

BY-LAWS OF
THE ALLEGAN COUNTY COMMISSION ON AGING

Article I
Name

The name of this Commission, created by the Allegan County Board of Commissioners, shall be the Allegan County Commission On Aging, hereinafter referred to as "the COA."

Article II
Purposes

The mission of the COA is "Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life."

- A. Develop, coordinate, and facilitate the delivery of programs and services, public and private, that support the independence, maintain the dignity, and preserve the quality of life of Allegan County's citizens age 60 and over;
- B. Provide leadership, consultation, assistance and outreach to interested groups or individuals to foster the well-being of our aging citizens;
- C. Accumulate, study, and maintain as informational resources data related to aging citizens;
- D. Cooperate and engage in planning with existing public and private organizations to develop and make available needed resources for aging citizens throughout Allegan County;
- E. Disseminate information concerning services and programs related to the social, economic, health, transportation, and housing needs of the aging;
- F. Monitor and evaluate programs and services that support the COA's purpose;
- G. Recommends how funds are distributed for senior services funded by the Senior Millage and other sources;
- H. Become a member of the Allegan County Multi-Agency Collaborative Council (MACC); and
- I. Perform such other actions as identified by the Allegan County Board of Commissioners to further the welfare, well-being, security, and happiness of Allegan County's citizens age 60 and over.

Article III Members

- A. The COA shall consist of eleven (11) voting members who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Allegan County Board of Commissioners. The members of the COA shall be elected by the Allegan County Board of Commissioners.
- B. Of the eleven (11) COA members, four (4) members shall be members at large, five (5) members shall be senior citizens age 60 or over, and two (2) members shall be County Commissioners.
- C. To the extent reasonably practicable and subject to requirements otherwise herein contained, members of the COA shall also represent the various geographic areas of Allegan County.
- D. All COA members must be residents of Allegan County or representatives of organizations located in Allegan County dedicated to promoting and safeguarding the welfare of Allegan County senior citizens and supportive of these By-Laws and the purpose of the COA as stated herein.
- E. The terms of office for the first eleven (11) COA members shall be four (4) terms of one (1) year each, four (4) terms of two (2) years each, and three (3) terms of three (3) years each, determined by the drawing of numerical lots. All subsequently staggered terms shall be three (3) years in duration. There shall be no term limitation upon a member's service. Terms of office begin on January 1 and end on December 31 of the appropriate year.
- F. All COA members are expected to attend all meetings. If a COA member has three (3) unexcused meeting absences during a calendar year, the COA shall recommend the member for removal and replacement by the Allegan County Board of Commissioners. All members shall notify either the Chairperson or Vice-Chairperson of their intended absence from a scheduled meeting.
- G. Members of the COA may be removed at will by the Allegan County Board of Commissioners, provided that a written statement of reasons and an opportunity to be heard thereon are provided.
- H. In the event of a vacancy on the COA, such vacancy shall be filled by the Allegan County Board of Commissioners for the remainder of the unexpired term. The COA may provide the Board of Commissioners with a list showing its recommended nomination(s).

Article IV Officers

- A. The COA members, during the COA's annual meeting, shall elect officers as described below, for terms not to exceed one (1) year. Nominations will be made from the floor for the following officers:
 - 1. Chairperson: The Chairperson shall preside at all meetings, appoint members to committees as needed, and be an ex-officio member of all committees.
 - 2. Vice-Chairperson: The Vice-Chairperson shall perform such duties as may be assigned by the Chairperson, perform the duties of the Chairperson in his/her absence or inability to act.
- C. Any officer may be removed from office by a two thirds (2/3) majority vote at a regularly scheduled meeting or a special meeting called for that purpose.
- D. In the event that an office should become vacant prior to the expiration of an officer's term, the COA shall elect a replacement for the unexpired portion of the term by a simple majority vote at the earliest possible meeting.

Article V Committees

- A. The COA may establish Special Committees for defined purposes for specified durations or a standing Advisory Committee as deemed necessary. The Chairperson shall appoint members to all Special Committees and/or a standing Advisory Committee once receiving confirmation of all appointments by the COA.
- B. All decisions of Special Committees and/or a standing Advisory Committee are considered recommendations and must be brought to the COA for action.

