

XXXXX COUNTY COUNCIL ON AGING  
Constitution / By-Laws

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ARTICLE 1- NAME

Section 1: The name of this council shall be XXXXX County Council on Aging and shall hereinafter be referred to as the County Council.

ARTICLE II - PURPOSE

Section 1: The purpose of the Council shall be to:

- a. Identify the needs and challenges of older persons in XXXXX County, and determine solutions to the same.
- b. Encourage the involvement of all elements of the community to be concerned with, and to cooperate in programs related to older persons.
- c. Continue to identify programs and resources of all public and private agencies, organizations, and institutions serving older persons in the county and make that information available to older persons and their caregivers.
- d. Serve as a medium through which organizations may exchange information, coordinate programs, and engage in joint endeavors to serve older persons.
- e. Consider the findings and recommendations of the Council committees and make appropriate efforts to follow through on such.
- f. Provide aggressive leadership to address issues and concerns of the older adult population in XXXXX County
- g. Serve as an advocate on behalf of XXXXX County's older persons.
- h. Assist in the establishment of new entities to implement programs for older persons.
- l. Study and develop information to use in recommendations for legislation and other governmental action beneficial to older persons.
- j. Be aware of programs and proposals developed in XXXXX County requesting funding under the Title III of the Older Americans Act.

ARTICLE III - MEMBERSHIP

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Section 1: Membership of the Council should include a diversity of people and a majority of persons age 60 and over. It should include private individuals, public officials, persons representing public and private organizations, agencies concerned with the welfare of older persons, and any other interested parties.

Section 2: A Membership Roster shall be compiled and maintained by the Secretary.

Section 3: Membership shall be open to all persons regardless of age (except as cited in Section 1 above), sex, and race, and religion, economic or social condition.

ARTICLE IV - EXECUTIVE COMMITTEE, BOARD OF DIRECTORS, &  
COUNCIL MEMBERS DEFINED

Section 1: The County Council will be comprised of:

- a. An Executive Committee of four (4) elected officers: President, Vice President, Treasurer, and Secretary.
- b. The Board of Directors made up of the Executive Committee and Committee chairs.
- c. Council Members: County Council membership/council members are comprised of all individuals attending the monthly County Council meetings.

Section 2: The Officers shall serve a two (2) year term with the option of re-election for an additional term for a maximum of two (2) terms. Officer's terms will coincide with CICOA'S fiscal year, July 1 — June 30 and will be elected on staggered terms; the President and Treasurer slated one year, and the Vice President and Secretary the next (see addendum). An individual may serve as an officer of no more than one (1) county council concurrently.

Section 3: Officer Elections shall be held at the Annual meeting in June. At least one-third (1/3) of the Council members present shall elect the officers.

Section 4: The Executive Committee shall select committee chairs from the membership at the first County Council meeting following the Annual Meeting of the Council.

Section 5: Committee Chairs can serve three (3) consecutive 1-year terms and are eligible for re-election based on staggered terms.

Section 6: The President/CEO of CICOA Aging & In-Home Solutions, Inc. (Area 8 Agency on Aging) or his authorized representative shall be ex officio member of the Council and be a voting member of the Executive Committee.

Section 7: The Executive Committee shall have power to fill vacancies on the Board of Directors between annual meetings. Executive Committee shall vote and

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approve all the actions taken on behalf of the XXXXX County Council on Aging.

Section 8: The Council President shall be a member of CICOA Aging & In-Home Solutions Advisory Council, or appoint someone in their stead.

Section 9: The County Council President shall recommend members to the CICOA Aging In-Home Solutions Advisory Council for nomination to serve on the Advisory Council.

ARTICLE V - GEOGRAPHIC BOUNDARY

Section 1: The Boundary of the Council shall be the same as that of XXXXX County.

ARTICLE VI - COMMITTEES

Section 1: Nominating Committee.

The Council President, with the approval of the Executive Committee, shall appoint a committee to select nominees for the officer positions to be acted upon by the Council at its Annual Meeting. The slate of officers should be presented to the council at large at a meeting prior to the election.

Section 2: Committees of the Board of Directors shall be:

Membership: with the purpose of recruiting and maintaining a list of members.

Program: with the purpose of developing and presenting programs that enlighten, inform, and educate the membership about issues, needs, concerns, and well-being of older adults.

Advocacy/Public Policy: with the purpose of identifying and advocating for public policies that affect the quality of life of older adults.

Other committees that may be of short or long-term standing can be created by the Board of Directors.

Committee Chairs shall be appointed by the Council President with the approval of the Executive Committee.

Section 3: Other committees that would serve the purpose of the Council shall be appointed by the Council President with the approval of the Executive Committee. After deliberations, these Committees shall report their findings and recommendations to the Board of Directors and the membership.

ARTICLE VII - MEETINGS

Section 1: The place, time and date of the Executive Committee Board of Directors and the Council meetings shall be fixed the Executive Committee

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Section 2: Regular meetings of the Board of Directors shall be at least quarterly at a time and place designated by the Executive Committee. The Annual Meeting will be held in June with ample notification and sufficient publicity to insure a quorum (1/3) of members would attend.

- a. Special meetings of the Executive Committee may be called at the discretion of the Council President or any three (3) Members of the Executive Committee, with at least three (3) full days prior notice to all Executive Committee Officers.

Section 3: Regular meetings of the County Council shall not be less than four (4) each calendar year, the time and place of said meetings to be determined by the Executive Committee

- a. Special meetings of the Council may be called at the discretion of the County Council President or the Executive Committee
- b. There will be at least one (1) regular meeting of the County Council in each quarter of the calendar year.
- c. Notice of all County Council Meetings shall be published as widely as possible at least two (2) weeks prior to the date of the meeting.

Section 4: A quorum for meetings of the Board of Directors shall be a majority of the Board of Directors. A quorum for meetings of the Executive Committee shall be the majority of the Executive Committee. A quorum for the County Council shall be at least 1/3 of the council members/membership.

ARTICLE VIII - AMENDMENTS

Section 1: The Constitution, or sections therein, may be amended by a majority vote of the County Council membership voting at a regular meeting provided notice of the amendment has been made at the previous meeting, or made public at least (30) days in advance by posting in conspicuous public places, or a notice placed in local, widespread publication. (I.e. posted in the senior centers, libraries, etc. or a placed in local newspaper(s))

ADDENDUM

In order to accomplish the staggered terms set forth for the elected officers, an addendum may be added to these by-laws directing the election for a particular year to achieve the desired results.

Since the terms for President and Vice-President are staggered, there is no automatic

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succession of Vice President to President.

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