

# Central Ohio Area Agency on Aging

## ADVISORY COUNCIL BYLAWS

### ARTICLE I – NAME

This body shall be called the Advisory Council of the Regional Council of Governments for the Central Ohio Area Agency on Aging, which is the Area Agency on Aging as designated by the Ohio Department of Aging for Planning and Service Area Six.

### ARTICLE II – PURPOSE AND FUNCTIONS

The Central Ohio Area Agency on Aging, in conformity with Federal and State Regulations governing the Programs of the Older Americans Act of 1965, as amended, has established an Area Agency Advisory Council. The Council is delegated the responsibility to:

1. Have the authority to express approval/disapproval and suggest program policy governing the Area Agency's activities and programs.
2. Advise the Area Agency with regard to:
  - a. Development and administration of the Area Plan;
  - b. Representation of the interests of older persons; and
  - c. Review and comment on all community policies, programs, actions which affect older persons.
3. Advise and assist the Area Agency in the provision of leadership and advocacy on behalf of all older people within the geographic area for which the agency is responsible.
4. To act as a resource between Area Agency and local communities and to disseminate information on the needs of adults age 60 and over and individuals with disabilities.
5. Advise and assist in the pooling of untapped resources of public and private agencies in order to strengthen or inaugurate new services for older persons.
6. Participate in periodic public hearings concerning adults age 60 and over.
7. Through the Area Agency, advise the Ohio Department of Aging regarding special programs and statewide programs that affect Planning and Service Area Six.

## **ARTICLE III – MEMBERSHIP**

### **Section I – COMPOSITION**

1. The Advisory Council shall consist of up to four members from each county with the option for non-voting alternate members. A total of 40 members shall form the Advisory Council.
2. The advisory Council Members shall have more than fifty percent (50%) of members who are sixty (60) or older. Low-income and minority persons age 60 and over shall be represented. Individuals who are consumers of COAAA services shall be prioritized as representatives.
3. The members must reside in or serve the county they represent on the Council.

### **Section II – APPOINTMENT**

1. The Area Agency shall inform local county and city officials, the County Commissioners and the community at-large when a vacancy occurs. Applications will be made available to interested individuals by the Area Agency.
2. Completed applications should be forwarded directly to the Area Agency by the designated due date. Letters of support may accompany applications.
3. Advisory Council members and alternates shall be appointed by the Area Agency Executive Director after consulting with the Advisory Council delegates of each county and the Advisory Council Chairperson.
4. A minimum of one alternate can be appointed from each county to attend meetings in place of a regular member of the Advisory Council and vote in his/her place. If a member resigns before his/her term is expired, the alternate shall fulfill the rest of the term. The Area Agency Executive Director shall appoint another alternate or member (if necessary) at his/her discretion, depending upon how much time remains until the membership selection process starts again.

### **Section III – TERM**

1. Advisory Council members shall be appointed for a term of three (3) years. A member shall be appointed to a term of less than three (3) years only when serving out a balance of term for a member who cannot complete his/her term on Council. A member may serve two (2) consecutive terms, in accordance with Section III, Parts 2 and 3.

2. Members will be notified in advance of the expiration of their first term and asked to confirm with the Area Agency Executive Director their willingness to serve a second term. Any vacancies due to the expiration of a term on Council will be filled in accordance with Section II, Parts 1 and 2.
3. When a member, for whatever reason, cannot complete a term on Council, the alternate member from his/her county will take his/her place. A term of more than one year will be considered his/her first term on Advisory Council.
4. In instances where a member was previously appointed ex officio representative of their County Commission, COAAA will continue to recognize them as a member of the Advisory Council until which time they resign their appointment.

## **ARTICLE IV - MEETINGS**

### **Section I – SCHEDULED MEETINGS, LOCATION, AND ANNOUNCEMENTS**

1. Scheduled meetings of the Advisory Council shall be on the first Thursday of the month and will recess during the months of January, February, July, and August.
2. The meeting place shall be determined by the Chair of the Advisory Council and the Area Agency Executive Director.
3. The agenda for each meeting shall accompany the announcement of the meeting sent to the members.
4. Advisory Council meetings can be held in person, virtually, or hybrid with prior notice to members by the Area Agency Executive Director or Chair. Meetings shall be held in accordance with COAAA's virtual meetings policy.
5. The minutes of the Advisory Council meeting containing a record of the final deliberation of the Area Plan will be submitted to the Ohio Department of Aging upon request.

### **Section II – ATTENDANCE**

1. Council members who miss two (2) consecutive meetings will be contacted by the Area Agency Executive Director Administrator or his/her representative to confirm their ability to regularly attend future meetings.
2. Council members who miss three (3) consecutive regular meetings or who are consistently absent without good reason acknowledged by the Area

Agency Executive Director could be subject to the loss of membership and could be replaced with the alternate member from his/her county.

