

B Y L A W S

CHARLEVOIX COUNTY

COMMISSION ON AGING

A R T I C L E I

NAME AND AREA

The name of the organization shall be the CHARLEVOIX COUNTY COMMISSION ON AGING, hereafter referred to as the COA.

The area to be served by the COA shall be the entire County of Charlevoix.

A R T I C L E II

PURPOSE AND FUNCTIONS

The Mission of Charlevoix County Commission on Aging is to provide quality services, information and assistance to empower senior citizens and chronically ill adults to attain the highest level of independence in their homes and community.

The COA is a non-profit, non-sectarian, non-political organization.

The functions deemed instrumental to meet this purpose include the following:

- (1) Involvement of the elderly in planning, policy making and operation of programs designed to meet their needs.
- (2) Mobilization of available resources - public and private local, regional, state and federal - toward the above stated purpose.
- (3) Identification, measurement and definition of the problems faced by the elderly and the consequences of such problems.
- (4) Determination of long and short range objectives to meet the above stated purpose.
- (5) Implementation and evaluation of proposals and programs designed to meet the defined problems of the elderly and determining priorities among them.

- (6) Reporting to the community the activities undertaken to meet the defined needs and the achievement of the above stated purposes.
- (7) Coordination of existing and planned social services designed to serve the elderly.
- (8) Cooperate with the Regional Area Agency on Aging of *Northwest Michigan* in the development and implementation of an area plan which sets forth specific program objectives and priorities for meeting the needs of the elderly.

A R T I C L E I I I

MEMBERSHIP

APPOINTMENT

Representation on the COA shall be appointed by the Board of County Commissioners. No less than one member shall be selected from the Board of Commissioners, *one member from Beaver Island, a minimum of two from the Boyne City area, a minimum of two from the Charlevoix area, and a minimum of two from the East Jordan area*, so as to achieve maximum representation throughout the county. Membership is limited to not less than seven(7) and no more than eleven (11) members.

DUTIES

Each COA member will represent his governmental unit or organization at all regular and/or special meetings and shall have one vote on all matters to be voted upon. Any member of the Commission, who is unexcused and absent from three consecutive meetings of the Commission, or a committee of which the person is a member, *may be removed by action of the COA.*

TENURE

Representatives from the County Board of Commissioners shall be appointed annually, subject to their term as a County Board Commissioner.

The remaining Aging Commission members shall be appointed in October to a two or three year term, beginning the following year on January 1st, subject to the following:

It shall be determined that one half of the commissioners will serve from a two year term and one half for a three year term. Upon re-appointment of these commissioners, they shall serve a full three year term thereafter upon expiration of their term.

Vacancies on the COA shall be filled by appointment of the County Board of Commissioners *and recommendation of the COA.*

A R T I C L E I V

COMMISSION MEETINGS

The Commission shall ordinarily meet monthly, the date, place and time to be established by the COA. Special meetings of the Commission may be called by the Chairperson or at the written request of four (4) Commission members.

COMMITTEE MEETINGS

A committee meeting may be called at the discretion of its chairperson.

ANNUAL MEETING

The annual meeting shall be held each January for election of officers.

MEETING NOTICE

Notice of all regular meetings shall be posted within 10 days after the first meeting of the Commission on Aging, stating the regular meeting dates, times and places of its regular meeting for that year. If there is a change in the regularly scheduled meeting, a public notice within 3 days will be posted stating the new dates, times and places of its regular meeting. For a rescheduled regular or a special meeting of a the Commission on Aging, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting. The secretary of the Commission and/or chairperson, and/or chairpersons of committees will be responsible for meeting notices.

SPECIAL MEETINGS

Special meetings *of the Commission* may be called by the *Chairperson* at a time and place deemed necessary. All members of the COA shall be notified in advance.

QUORUM

A quorum shall consist of a majority of the membership of the Commission.

A R T I C L E V

OFFICERS

The officers of the COA shall consist of a Chairperson, Vice-Chairperson and Secretary.

NOMINATIONS

Each year at the November meeting the Chairperson shall appoint a nominating committee to present a single slate of candidates for each office to be filled.

ELECTION OF OFFICERS

Officers shall serve for a period of one year, elected and officially installed at the annual meeting of the Commission.

VACANCIES

- a. The position of any officer may be declared vacant if he or she shall be absent without good reasons from three (3) consecutive meetings.
- b. Vacancies among officers shall be filled by a majority vote of the commissioners from a slate submitted by the Nominating Committee.

REMOVAL FROM OFFICE

Any officer of the COA may be removed from office by a two-thirds (2/3) vote of the membership according to procedures decided upon by the Commission.

DUTIES OF OFFICERS

CHAIRPERSON

The Chairperson shall preside at all meetings of the Commission. The Chairperson shall also serve as an ex-officio of all committees.

VICE-CHAIRPERSON

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence. Upon designation by the Chairperson, the Vice-Chairperson may serve on any committee of the COA in place of the Chairperson.

SECRETARY

The secretary shall attend all meetings of the COA and shall be responsible for preparing the minutes. The secretary shall also perform other duties delegated by the Chairperson.

A R T I C L E VI

STAFF

The COA shall engage a director who will carry out the work of the Commission and shall direct and supervise the staff, prepare a proposed budget, draft and distribute authorized reports and publications, and perform such other duties and functions as may be required. *The Director shall also be responsible for all correspondence and notices pertaining to the meetings and recordings of the official actions of the COA. Keep the Commission informed of the financial and performance status of all projects. Develops and reviews budgets and contracts. Monitors grants and contracts and ensures compliance with the State and Federal regulations. Prepares reports and briefs for the Commission on Aging, State and Regional Office. Answers correspondence and inquiries and resolves complaints. Assumes duties as requested by the Commission. Acts as a resource and advocate representing the Commission on Aging.*

A R T I C L E VII

FINANCES AND BUDGET

FISCAL YEAR

The fiscal year shall be from October 01 through September 31.

FUNDS

The COA shall receive and hold interest for all its purposes as listed in Article II. Such real or personal property as may in any manner be given, granted, conveyed, bequeathed or devised to or otherwise invested in the COA, in trust for any said purposes, and to grant, bargain, sell and convey or dispose of property so held in trust for any such purpose in accordance with the terms of gifts, grants, conveyances, bequests, or instruments creating such trusts.

Disbursements may be made only in accordance with the budget and such other payments as may be authorized by the COA.

The Office of the County Clerk shall disburse the specific funds of the COA as approved by the Commission.

A R T I C L E V I I I

COMMITTEES

AD HOC COMMITTEES

The Commission may establish committees either standing or ad hoc, as may be deemed necessary.

A R T I C L E I X

The by-laws may be amended by a majority vote of the COA with approval of the County Board of Commissioners. Notice of proposed changes. Changes must be made public not less than 30 days prior to final action.