

BYLAWS

These Bylaws of the Grand County Advisory Council on Aging are a reaffirmation of the chapter prescribed by the Grand County Council under Grand County Ordinance 176 to establish an advisory council to act on all matters and programs related to the health, safety, and welfare of the senior citizen population of Grand County and its surrounding area.

ARTICLE I

GENERAL POLICY STATEMENT

Section 1: The Purpose and Goals of the Council:

The purpose of the Grand County Council on Aging (Council) shall be to advise the Grand County Council (County Council) on all matters related to the needs of the county's aged population. The members shall in all cases act as a council, and they may adopt such rules and regulations for the conduct of their meetings and the management of the Council as they may deem proper, not inconsistent with these bylaws, Grand County ordinances, and the laws of the State of Utah.

Specifically, the Council shall:

- (a) provide a forum where elderly resident of the Grand County geographical area may meet to discuss current and future needs of the aging population;
- (b) provide input to the policies and planned budget for the Senior Center facility activities, staff work programs, and facility operation,
- (c) provide referral services to appropriate agencies to serve the needs of senior citizens;
- (D) provide assistance to the staff of th Senior Center in planning recreational and other meaningful activities for the elderly residents of Grand County and surrounding areas; assist in the design of programs to further the well-being of the county's elderly population.
- (E) develop marketing and community awareness programs to inform residents of Grand County about Senior Center activities to ensure all are included and have the opportunity to participate;
- (F) advise the Grand County Council on issues that require further resource advocacy from local, state, and national levels and,
- (G) perform any other duties imposed on the Council under the terms of Ordinance #176, as amended, or at the request of the Grand County Council.

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ARTICLE II

SELECTION OF MEMBERS AND TERMS OF OFFICE

Section 1: Number, Tenure, and vacancy of Members

All member appointments to the Council shall be made by the Grand County Council upon recommendation by the Grand County Advisory Council on Aging. Letters of interest from qualified residents of the community must be presented to the Council on Aging by the October meeting. Recommendations for member selection shall be presented to the County Council by its first meeting in November. Membership on the Council of Aging shall be defined as follows:

- (A) the Grand County Advisory COUNCIL on Aging shall consist of nine (9) members representative of the Grand County geographic area;
- (B) no less than 50% of its members shall be representative of the elderly (60+);
- c) Council shall also include liaison. Nonvoting, representation from government agencies and local business;
- (D) the appointment of members shall be for a term of four years;
- (E) any fraction of a calendar year in the initial appointment shall be considered a full year;
- (F) each member's term of office shall expire on the 1st of January, but a member whose term has expired shall continue to hold office until a qualified successor is appointed; member may be reappointed to a second term or subsequent terms if Council wishes to reappoint and the member submits a letter for reappointment.
- (G) any vacancy created by the resignation, removal, or death of a member shall be filled by appointment by the County Council to the end of the program year, the vacancy occurring on the Council shall be filled for the unexpired term in the same manner as was the original appointment.

Section 2: Qualifications of Members

A person to be eligible to be appointed as a member of the council shall meet the following requirements:

- (A) be not less than 21 years of age, and,
- (B) be a resident of Grand County and the State of Utah.

Section 3: Resignation

A member may resign at any time by giving written notice to the Council, the chairperson, or secretary. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Council or officer, and the acceptance shall not be necessary to make it effective.

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Section 4: Compensation

No compensation shall be paid to members, as such, for their service; however, all members of the Council may be authorized travel expenses for out of town Council

business. Expenses incurred during the course of performing services for the Council or Council business may be compensated when approved by the Council. Travel expense shall be covered with submission of a travel voucher to the Senior Center Director.

ARTICLE III

POWERS OF THE GRAND COUNTY ADVISORY COUNCIL ON AGING

Section 1: Powers of the Advisory Council

- (A) the Council shall be involved in the appointment of the Grand County Senior Citizen Director,
- (B) the Council shall be involved in budget and program planning for all Grand County Aging and Nutrition programs,
- (C) the Council Chairperson shall appoint all committees as deemed necessary, and
- (D) the Council shall elect its own officers (Article IV, Section 1).

Section 2: Quorum

Five (5) or more members shall constitute a quorum for the conduction of business at any meeting. Each member shall have one vote on any question before the Council. A majority vote is necessary to pass any policy, decision or other action taken by the Council. Any decision regarding fiscal accountability or program policy must be presented to the Grand County Council prior to finalizing any action.

ARTICLE IV

OFFICERS & DUTIES OF OFFICERS

Section 1: Selection of Officers

The officers of the Grand County Advisory Council on Aging shall consist of a Chairperson, Vice-Chairperson, and Secretary, each of whom shall be elected by the Council from its membership and shall be known as the Executive Committee with the power to conduct business and direct staff in the event of an immediate necessity council meetings. Any person is eligible to serve as an officer.

Section 2: Election and terms of Offices

Officers of the Grand County Advisory Council shall be elected every year and serve no more than two (2) consecutive years.

