



Monroe County Commission on Aging By-Laws, Procedure, and Rules of Order

MAY 1998

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Article XI Parliamentary Authority Section 2 Amended January, 2002
Article XI Parliamentary Authority Section 1 Amended March 13, 2007
Preamble Amended April 12, 2011
Article II Number of Commissioners Section 3 Amended April 12, 2011
Article XI Parliamentary Authority Section 2 Standing Rules Amended April 12, 2011

**Monroe County Commission on Aging By-Laws
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Preamble to the Constitution, Procedure, and Rules of Order for the Monroe County Commission on Aging

On June 26, 1973 a nine-member steering committee to organize guidelines for setting up a County Commission on Aging was appointed by the chairman of the Monroe County Board of Commissioners. The Monroe County Commission on Aging was officially established on November 28, 1973. The original Commission on Aging consisted of eleven (11) members, which corresponded to the number of County Commissioners who represented eleven (11) districts. However, due to action of the Apportionment Committee to reduce the Board of Commissioners districts' to nine (9), The Commission on Aging was likewise automatically decreased to nine (9) members, effective December 31, 1982. Terms of office were established to be the same as the elected members of the Board of Commissioners.

Mission

The Monroe County Commission on Aging serves as an advocate for the senior citizens of the County. The Commission is charged with recommending to the County Board of Commissioners the prudent spending of public funds to promote the health, dignity and independence of seniors. Commission spending recommendations follow a careful assessment and review of current and proposed senior services, and a thorough review and assessment of current and projected senior needs. The greatest benefit will go to those most in need. The most frail will receive the highest priority.

Article I - Name

The Monroe County Commission on Aging was officially established on November 28, 1973.

Article II – Number of Commissioners

Section 1. The Commission on Aging shall consist of not more than nine (9) members, one from each Monroe County Commission District, submitted by the Commissioner from the District, who shall be a resident of that district of the County, having an interest in, and knowledge of the problems of the Aging.

Section 2. In the event said Monroe County Commission Districts change, the members of the Commission on Aging shall likewise be increased or decreased accordingly.

Section 3. Appointments to the Commission on Aging shall be for the term of the Commissioner or terminate upon the resignation, removal, death or retirement of the County Commissioner who recommended appointment of said individual to the Commission on Aging. Notwithstanding said term of

appointment, all appointees to the Commission on Aging shall serve at the pleasure of the individual Commissioner who recommended their appointment.

Section 4. All appointees shall be announced no later than the first regular meeting of the Board of Commissioners and be filed with the County Clerk.

Section 5. The Commission shall elect annually in January or the first meeting of each year, a Chairperson, a Vice-Chairperson, and such other officers as it deems necessary. The Commission shall meet once a month and more often if necessary on call of the Chairperson or by four (4) members of the Board in writing.

Section 6. After an absence of three (3) consecutive meetings without notification or excusal from said meetings, the member of the Commission on Aging shall automatically forfeit his or her right to serve. All Commission members are expected to attend all meetings.

The Chairperson or the Director of the Commission on Aging shall immediately notify the Member of the Monroe County Board of Commissioners in the District in which this vacancy on the Commission exists. The member of the Monroe County Board of Commissioners in the District, in which this vacancy on the Commission on Aging exists, shall immediately fill this vacancy.

Article III – Duties of Officers

Section 1. The Chairperson shall be a person who is qualified by experience and training to assume the responsibilities of the position. He/She shall:

- (A) Be reimbursed for travel and other expenses incurred in the performance of his/her official duties.
- (B) With the assistance of the Commission on Aging Director, the Chairman shall preside at all meetings of the group, and the Executive Board.
- (C) Appoint Chairpersons of Standing Committees.
- (D) With the Director, plan the meetings of the group and hold the several officers responsible for the duties entrusted to them.
- (E) With the Director, represent the Commission on Aging at the meetings of the region and present a report of the transactions of these meetings to the group and the Executive Board.
- (F) Sign all official documents and papers presented by the Director when authorized by the Commission.
- (G) Perform such other duties as are usually attached to the office of Chairperson or Director.
- (H) When there is a Director, he/she shall also assume the responsibilities as outlined in Section 1, items E through G.

Section 2. The Vice-Chairperson shall have all powers, and perform all the duties of the Chairperson, in the absence of the Chairperson.

Section 3. The Secretary shall:

Keep a record of the proceedings of the Monroe County Commission on Aging and Executive Board meetings an immediately deposit with the Director prior to the next meeting for typing and presenting.