3. All Advisory Council meetings shall be open to the general public.

### **Section III – SPECIAL MEETINGS**

1. In addition to regularly scheduled meetings, the Chairperson or Area Agency Executive Director may call special meetings for the following reasons:
  - a. Public Hearings
  - b. To consider major changes in the approved Area Plan
  - c. At the written request of nine (9) or more members
  - d. Whenever a meeting is deemed necessary to promote effective administration of the Area plan.

### **Section IV – VOTING**

1. A quorum sufficient to conduct the business of the Council is constituted by the members present at the Advisory Council meeting.
2. No Advisory Council member who is employed by a COAAA contract agency or business; or who is so involved in the operations of such agency or business that he or she would personally benefit from an action of the Council, can participate in deliberation or vote on an issue or proposed action presented before the Council, including federal or state funding issues and/or funding formulas.

## **ARTICLE V - COMMITTEES**

### **Section I – APPOINTMENT AND ANNOUNCEMENTS**

1. Each Council member with his/her concurrence may be assigned to a specific committee.
2. The Advisory Council Chairperson, in consultation with Area Agency staff, will make appointments to standing committees and designate a chairperson for each committee.
3. Committee summaries will be prepared by Area Agency staff.

### **Section II – STANDING COMMITTEES**

1. Three (3) standing committees are as follows:

Legislative: monitor and advocate on state and federal policies, budgets, amendments. Participate in relationship building with state and federal legislators and local elected officials. Participate in Area Agency legislative briefings and meetings.

Communications & Outreach: provide input and feedback on Area Agency outreach and communications initiatives. Identify opportunities for cross-promotion of the Area Agency and county resources and information. Identify ways the Area Agency can support each county in their communications and social media efforts.

Planning: provide input and feedback on the Area Agency four-year strategic area plan; present plan information to full council. Review and approve Older Americans Act, Senior Community Services and Alzheimer's Respite funding allocations to providers in each county. Identify opportunities for collaboration and alignment of counties with Area Agency plans.

### **Section III – AD HOC COMMITTEES**

Ad Hoc Committees may be established by the Chairperson to carry out the purpose and objectives of the agency.

## **ARTICLE IV – OFFICERS**

### **Section I – APPOINTMENT AND TERM**

1. Any member of the Advisory Council shall have the ability to recommend from the Council membership the election of two officers – Chairperson and Vice-Chairperson. The Area Agency Executive Director or his/her designee shall serve as Secretary to the Advisory Council.
2. Officers of the Council shall serve for a term of three (3) years. No officer may serve more than two (2) consecutive three-year terms in the same office.
3. Officers may exceed their membership term if elected Chair or Vice-Chair and may be eligible for re-election.
4. Officers shall be elected at the December meeting of the Advisory Council, or as soon as possible to fill a vacancy.

### **Section II – CHAIRPERSON**

1. The Chairperson shall preside at all Council meetings, shall assist the Area Agency Executive Director and staff in the development of meeting

agendas, shall form committees and appoint committee members subject to the approval of the Council, shall serve as an ex officio member of all Council committees and shall perform all other duties incident to the office. When special expertise or skills are required to fulfill a Council responsibility, the Chairperson has the authority to appoint resource persons for specific assignments.

### **Section III – VICE-CHAIRPERSON**

1. The Vice-Chairperson shall preside at all Council meetings in the absence of the Chairperson, shall serve as an ex officio member of all committees and shall perform all other duties incident to the office.
2. Should a vacancy occur during the term of the Chairperson, the Vice-Chairperson will assume the Chair's function. Should a vacancy occur during the term of the Vice-Chairperson, the Chair may appoint a new Vice-Chairperson.

### **Section IV – SECRETARY**

The Secretary shall, be a designated COAAA staff member, who records the minutes of all Advisory Council meetings, notify Council members of upcoming meetings, maintain attendance records of Council meetings and inform the Chairperson and the appropriate county committee of members who fail to meet attendance requirements, and shall perform any other duties requested by the Council.

### **Section V – EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the Chairperson, Vice-Chairperson and Chairpersons of the three standing committees. The Executive Committee will act in place of the entire Advisory Council on an as-needed basis in the months that the Advisory Council does not meet. Minutes of the Executive Committee actions will be provided to the Advisory Council for ratification.

## **ARTICLE VII – BYLAWS AND PROCEDURES**

### **Section I – ADOPTION OF BYLAWS AND PROCEDURES**

1. The Bylaws shall go into effect when approved by the majority vote of a quorum of the council.
2. Bylaws adopted by the Council must conform to all applicable State and Federal regulations governing programs under the Older Americans Act of 1965, as amended.

## **Section II – BYLAW AMENDMENTS**

Council Bylaws may be amended, supplemented, or repealed by a quorum of the Council. Written notices of intention to change the Bylaws shall be communicated to Council members at least fourteen (14) days in advance of any meeting to consider alteration.