Section 3: Selection of Chairperson

Each year, the Council at its first regular meeting in January shall select one of its members to serve as Chairperson. The Chairperson shall be the principal officer of the Council, when present, conduct all meetings of the COUNCIL

Section 4: Selection of Vice Chairpersons

Each year the Council at its first regular meeting in January shall select one of its members to serve as Vice-Chairperson. In the absence of the Chairperson, or in the event of his death, inability or failure to act, the Vice-Chairperson shall perform the duties of the Chairperson, when so acting, shall have the powers of and be subject of all restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him by the Chairperson or by the Council.

Section 5: Selection of Secretary

Each year the Council at its first regular meeting in January shall select one of its members to serve as secretary. The Secretary shall keep the minutes of the council meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these bylaws or as required, be custodian of Council records including a log of member term expirations, and keep a register of the post office address of each member which shall be furnished to the secretary by such member, and in general perform all duties incident to the office Secretary.

Section 6: Vacancies of Officers

A vacancy in any office may be filled by the Council for the unexpired portion of the term.

Section 7: Removal of Officers

Any officer elected by the Council may be removed from office by two-thirds vote of the total membership, whenever, in its judgement, the best interests of the program would be served.

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ARTICLE V

MEETINGS

Section 1: Regular meeting

The Council shall convene for regular meetings to be held not less than monthly throughout the year. Unless amended by the Council, meetings will be scheduled on the

second (2nd) Monday of each months at 12:30 p.m. at the Senior Citizens Center, 450 East 100 North, or other public place as designated by the Council. Advance notice of the agenda for meetings shall be provided individually to all members in writing at least five (5) days before the meeting. A calendar notice listing dates of meetings for each month shall be published in January.

Notice of an agenda and the minutes from the previous meeting shall be sent out by Center staff as directed by the Chairperson of the Council. Advance notice of the agenda for meetings shall be provided individually to all members in writing at least five (5) days before the meeting.

The Council shall adopt a system of rules of procedure under which its meetings are to be held. The Council may suspend the rules of procedure by two-thirds (2/3) vote of the members who are present at the meeting. Th Council shall not suspend the rules of procedure beyond the duration of the meeting at which the suspension of rules occurs.

The general order of business shall be:

1. Approval of minutes of preceding meeting.
2. Reports of Chairperson and Vice-Chairperson
- 3 Reports of Committees
4. Reports for Grand County and Southeaster Utah Association of Governments
5. Elections, if required
6. Unfinished business
7. New business

Section 2: Public Meetings:

All meetings of the Council on Aging shall be open to the public, except Executive Sessions which shall be held by the Grand County Council during their regular meetings.

Section 3: Annual Meeting:

The annual meetings of the Council on Aging shall be in January of each year. The agenda will include:

1. Report from prior year.
2. Budget and outlined program for the current year, and,
3. Election of Officers

Section 4. Special Meetings

Special meetings of the Grand County Advisory Council on Aging may be called at any time by the Council Chairperson, or any four (4) members of the Council. All Council members must be notified not less than Three(3) hours in advance, plus advertisement of the public through the most expeditious means, in order for the meeting

to be held. Otherwise written notification of special meetings shall be made to Council members no less than five (5) days prior to the meeting. The notice will include the time, place, and purpose of the meeting.

Section 5. Minutes of Meetings

The Council shall keep written of all Grand County Advisory Council on Aging meetings to be distributed to all members before the not Council meeting and shall also be made available to the public on request. The minutes include all motions made and the decision of the Council on each motion. The Council Secretary shall record in the record book the yes and nay votes by the Council with regard to any action taken by it.

Section 6. Absence from Meetings

Failure to attend two (2) unicast consecutive meetings of the Council by any member shall be cause for written notification to the member that his position will be vacated should the person fail to attend the next Council meeting.

ARTICLE VI

AMENDMENTS

Section 1. Procedure

These bylaws may be amended, altered, changed, or repealed by an affirmative vote of two-thirds (2/3) of the members of the Grand County Advisory Council on Aging present and voting at any regular meeting or any special meeting, provided notice of the proposed amendment is contained in a special meeting notice mailed to each Council member at least five (5) days in advance of the meeting which must include the time, place, and date of each meeting.

Section 2: Bylaws Review

Bylaws shall be reviewed by the Grands County Advisory Council every year at the annual meeting and re-certified ever four (4) years.

CERTIFICATION

The foregoing bylaws were recommended for adoption by unanimous vote of the Grand County Advisory Council on Aging present at a meeting of the Council at the registered office of the Grand County Advisory Council on Aging (450 East 100 North), Moab, Utah on the __ day of __ 2003, at which a quorum of the members was present, in person, and we, the undersigned, being a majority of the Council, do hereby certify that the foregoing bylaws, consisting of seven (7) Articles, have been duly and regularly adopted as the bylaws, amended, of the Grand County Advisory Council on Aging and recommended for adoption by the Grand County Council.

Grand County Advisory Council on Aging

Officers:

Chairperson

Vice-Chairperson

Secretary

Members:

Member

Member

Member

Member

Member

Member

Grand County Council

Chairperson