

**CAYUGA COUNTY OFFICE FOR THE AGING  
ADVISORY COMMITTEE**

**BY-LAWS**

**Revised: November 2004**

**I. Name**

The name of this organization shall be the Advisory Committee of the Cayuga County Office for the Aging.

**II. Duties**

1. To review and advise on programs proposed by the Cayuga County Office for the Aging.
2. To initiate studies and surveys for the Cayuga County Office for the Aging and to assist in program development, based thereon, and revision when appropriate.
3. To advise the Cayuga County Office for Aging about such needs and concerns of the Senior Citizens of Cayuga County as may come to the attention of the Committee through its members.
4. In general, to act, under the guidance of the Cayuga County Office for the Aging, as an advocate for the rights of Senior Citizens.
5. To monitor services/goals (as outlined in the Annual Plan) based on staff reports at monthly meetings.

**III. Membership**

1. The Advisory Committee shall consist of no fewer than 15, nor more than 25 members; at 51% shall be Senior Citizens, and shall include older persons with greatest economic or social need, older minority individuals, participants in Older Americans Act programs, representatives of older persons, local elected officials, health care providers and supportive services, member(s) of the general public and representatives of subcontractor agencies.
2. Based on the recommendation of the Nominating and Membership Committee, members shall be appointed by the County Legislature for a period of 2 years, and may serve, if reappointed, two additional terms of 2 years, after which they shall not be reappointed until a year has intervened.

3. In case of a vacancy caused by the death, resignation or removal of any member, the County Legislature, based on the recommendation of the Nominating and Membership Committee, may appoint a successor to serve the unexpired portion of said member's term. The successor shall thereafter be eligible for reappointment for three regular two-year terms.
4. After 3 consecutive unexcused absences from three regularly scheduled meetings, of this Committee, the Nominating and Membership Committee shall designate one of its members to discuss with the absentee the reason or reasons for the absences. If it then becomes evident and is reported to the Advisory Committee as a whole that the absences result from lack of interest or continuing inability to participate in scheduled activities of the Committee, the member will be urged by the Chairman of the Advisory Committee to submit his/her resignation to the Legislature. If he/she is unwilling to do so, his replacement shall be recommended to the legislature by the Advisory Committee.
5. Ex-officio members

The Chairman of the Cayuga County Legislature and the Chairman of the **Health & Human Services Committee** of the Legislature shall be ex-officio, non-voting members of the Advisory Committee.

#### IV. Meetings

1. Meetings of the Advisory Committee as a whole shall be held at least 10 times a year at a time and place agreed upon by the membership. Notice of each meeting shall be mailed to each member at least one week prior to the date of the meeting.
2. Except at the direction of the Committee chairperson, appropriate Office for the Aging staff shall be present and provide necessary technical assistance at the Committee meetings.
3. Special meetings may be called at the discretion of the chairperson or shall be called by the chairperson upon receipt by him/her of a written request signed by at least 5 regular members. Such written request shall indicate the purpose for which the meeting is being called. Notice of a special meeting shall be given by mail, phone call, **Electronic mail or Fax**, to each member at least 48 hours prior to the time set for the meeting.
4. Regular meetings shall be open to the public.

V. Officers

1. The officers of the Advisory Committee shall be a Chairperson, a Vice-Chairperson, and a Corresponding Secretary.

2. Duties of Officers

The Chairperson shall preside at meetings of the Advisory Committee and shall in general, represent the Committee and serve as an ex-officio member of all committees.

The Vice-Chairperson shall act in place of the Chairperson in the absence of the latter.

The Corresponding Secretary shall read **at the Advisory Committee Meeting all correspondence received.**

3. Terms of Officers

All officers' terms shall be of 1-year duration and an officer shall not be elected to the same office for more than 2 consecutive terms.

4. Election of officers

A slate of prospective officers proposed by the Nominating and Membership Committee at the November meeting of the Advisory Committee shall be voted upon at the meeting. Nominations from the floor **can be made for all offices** at the November meeting.

5. Duly elected officers shall begin their duties on January 1 of each successive year.

VI. Voting

1. Each appointed member shall have 1 vote.

2. A majority for voting shall consist of 2/3 of those present and constituting a quorum at any regular or special meeting of the Advisory Committee.

## VII. Committees

The elected officers together with at least two general members appointed for a one year term by the chairperson shall constitute an Executive Committee to act for the whole committee in emergencies when it is impossible to call a special meeting as provided in Section IV, #3 above. A full report of such emergency action as may be taken shall be made to the Advisory Committee at its next regular meeting. The Executive Committee shall also act upon any or all matters specifically referred to it by vote of the Advisory Committee in any regular meeting of the Advisory Committee.

VII. **When necessary**, there shall be a Nominating and Membership Committee consisting of the **Chairperson** and at least **three** other members of the Advisory Committee. In addition to their duties as stated in Section III, #3 and #4 and Section V, #4 above, the Nominating and Membership Committee shall send, subsequent to the regular November meeting of the Advisory Committee, to the **Chairman** of the County Legislature, and the **Chairperson on the Health & Human Service Committee** the name(s) of proposed replacement(s) in accordance with the provisions of Section III, #3 above.

Other committees, standing or ad hoc, shall be appointed by the Chairperson at the direction of the Advisory Committee. The appointing officer shall set the first committee meeting, which shall then choose its own Chairperson and establish its own procedures. An ad hoc committee shall be dismissed by the Chairperson of the Advisory Committee, when it shall be deemed by that body to have performed its specific function to the extent possible.

## VIII. Parliamentary Authority

Parliamentary Authority shall be determined by Roberts' Rules of Order as revised unless such Rules of Order may be inconsistent with these By-Laws.

## IX. Amendment of Revision

These By-Laws may be amended, altered or replaced by 2/3 vote of the Advisory Committee at any meeting of the body called for such purpose. Written notice to this effect will be mailed together with the text of the proposed amendment(s), alteration(s) or replacement to each member at least 14 days in advance of **said** meeting. By-Laws will be reviewed at 5-year intervals by the Executive Committees to determine any need for revision.

**X. Effective Date**

These By-Laws become effective when approved by a vote of the Advisory Committee in a regular or special meeting and by the Health & Human Services Committee of the Cayuga County Legislature; and any amendments, alterations or replacement shall become effective in the same manner.

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