

BY-LAWS
AGING BEST - ADVISORY COUNCIL

Article I. Name and Purpose:

Section 1. The name of the organization shall be the Aging Best Advisory Council, hereinafter referred to as Council.

Section 2. The purpose of this Council is to carry out advisory functions which further Aging Best's mission of developing and coordinating community-based systems of services for all older persons in Aging Best's 19-county planning and service area. The council shall advise the agency relative to:

1. Developing and administering the area plan;
2. Conducting public hearings;
3. Representing the interest of older persons; and
4. Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

Section 3. The Aging Best Board of Directors shall submit the area plan and amendments for review and comment to the advisory council before it is transmitted to the State agency for approval. The Advisory Committee accomplishes this function by performing the following:

1. Making recommendations on new services, coordination/ improvement of existing services
2. Identifying needs of the elderly including studies of research, demographics, statistics, needs assessment and conducting public hearings
3. Constructive planning for new programs/ideas and support for their implementation
4. Evaluation of existing programs to recommend improvements
5. Recommendations re: financial budgetary allocations
6. Identifying untapped human and financial resources
7. Serving as liaison between Aging Best and general public; support in explaining and implementing new programs and ideas
8. Evaluation of administrative procedures

Section 4. The organization shall be non-profit in nature, and not for pecuniary gain or profit of any type or description to or for its members.

Article II. Council Membership:

Section 1. The regular membership of the Council shall consist of nineteen (19) persons, one (1) from each county in the Aging Best service area.

Composition of council. The council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. The advisory council shall be made up of:

1. More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under this part;
2. Representatives of older persons;
3. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);
4. Representatives of supportive services providers organizations;
5. Persons with leadership experience in the private and voluntary sectors;
6. Local elected officials; and
7. The general public.

Section 2. The regular membership of the Council shall be elected in the same manner as Aging Best Board of Directors' members.

1. In May, approximately 1/3 of the counties shall elect one representative to the Council for a term of three years.

Proviso: To establish the board member term rotation, the Board of Directors shall establish a policy on rotation so that in the 2022 election one-third of the board members are elected for an initial one (1) year term, one-third are elected for an initial two (2) year term and one-third are elected for a three (3) year term.

2. Vacancies on the Council shall be filled through appointment until the next regular election for the unexpired term.
3. An appointee from the Aging Best Board of Directors and the Chief Executive Officer shall be ex-officio members of the Council, acting in an advisory capacity.
4. The chairperson of the Council shall serve as an ex-officio member to the Aging Best Board of Directors.
5. A quorum for all meetings of the Advisory Council shall be a majority of the total current sitting members in person or via electronic means.

Section 3. Any member who is absent from an Advisory Council meeting must notify the Aging Best office of the reasons for the absence. These notices will be filed and after three (3) absences in any fiscal year, the member's attendance will be reviewed at the next Advisory Council meeting to determine if the reasons are of sufficient substance to allow the Advisory Council member to remain on the council. If no notice is received, it will be assumed that the Council member is not interested in Advisory Council responsibility and the absence will be considered unexcused.

Article III. Meetings:

Section 1. The Council shall meet the fourth Tuesday of the quarter (March, June, September) and the second Monday in December. Special meeting may be called by the Chairperson or Chief Executive Officer for the transaction of business.

Section 2. The annual meeting of the Council for the purpose of electing officers shall be held at the September meeting. All newly elected officers shall assume office at the next meeting.

Article IV. Officers and Duties:

Section 1. The Council shall elect from its members the following officers: Chairperson, Vice-Chairperson, and Secretary.

Section 2. Officers shall serve for a term of one (1) year and may serve consecutive terms as long as elected.

Section 3. The Chairperson of the Council shall preside at all meetings of the Council. The Chairperson of the Council shall appoint all committees with the approval of the Council and shall be an ex-officio member of the Council committees.

Section 4. The Vice-Chairperson shall preside and perform the duties of the Chairperson in his or her absence and shall perform all other duties that may be assigned by the Chairperson.

Section 5. The Secretary shall keep a current list of Council members including address and telephone numbers, shall record attendance records, and shall perform such other secretarial duties as may arise from time to time as may be directed by the Council. The minutes from the meetings shall be kept by an Aging Best staff person.

Article V. Committees:

Section 1. Standing committee chair of the Council shall be appointed annually by the Chairperson for the following committees:

1. Title III-B Programs and Services
2. Title III-C Nutrition Programs and Services
 - a. Congregate Meals
 - b. Emergency Home-Delivered Meals
 - c. Home Delivered Meals
3. Title III-D Disease Prevention and Health Promotion
4. Title III-E Family Caregiver Programs and Services
 - a. Adult Day Care
 - b. Counseling
 - c. Legal Assistance
 - d. Public Information and Education
 - e. Respite
5. Title VII Ombudsman Programs and Services
 - a. Long Term Care Ombudsman Program
6. Non-Older Americans Act Funded Programs and Services
7. elderly living in nursing homes,
8. mobile/slightly impaired elderly,
9. advocacy and public relations.

Committee member volunteers will be recruited as need arises.

Section 2. The chairman of each committee shall be a member of the Council. Committee members may be non-Council members, if necessary.

Section 3. Additional committees may be appointed when necessary to assist the Council in the discharge of its responsibilities.

Article VI. Amendments:

Section 1. Amendments to these By-Laws shall be submitted to the Council in writing and shall have the first reading at the next regular or special Council meeting. The second reading of the proposed amendment(s) will be held at the following Council meeting, at which time, adoption of the amendment(s) shall require a majority vote of all Council members present at the meeting. All amendments to the By-Laws shall be approved by the Aging Best Board of Directors.

Article VII. Parliamentary Authority:

Section 1. Roberts Rules of Order, newly revised, shall be followed when not inconsistent with these by-laws.