

BY-LAWS

CENTRALINA AGING ADVISORY COMMITTEE

Enabling legislation

Older American's Act Section 1321.57 Area Agency Advisory Council.

ARTICLE I: NAME, ESTABLISHMENT, AREA

Section 1 Name

The Committee shall be known as the **Region F Aging Advisory Committee** RFAAC, hereinafter referred to as the RFAAC.

Section 2 Establishment

The Area Agency on Aging shall establish an advisory committee to further the fundamental mission of the AAA to develop and coordinate community based systems of service for all older persons in the planning and service area.

Section 3 Area

The geographical area served by the RFAAC shall coincide with the boundaries of the Centralina Council of Governments Region F - State Planning organization consisting of the nine counties of Anson, Cabarrus, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union.

ARTICLE II: PURPOSES AND RESPONSIBILITIES

Section 1 Purpose and Responsibilities

The members of the committee will assist the Area Agency on Aging by carrying out advisory functions which further the mission of developing and coordinating community based systems of services for all older persons in the planning and service area. The committee shall advise the agency relative to:

- Developing and administering the area plan;
- Conducting public hearings if and when necessary;
- Representing the interest of older persons; and
- Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

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To appoint a Senior Tar Heel Delegate and Alternate for each of the nine counties in Region F.

STHL process:

An individual over the age of sixty living in the county is eligible to complete the application form for the position of delegate or alternate. The county delegation will present the nominee to the Region F Aging RFAAC for approval.

If multiple applications are received the RFAAC delegation for the applicable county will preview the applications and present one nominee to the entire RFAAC for final approval.

ARTICLE III: MEMBERSHIP

Section 1 Composition

The committee shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community based systems of services. The committee shall be made up of:

- More than 50% older persons, including minority individuals who are participants or who are eligible to participate in programs funded by the Older American's Act dollars
- Representatives of older persons
- Representatives of health care provider organization, including providers of veterans health care
- Representatives of supportive services provider organizations
- Persons with leadership experience in the private and volunteer sectors
- Local elected officials
- The general public

Section 2 Members The number of members constituting the RFAAC shall be 36. Each county will have a roster of three delegates and an alternate. All members are considered volunteer and will serve without compensation.

Section 3 Appointment The County Commissioners of each county shall appoint members from eligible county residents who have completed an application as either a delegate or an alternate to the committee.

Section 4 Terms Terms begin on July 1 and end on June 30th.

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DELEGATE TERM: A term is two years. Members may serve for three consecutive two—year terms or a total of six years. After a one year lapse in membership, said member is eligible for reappointment.

ALTERNATE TERM: A term is one year. Alternates can serve an unlimited number of terms. It is expected that alternates meet the attendance requirements. They will vote only in the absence of delegates from their respective county.

Efforts should be made to ensure terms are staggered so that at least one-third of the membership will be continuing terms at the beginning of each year.

Section 5 Attendance Regular participation is important to a fully functional committee. A member of the RFAAC who is absent, without sufficient cause, from three regular or called meetings within a program year shall be contacted to determine their capacity to serve. **Sufficient cause** is personal or immediate family illness, death, or emergency.

Appropriate notification of a member's removal will be made by the Area Agency on Aging staff immediately to the member, the lead Agency in the county and the County Commissioners concerned. Anyone removed for nonattendance is ineligible for reappointment for at least two years.

Section 6 Vacancy Any vacancy in the members of the RFAAC shall be filled by appointment by the County Commissioners of the county from which the member whose position is vacant was appointed.

Section 7 Resignations A member may resign from the committee by submitting a written resignation to the chairperson of the RFAAC and/or the Area Agency on Aging staff with a copy to the members' County Commission Board.

ARTICLE IV: OFFICERS

Section 1 Officers The officers of the RFAAC shall consist of a Chairperson, Vice Chairperson, Secretary and Parliamentarian. Officers shall be determined from the pool of eligible delegates only. Elections will be conducted at the last meeting of the fiscal year with new terms beginning at the first meeting of the next fiscal year. Nominations will be taken from the committee at the last meeting of the fiscal year in addition to the slate established by the nominating committee.

