

WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING  
ADVISORY COUNCIL BY-LAWS

1340 State Route 9 ♦ Lake George, NY 12845

(Accepted at 7/26/17 Meeting)

**ARTICLE I - NAME**

The name of the organization shall be the Warren/Hamilton County Advisory Council, which serves both Hamilton and Warren County residents (herein after referred to as “Council”).

**ARTICLE II - PURPOSE**

It shall be the responsibility of the council to advise the Warren/Hamilton County Office for the Aging (herein after referred to as “agency”) on all matters relating to the function of the agency as a public office effectively serving the needs of the elderly population of Warren and Hamilton Counties. The council will assist in evaluating the effectiveness of these programs.

The council will assist the agency in the following functions:

1. Foster two-way communication between the area agency and the public;
2. Provide information about attitudes, needs and opinions of older persons;
3. Serve as a sounding board for preliminary ideas;
4. Serve as a source for community education;
5. Create a bridge to specific constituencies;
6. Act as a supplement to staff resources;
7. Put older people in touch with service providers;
8. Develop guidelines for client’s financial contributions for services provided.
9. Aide in the development of fund raising to match state and federal funds.

**ARTICLE III - MEMBERSHIP**

SECTION I The council shall consist of not less than ten (10), but no more than twenty three (23) persons. More than half the membership shall be from the constituency served by the agency (persons 60(+) years of age). Low income elderly shall be represented on the council in proportion to their members in the community. One member shall be elected from each of the meal sites. The remainder of the council membership will be selected from the broad spectrum of major public and private agencies relating to the elderly; local government officials, professional sector, and other persons who are knowledgeable and experienced in the special needs of the elderly. The director of the agency and/or any agency

staff, shall serve as an ex officio' member of the council, but without voting rights.

SECTION II The council shall be approved by the Warren County Board of Supervisors. However, the council is free to make recommendations for membership to the board.

SECTION III Council members shall serve for a term of one (1) year. Members shall be elected to a term of three (3) years. Terms will begin April 1<sup>st</sup> and end March 31<sup>st</sup>.

SECTION IV In the event of a resignation or failure for any reason of a member continuing, the council will make a recommendation from the same category where the vacancy occurs, to the Board of Supervisors who will appoint the new member to complete the unexpired term of the ex-member.

### **ARTICLE III - MEETINGS**

SECTION I The Advisory Council shall meet at a time and place as agreed on by council members. The council will meet at a minimum of four (4) times a year as agreed by council members.

SECTION II Notice of meetings shall be communicated at least two weeks in advance of the meeting.

SECTION III A quorum for conducting business shall be at least 50% of the present voting membership.

SECTION IV The annual meeting for the election of officers shall be the first meeting of the calendar year.

SECTION V The Chairperson can call special meetings upon three (3) days written notice, with a written agenda.

SECTION VI All meetings will be open to the public and special guests or consultants may be invited at the discretion of the Chairperson or Director. These entities will carry no vote and their participation may be limited in the event where private matters must be discussed and an executive session is called.

### **ARTICLE IV – OFFICERS & DUTIES**

SECTION I The council shall elect from its membership a chairperson and a vice-chairperson. The agency shall serve as the secretary, and they shall be

responsible for the agendas, meeting minutes, meeting reminders, and any other duties assigned by the council.

Chairperson who shall:

- A. Conduct all meetings of the council;
- B. Call special meetings as provided in the BY-LAWS;
- C. Appoint committees with the approval of the council;
- D. Shall be an ex-officio member of all council committees.

Vice- chairperson shall:

- A. Preside and perform the duties of the Chairperson in his or her absence;
- B. Shall perform other duties that may be assigned by the Chairperson.

SECTION II Officers shall be nominated by Council members and elected by a majority of the Council Membership.

#### **ARTICLE V – VOTING**

FSECTION I In matters where the membership needs a vote, these shall be decided by simple majority vote (one number more than one half of those present with legal voting status).

SECTION II Matters not covered by simple majority vote include: a. Motions which prevent consideration of a motion; b. Motions which restrict debate; and c. Motions which suspend rules. These matters require a two-thirds vote of those present with legal voting status.

SECTION III No member can vote upon any question in which he or she has a direct personal or financial interest. Any such member should state his or her interest and abstain from voting.

#### **ARTICLE VI - AMENDMENTS**

SECTION I Amendments to these BY-LAWS shall be submitted to the council in writing and have their first reading at the next regular or special council meeting.

SECTION II The second reading of the proposed amendment will be held at the next meeting at which time, adoption of the amendment(s) shall require a 2/3 vote of all the council members present at the meeting with legal voting status.

SECTION III All amendments to the BY-LAWS will be approved by the Agency Director.