Essex Council On Aging Standing Rules

Article 1. Name – The organization shall be known as the Essex Council On Aging, herein after referred to as Council.

Article 2. Purposes –

The Council Board’s basic purposes include:

1. To identify the needs of elders in Essex
2. To act as a unified body to design, advocate for, and/or implement services to fill these needs, and/or coordinate existing services
3. To service Essex residents age 60 and older in as many ways as possible
4. Any and all other purposes as established in Section 8B of Chapter 40 of the Massachusetts General Laws

Article 3. Offices**-**

The principal office of the Council shall be located at 17 Pickering Street, Essex, Massachusetts. All mail shall be delivered to this address unless another shall be specified by the Director of Officers of the Council.

Article 4. Membership -

1. The Council shall consist of not more than eleven members nor less than seven who are residents of Essex.
2. A candidate for Council membership shall be submitted by a Council member and voted on by the Council before presenting the name to the Board of Selectmen for appointment.
3. All members shall be sworn in by the Town Clerk within ten days of their appointment.
4. All members shall serve without compensation.
5. Insofar as possible, COA membership shall reflect the makeup of the community at large and shall be composed of at least 51% persons sixty years of age or older.
6. No person shall serve more than six years consecutively in a given officer position.
7. If an officer serves six consecutive years in a given position, there shall be at least a one year hiatus from serving as an officer.
8. Prospective nominees shall attend at least one COA board meeting prior to being recommended for a COA board member.

Article 5. Meetings –

Section 1 - Regular Meetings

a. The Council will meet monthly on the first Tuesday at 6:00 pm at the Essex Senior Center.

Section 2- Regular meeting notice; accompanying material

1. In accordance with the provisions of the open meeting law, the Council shall provide (at least) 48 hour notice and posting of its meetings.
2. The Council shall distribute to its members minutes of the previous meeting, treasurer’s report, and an agenda for the upcoming meeting at least 3 days prior to each regular meeting when available.

Section 3- Additional meetings

1. Additional meetings may be called at the request of the Chairman or any four members.

Section 4- Annual Meeting

1. The annual meeting of the Council shall be held the first Tuesday in May for the purpose of electing officers (and presenting the Chair, Director, Treasurer and any committee reports)

Section 5- Conduct of Meetings

 a. All Council meetings will be governed by Roberts Rules of Order.

Section 6- Resignation

1. In the event that a member wishes to resign from the Council, he/she shall notify the appointing authority and the Council in writing.

Section 7- Quorum

1. A quorum is 6 members. Votes shall be cast only by members in attendance.

Section 8- Attendance

1. As a matter of policy, regular attendance is expected of all members. In the event of absence of any member for 3 consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Chair in advance of Council meetings, the Council shall request resignation of that member through the selectmen. On the occasion of six absences during any calendar year, the Council shall recommend the appointing authority dismiss such a member from the Council.

Article 6. Officers and Elections –

1. The officers of the Council shall be a Chairman, Vice-Chairman, Secretary, and Treasurer.
2. Officers shall be elected each year at the regular monthly meeting in May, effective July 1.
3. If a resignation or incapacity of any officer occurs, the Council shall elect by majority vote a successor to serve out the term. However the office of Chairman, if vacated, shall be filled by the Vice-Chairman (Chair-elect) for the unexpired term of the Chair’s normal term of office. The position of Vice-Chairman will then be filled by election.
4. Any member of the Council can move for a reorganization of the officers with or without cause at any time. The consideration of reorganization must be posted on the agenda and said motion will either be approved or disapproved by a simple majority vote of the Council.
5. Chairman-

 The Chair shall preside at all meetings of the Council. In the absence of a paid director/ coordinator, the Chair shall have charge of the business, affairs, and property of the Council in its general operations, subject to the direction of members of the Council. He/she shall prepare an agenda in conjunction with the director. The Chair acts in concert with the director to carry out COA policies and to ensure effective communications. The chair shall ensure that each member of the Council on Aging shall, upon being sworn in, be given a copy of M.G.L. Chapter 39, section 23B (the open meeting law).

1. Vice-Chairman-

 During the absence or disability of the Chairman, the Vice-Chairman shall exercise all the functions of the Chair, and, when so acting, shall have all the powers and be subject to the restrictions of the Chair.

1. Secretary-

 The secretary shall:

a. Record all the proceedings of the meetings of members and forward meeting minutes to all board members at least 3 days prior to each regular meeting.

 b. Forward the annual report of the Council to the Board of Selectmen. The annual report shall be filed with the Executive Office of Elder Affairs (per M.G.L. Ch.40, s. 8B);

1. Treasurer

 The treasurer in coordination with the Director and the Town Accountant shall:

 a. Have oversight and supervision over funds, securities, and receipts of the Council;

b. Keep at the department level an accounting of the Council’s business and financial transactions, to complement the official accounting of such matters kept by the Town Accountant.

 c. Render to the Chair and to the members a monthly statement of the financial condition of the Council, including its grants, fund and line item balances, and of all transactions as treasurer;

 d. Render a full financial report (based on the books and accounts and audited by the municipal accountant) at the annual meeting.

 e. Assist with the preparation of an annual budget (for submission to the Council for approval and to the selectmen/mayor and finance committee);

f. The Council Director shall prepare the bills payable and payroll documents. The treasurer or any Council officer is authorized to sign such documents.

Article 7. Board/Staff Relationship–

Board members shall refrain from supervisory and day-to-day management activities. The Council shall recommend candidates for hire (to the director position) to the Board of Selectmen; the director shall recommend for hire all subordinate staff positions. The Council shall/may assist with the recruitment of personnel. The Council shall consult with the Director, and other staff (if appropriate), when the Council is developing policy. In the absence of staff, the Council shall be responsible for establishing systems and controls to ensure the confidentiality of individual client records. The Council acknowledges that the Director shall have direct (and confidential, if necessary) access to the Town Administrator.

Article 8. Amendments –

Amendments to the Standing Rules must be submitted to the Council and mailed to each member at least seven days prior to the meeting when the Bylaws are to be considered. The approval of the quorum is necessary.

Article 9. Annual Report –

An Annual Report shall be submitted to the Town to be included in the Town’s Annual Report, and also to the E.O.E.A., in Boston.

Article 10. Other Provisions–

These Standing Rules become effective following an affirmative vote of a majority of the Council members present. These Standing Rules were approved on April 4, 2017.