Section 2 Terms of Office

- All officer terms are for one year.
- All officers are eligible to serve two consecutive terms in an the specific appointed office.
- Eligible officers will be given primary consideration for upward movement into any vacant officer position.

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Section 3 Duties

Chairperson: The Chairperson shall preside at all meetings of the RFAAC and shall appoint such standing and ad hoc committees as the Chairperson shall consider expeditious or necessary in carrying out the purposes and responsibilities of the RFAAC. The chair will work in tandem with the Centralina Area Agency on Aging staff to establish and conduct the work of the RFAAC.

Vice Chairperson: The vice chair shall perform all duties of the chair in the absence of that officer. This person will also coordinate the work of any sub-committees that are created by the RFAAC in conjunction with the Area Agency on Aging Staff. The member may perform other duties as may be assigned by the Chair.

Secretary: This officer will ensure that the minutes of the RFAAC are recorded and submitted to the AAA staff representative within two (2) weeks of any meeting. The staff of the Area Agency on Aging will provide assistance in secretarial services to this officer by way of maintaining the membership roster, notices/announcements, and attendance.

Parliamentarian: This officer shall enforce the rules of order and proper conduct for meetings. They shall ensure that the rules contained in the current edition of Roberts Rules of Order shall govern in all cases to which they are applicable. This office will also serve as Assistance Secretary in the absence of the duly elected Secretary.

ARTICLE V: MEETINGS

Section 1 Meetings Regular meetings of the RFAAC shall be held at least four times a year and more often if necessary.

Section 2 Notice Notice of each meeting of the RFAAC shall be given at least seven days prior thereto by any usual means of communication.

Section 3 Quorum At least one-third of the members (delegates and/or alternates) of the RFAAC shall constitute a quorum for the transaction of business at any meeting of the RFAAC.

Section 4 Robert's Rules of Order The rules contained in the current edition of Robert's Rules of Order shall govern in all cases to which they are applicable.

Section 5 Open Meetings All meetings of the RFAAC shall be open to the public and *follow the N.C. Open Meeting law criteria as established by N.C. G.S. 143.318.9 – 143.319.18*

ARTICLE VI: COMMITTEES

Section 1 Committees The Chairperson shall appoint such standing and ad hoc committees composed of members of the RFAAC and such other persons as shall be determined by the Chairperson with the approval of the RFAAC.

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ARTICLE VII: THE ROLE OF THE AREA AGENCY ON AGING

Section 1 Training and Technical Assistance

The Area Agency on Aging will provide training and technical assistance to the RFAAC in the following manner:

- Create and distribute an annual Orientation Manual and training session on the role and responsibility of the RFAAC membership.
- Maintain the RFAAC roster in conjunction with the Regional Clerks to the County Boards of Commissioners including inquiries, appointments, removals, and ongoing contact with members on their interest in continued membership.
- Provide support via meeting space, refreshments, and materials/supplies to conduct the regular meetings of the RFAAC.
- Provide meeting related materials at least one week prior to the regularly scheduled meeting.
- Provide at least one staff members as a liaison to the Officers of the RFAAC.
- Other duties as agreed upon between AAA and RFAAC annually.

ARTICLE VIII: AMENDMENTS

Section 1 Amendments These bylaws may be amended by the affirmative vote of a majority of the members of the RFAAC at any meeting of the RFAAC provided that 30 day notice of the proposed amendments have been given to each member, subject to the approval of the Chairperson of the Centralina Council of Governments Board of Delegates.

Amended 09-06-01

Draft 11/29/07

Draft 02/19/09

Amended 2/26/09

Amended 6/15/10

Amended 6/05/2014

Certification

I, Donna S. Buff, Clerk to the Gaston County Board of Commissioners, do hereby certify that the above is a true and accurate copy of the Region F Aging Advisory Committee By-laws as adopted by the Board of Commissioners on July 23, 2019.

Donna S. Buff, Clerk

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