most meetings, and can commit the time and energy.

At any regular or special meeting of the COA board, in the absence of the secretary, a secretary pro tempore may be appointed by the chairman from among the members.

Treasurer

The COA treasurer is responsible for the viability of the Acton's senior center and the programming for seniors. The responsibility to ensure financial viability fall primarily to the director and the CoA treasurer, whose duties include:

Replace preceding paragraph with: *The treasurer is responsible for assisting the Director in addressing the financial needs of the COA and Senior Center.*

Intent: the treasurer can not responsible for the "viability" of the senior center and programs since he has no control over possible revenue income. The sources of revenue for the senior center are from town appropriations and the Friends of the Council on Aging.

- Meeting with the director and chairman once every three months to review the operating budget and discuss capital requests.
- Meet with the Director to review proposed operating budget for the next fiscal year.
- Discuss status of budget with Director prior to monthly meetings.
- Report to the COA board at monthly meetings, the status of the budget and any financial concerns or issues

Addition: Meeting with the director and chairman once every three months to review the operating budget and discuss capital requests.

- *Meet with the Director to review proposed operating budget for the next fiscal year.*
- *Discuss status of budget with Director prior to monthly meetings.*

Intent: to incorporate the fourth requirement noted in "The functions of the Board of the COA" on page one (1) of this document.

Qualifications: can commit time and energy, knowledge of finance is a plus

Compensation

Officers of the board serve without compensation. Reimbursement of necessary expenses may be made on approval of the board.

Vacancies:

If one of the four officers becomes vacant, the council will elect a successor from its membership at the next meeting. This election is for the unexpired term.

Article 4

The by-laws of the council shall be amended by an affirmative vote of at least two-thirds of the membership of the board at a regular or special meeting. Seven (7) days notice in writing of the substance of the proposed amendments shall have been sent to each member and posted in the Town Hall