

OAKLAND COUNTY SENIOR ADVISORY COUNCIL

BYLAWS

ARTICLE I. NAME:

This organization shall be known as the Oakland County Senior Advisory Council, hereinafter referred to as the Council.

ARTICLE II. MANDATE AND PURPOSE:

The Council receives its mandate from the County Executive or his designated representative. Its authority is limited to an advisory capacity and the Council will not become involved in administrative issues and disputes. The primary purpose of the Council shall be to inform the County Executive on needs and services required by the elderly and to point out gaps in the elderly network.

ARTICLE III. FUNCTIONS AND ACTIVITIES:

SECTION 1. The Council shall review and be aware of local, state and federal agencies, their programs or documents, and their impact on the elderly.

SECTION 2. The Council shall maintain a knowledge of legislation affecting the elderly and advise the County Executive of concerns and the support desired.

SECTION 3. The Council shall evaluate and report information gathered from the community on elderly problems and concerns.

SECTION 4. The Council may attend or hold forums to gather information relative to the needs of the elderly.

SECTION 5. The Council shall generate input and develop ideas or plans which are in compliance with these Bylaws and applicable Federal, State and local directives and policies that will result in goals and objectives favorable to the elderly.

SECTION 6. The Council may have ad hoc committees appointed to investigate issues of importance to older persons and prepare recommendations for subsequent action.

SECTION 7. The status of each recommendation made to the County Executive will be reported back to the Council.

SECTION 8. The right of Council members to express their opinion on issues will not be denied. However, a recommendation that has been rejected by the County Executive shall not be lobbied for through County Commissioners. As a standing rule, no member may speak for longer than five minutes at one time. To avoid a misunderstanding, a member making a public statement should make it clear that unless the Council has reached a decision on the matter that such a statement is not the consensus of the Council but his own statement.

ARTICLE IV. MEMBERSHIP:

SECTION 1. The Council shall consist of 29 members, one from each of the 25 Commissioner's districts and four members-at-large who have special expertise and knowledge.

SECTION 2. Applications for membership may be submitted through a Commissioner or by the applicant directly to the Department of Institutional and Human Services. Applicants will be appointed by the County Executive and notified of their appointment to the Council by a letter from him.

SECTION 3. A member shall serve an indefinite term. **Within 30 days of a change** in any Commissioner's district, it is the responsibility of the member from that district to ascertain whether or not the new Commissioner wishes the member to continue to represent that district.

SECTION 4. A minimum of two-thirds of the Council members shall be 60 or more years of age.

SECTION 5. Persons serving on the Council are committed to attend regular and ad hoc committee meetings. However, a member may be excused for reasonable cause. Missing three meetings without reasonable excuse shall be cause for dismissal.

SECTION 6. A vacancy shall be filled by the usual process shown in Section 2.

SECTION 7. There shall be four "Members-at-large". Such members shall be nominated by the Chairperson and appointed by the County Executive. These members shall be recruited by the Chairperson to meet the need perceived in balancing the Council to address certain important issues being studied, to obtain representation from a particular group of senior citizens not represented through the district selection process, or to fill in for a member who is expected to miss meetings as a result of a prolonged illness.

A "Member-at-large" will serve a term, the length of which will be determined at the pleasure of the Chair, that is commensurate with accomplishing the goal for which he/she was made a member.

ARTICLE V. OFFICERS:

SECTION 1. The elected officers of the Council shall be a Chairperson, First Vice-Chairperson and Second Vice-Chairperson. Recording Secretary duties and other necessary support will be supplied by the Department of Institutional and Human Services.

SECTION 2. Officers shall serve two-year terms and may be re-elected.

SECTION 3. Election of officers shall be from a slate of candidates prepared by a nominating committee appointed by the Chairperson pro tempore for the first election and thereafter by the duly appointed chairperson. Voting will occur at the February meeting in odd number of years. Newly elected officers shall begin their duties immediately.

ARTICLE VI. OFFICERS' DUTIES:

SECTION 1. The Chairperson shall preside at all Council meetings; appoint ad hoc committee persons; preside over or delegate for community activities or forums; offer testimony to hearing bodies or officials and attend conferences or meetings on aging.

- A. The First Vice-Chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson, preside over committees as assigned by the Chairperson and attend other functions to represent the Council.
- B. The Second Vice-Chairperson, in the absence of the first two, shall assume their duties.
- C. An officer of the Council will attend appropriate Board of Commissioners' committee meetings each quarter or as necessary to report and discuss the activities of the Council.

SECTION 2. The secretary supporting the Council will record the minutes of regular and special meetings, if necessary; call the roll; keep attendance records; handle the mail and notify members of meetings.

SECTION 3. An officer or member may resign by written notice to the Director, Department of Institutional and Human Services. A special election can be held to fill the vacancy or, if the Chair is vacated, the first and second chairpersons may be moved up. A vote of the members will decide which shall be done.

ARTICLE VII. CONDUCT OF COUNCIL MEETINGS:

SECTION 1. The Council shall meet on the third Monday of each month. In case of inclement weather or holiday, notice of change or cancellation will be phoned or mailed. Additional meetings may be called by the Chairperson or at the request of a minimum of eight members.

SECTION 2. The Council shall operate according to the State Open Meetings Act.

SECTION 3. Robert's Rules of Order shall guide the Council in conducting its meetings except where superseded by these Bylaws or by any special rules or suspension of rules adopted by a two-thirds vote of the members in attendance.

SECTION 4. A quorum for conducting official Council business shall be 14 members. In the absence of a quorum, a motion can be voted or business conducted if eight members of those present agree.

SECTION 5. The Council shall use a voice vote unless a member calls for a hand vote or a roll call vote.

ARTICLE VIII. AMENDING THE BYLAWS:

The Council Bylaws may be amended by a two-thirds vote of those present at any meeting where a quorum is present. Proposed amendments must be sent in writing to each member at least 15 days prior to the meeting.

(Revised 1-94)
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