

BY-LAWS

ARTICLE I

NAME: The name of this group shall be the Advisory Council to the Greene County Department for the Aging.

ARTICLE II

PURPOSE:

The purpose of the Council is to advise the Greene County Department for the Aging in their efforts to serve the County's elderly residents. More specifically the Council will advise the Department to:

- a) Develop and administer the service plan.
- b) Conduct public hearings.
- c) Represent the interest of older person; and
- d) Review and comment on all community policies, programs and actions which affect older people.

ARTICLE III

MEMBERSHIP:

Section I. The Advisory Council shall be comprised of not fewer than 15 members. At least 50% shall be over 60 years of age and residents of Greene County, including older persons with greatest economic and social need, older minority individuals, and participants of services offered by the Greene County Department for the Aging. Other members shall be representatives of agencies serving the elderly, elected officials and the general public. Representatives of agencies providing contracted services to the Department may not be members of the council but may attend meetings.

Section II. Members shall be appointed for a one-year term by the Greene County Legislature. Appointments shall maintain the majority of elderly members while striving for representation from the community and area service providers. Three consecutive absences from Council meetings will be considered cause for discontinuation of Council membership. *If a member is unexcused for three (3) consecutive meetings, the Board has the right to call a vote to remove the member from the Council. As the Greene Legislature appoints members to the Board, the Board would then recommend dismissal and request a replacement be appointed.

ARTICLE IV

MEETINGS:

- Section I. The Council shall meet monthly with not less than 8 meetings per year.
- Section II. Special meetings may be convened at any time by the Chairperson.
- Section III. A quorum shall consist of one third of the full membership. Decisions of the Council are made by the majority of members present at the meeting.
- Section IV. Meetings shall be conducted in accordance with Roberts Rules of Order.
- Section V. Designated staff representing the Department at Advisory Council meetings are the Director and program staff as determined by the Director. The Director and the program staff are not voting members of the Advisory Council.

ARTICLE V

OFFICERS AND THEIR DUTIES:

- Section I. There shall be three elected officers: Chairperson; Vice Chairperson; and Secretary. Elections shall be held at the last meeting of the calendar year.
- Section II. The term of office shall be for one calendar year (January through December). (REVISED 8/11/15)
- Section III. The Chairperson shall preside over all Council meetings and shall be an ex-officio member of all committees. At the first meeting of the year, the Chairperson shall appoint all committees under the approval of the Council.
- Section IV. The Vice-Chairperson shall assist the Chairperson in the performance of his/her duties. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
- Section V. The Secretary shall be responsible for the review of the Minutes of all Council meetings.
- Section VI. In the event that an elected officer cannot continue in his or her position, a replacement will be appointed with the approval of the Council and will serve until the next regular election.

ARTICLE VI

AMENDMENTS:

Amendments to the By-laws may be made at any regular meeting. Notices of the proposed amendment must be mailed to all members at least two weeks prior to the meeting.

Amended: Reviewed and Approved by Quorum 11/14/23