

JACKSON COUNTY ADVISORY COUNCIL ON AGING BYLAWS

ARTICLE I

PURPOSE

The Jackson County Council on Aging was established on December 26, 1974 by resolution of the Jackson County Board of Commissioners to be responsible for the planning, coordination, and leadership of programs for the aged in Jackson County.

On April 29, 1977 the County Board of Commissioners established a County Department on Aging and designated the Jackson County Council on Aging to become the Advisory Council for the Department. The responsibilities of the Advisory Council will be to:

- A. Provide information about the activities, needs and opinions of older people.
- B. Serve as a source of information for the Board of Commissioners and the County Department on Aging.
- C. To advise the Department on Aging and the County Commissioners of the desirability of programs.
- D. To generally advise the Department on Aging and the Board of Commissioners on matters concerning Senior Citizens.

ARTICLE II

MEMBERSHIP

- A. Membership on the Jackson County Advisory Council on Aging, hereafter are referred to as the "Advisory Council", shall consist of fifteen persons who reside in Jackson County. At least eight members must be age 60 or over.
- B. Members shall serve on the Advisory Council for two-year terms. Members may be re-appointed for consecutive terms.
- C. Members shall be appointed by the Jackson County Board of Commissioners. Members will follow the Department on Aging Code of Ethics.

- D. An attempt will be made to have at least one of the members also be a member of the Region II Area Agency on Aging Advisory Council.
- E. Members may resign by notifying the Jackson County Administrator/Controller Office, Advisory Council Chair, or Department on Aging Director. Notification should be in writing when possible.

According to County of Jackson Board Rules Policy #4090, Section 9.6:
Positions of Commissioner appointees may become vacant if (there are) three (3) unexcused consecutive or five (5) unexcused absences in a year. The determination of unexcused absences shall be made by the respective committee.

ARTICLE III

ORGANIZATION

- A. The Advisory Council shall have the following officers:

- Chairperson**
 - Vice Chairperson**
 - Secretary**

- B. The terms of office shall be for a period of one year or until a successor is elected and installed. The first election will be at the first meeting of the calendar year.
- C. Nominations for officers shall be by a Nominating Committee appointed by the Chairperson. Nominations may also be made from the floor.
- D. Officer vacancies occurring during a term shall be filled by a majority vote of the members present at the next meeting after the vacancy occurs.

ARTICLE IV

MEETINGS

- A. Chairperson:
Shall be responsible for calling all meetings and presiding over them. All Committees are to be named by the Chair and personnel assigned to them by the Chair. The Chair will also be responsible for following the Agenda for all meetings and otherwise assure the orderly carrying out of the Advisory Council's business.

B. Vice Chairperson:

Shall preside over meetings of the Advisory Council in the absence of the Chairperson and conduct other Advisory Council business upon extended absences or vacancy of the Chairperson.

C. Secretary:

Shall take minutes, send notices of meetings to the members, or have a designated staff person fulfill these duties, and in general maintain the records of the Advisory Council, and perform other duties normally performed by the secretary of an organization.

D. In general, meetings will be held monthly at least six times a calendar year.

ARTICLE V

COMMITTEES

A. Shall be established at the discretion of the Chairperson. The Chair will ask for volunteers or appoint committee members when necessary.

B. The Chairperson shall be an ex-officio member of all committees.

ARTICLE VI

AMENDMENTS

A. Amendments to the Bylaws may be proposed at any regular meeting by any Advisory Council member and duly seconded. Such amendment must be acted upon by the membership at the next regular or special meeting. A two-thirds vote of the total membership of the Advisory Council will be necessary before an amendment can be incorporated into these Bylaws. Final approval must be by County Board of Commissioners.

Revised 11/00; 11/30/11. Approved by Jackson County Board of Commissioners 1/17/12.