- (A) Conduct the correspondence of the Commission on Aging when appropriate.
- (B) Receive and file the report of all Committee Chairpersons.
- (C) Attend all meetings of the Commission.
- (D) Report to the Monroe County board of Commissioners all documents, resolutions, and papers of the Commission on Aging.
- (E) When there is a director, they shall also assume the responsibilities as outlined in Section 3, items B through F.
- (F) In absence of the Chairman and Vice-Chairman, the secretary shall conduct the above stated duties of the Chairman in relation to Commission.

Section 4. The Treasurer shall:

- (A) Keep all vouchers for all disbursements.
- (B) Keep a record of all monies received and disbursed.
- (C) Present a report on the financial condition of the Commission on Aging at each Regular meeting of each month.
- (D) When there is a Director, they shall also assume the responsibilities as outlined in A, B, and C.

Article IV - Committees

Section 1. The Commission on Aging Chairperson may appoint subcommittees of Commission on Aging members to review issues as needed. The subcommittees will report back to the Commission on Aging.

Article V - Director

Section 1. The Commission shall appoint, with the approval of the Monroe County Board of Commissioners, a Director whose salary shall be set by the Board of Commissioners to a job classification in the pay grade schedule.

Section 2. The Monroe County Board of Commissioners shall appoint, with recommendations from the County Administrator and Personnel Supervisor, such other personnel as the Commission determines to be necessary, for the efficient performance of the duties prescribed by the Monroe County Commission on Aging and those personnel shall report to the Director.

Article VI - Executive Board

Section 1. The Executive Board shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and Director. This board shall act as a functioning part of the Commission, and shall meet as needed to facilitate business to be conducted as part of the regular scheduled meetings.

Article VII - Designated Agency

Section 1. The Commission on Aging shall constitute the designated county agency for the handling of all programs and funding for the Federal and State Government related to the aging, requiring action within the County which are not the specific responsibility of a State Agency under the federal law, or which have not been specifically entrusted to a State Agency by the Legislature.

Section 2. The Commission on Aging shall prescribe rules to implement this by-law of the Monroe County Commission on Aging, subject to the approval of the County Board of Commissioners.

Article VIII - Finances

Section 1. Members of the Commission on Aging shall be paid at the per-diem and mileage rate established by the Monroe County Board of Commissioners.

Section 2. The Commission on Aging shall prepare an annual budget for the calendar or fiscal year, and present it to the Monroe County Board of Commissioners for their approval.

Section 3. Any appropriations from the State or Federal Government through the Area Agency on Aging 1-B or any other entity shall go directly to benefit and supplement services for seniors in the County based on the mission of the Commission.

Article IX - Amendments

Section 1. No amendment shall be made to these By-Laws, except at a regular meeting of the Commission on Aging and by two-thirds vote of the members.

Section 2. No amendments shall be passed unless a formal notice of the proposed amendment, approved by the Monroe County Board of Commissioners, has been given at a previous regular meeting of the Commission on Aging.

Article X - Quorum

Section 1. A majority of the members of the Monroe County Commission on Aging shall constitute a Quorum, for the transaction of business at a business meeting.

Section 2. Four (4) members may call for a meeting by sending a letter to the Chairperson of the Commission.

Article XI - Parliamentary Authority

Section 1. Robert's Rules of Order (newly revised edition) shall govern in all cases. No action shall be taken unless first approved by a majority of the votes cast at a regular or special scheduled meeting of the Commission on Aging. Amended 3-13-2007

Section 2. Standing Rules: The following order of business shall govern the meetings of the Commission on Aging: Amended 4-12-2011

1. Call to Order
2. Roll Call
3. Pledge of Allegiance-Amended 1-22-02
4. Silent Prayer-Amended 1-22-02
5. Approval of Agenda
6. Public Time
7. Special Presentations/Speakers
8. Consent Agenda
 - A. Regular Meeting Minutes
 - B. Executive Board Minutes
 - C. Special/Budget Minutes
 - D. Committee Reports
 - E. Finance Report
 - F. Correspondence Report
 - G. Formal Agency Reports
9. Director's Report
10. Old Business
11. New Business
12. Commission Members' Comments
13. Adjournment

During public time, a presenter shall be recognized in the following manner:

1. Provide name
2. Present concern or question to the board Chairman:
If there are several people from the audience who wish to address the board during public time, the Board Chairman reserves the right to set a 5-minute limit for each presenter. Amended 5/23/2000

Article XII – Adoption of By-Laws

This Constitution and By-Laws was voted on and accepted by the Commission on Aging, subject to the approval of the Monroe County Board of Commissioners

Date: March 11, 1998

Approved by the Monroe County Board of Commissioners

Date: May 26, 1998