Article VI Meetings

- A. The regular meetings of the COA shall be held once a month at a time and place approved by its members.
- B. A simple majority of the members elected and serving shall constitute a quorum for the transaction of business.
- C. Special meetings may be called by the Chairperson, when deemed necessary. The membership shall receive 24 hours' notice of any special meeting and the reason for it.

- D. There shall be an annual meeting held in January of each year. The purpose of the annual meeting shall be to elect officers, establish the annual meeting calendar, outline progress, review policies and procedures, and conduct any other business as needed.
- E. All meetings of the COA and its committees shall be in accordance with Robert's Rules of Order (official version), unless the By-Laws conflict therewith, in which event the By-Laws shall supersede as long as they are not in conflict with federal or state law.
- F. All meetings of the COA and its committees shall be conducted and noticed in compliance with the Open Meetings Act.

Article VII Compensation

- A. All members of the COA that are serving as citizens without compensation or reimbursement by the County or other organization shall receive a per diem and travel reimbursement at the rate as determined by the Allegan County Board of Commissioners for attending the regular and special meetings of the COA.
- B. Members serving on Special Committees and/or a standing Advisory Committee will not receive a per diem or travel reimbursement for attending those meetings.
- C. Members' reimbursement for general travel and other expenses shall be at the rate as determined by the Allegan County Board of Commissioners.

Article VIII Ethics and Conduct

- A. No member of the COA shall be affiliated with a public or private organization that contracts with senior citizens in Allegan County or be involved in any endeavor which would influence the decisions of the COA unless that affiliation is disclosed to and determined by the Allegan County Board of Commissioners to be consistent with the provisions of Article VIII of these by-laws.
- B. Members of the COA and/or any committee shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to agreements or sub-agreements. Members of the COA and/or any committee shall comply with all applicable laws and County policies regarding ethics and conflicts of interest. No member of the COA and/or any committee shall participate in the selection or award of a contract, grant, or any other monies awarded by or to the COA if a conflict of interest would be present or if the appearance of a conflict of interest could be present. Such a conflict would include, but is not limited to, a situation where a member of the COA and/or any committee, or a family member, partner, employer or potential employer, has a financial or other interest in a firm or agency selected for an award.

- C. In the pursuit of his/her functions or duties as a member of the COA and/or any committee, no member shall discriminate against any individual or group on any basis prohibited by federal or state law.
- D. All members of the COA and/or any committee shall, to the extent permitted by law (including, but not limited to, the Open Meetings Act, the Freedom of Information Act, and Health Insurance Portability and Accountability Act), maintain confidentiality when discussing information that might reveal personal or confidential information about an individual or group.

Article IX Contracts

- A. The COA shall be authorized to recommend contracts for approval by the Allegan County Board of Commissioners with private and public agencies for the purpose of providing services to senior citizens.
- B. The COA shall have the power to establish COA rules, policies, and procedures, except as they may conflict with applicable law, County Policy, or these By-Laws.

Article X Director of Senior Services

- A. Provides expertise, leadership, and support to the COA.
- B. Oversees day-to-day operations of the Department of Senior Services and carries out the goals and objective of the COA, develop programs, prepares grants, and supervise other Department of Senior Services staff. The Director shall be an ex officio member of all COA committees.
- C. The Director of Senior Services is a County employee under the direct supervision of the County Administrator.
- D. The Director of Senior Services shall work with the COA to prepare and recommend an annual budget to the Board of Commissioners through the County Administrator.

Article XI Finances

- A. The COA shall issue an annual report of to the Allegan County Board of Commissioners no later than March outlining activities and services provided during the preceding year.
- B. The COA shall recommend its annual budget to the Allegan County Board of Commissioner for approval through the process established by County policy.

Article XII Amendments

These By-Laws may be amended in whole or in part at any time by a two-thirds vote of all members of the COA at any regular or special meeting of the COA, provided that written notice of such proposed amendment shall be given to all members not less than five (5) days prior to such meeting. Any such amendment shall be subject to approval by the Allegan County Board of Commissioners. The Allegan County Board of Commissioners may amend these By-Laws at any time.

Article XIII Dissolution

The COA may recommend dissolution to the Allegan County Board of Commissioners at any time it deems necessary; however the Allegan County Board of Commissioners may dissolve the COA at any time.

RESPONSIBILITIES*

RESPONSIBILITY	DIRECTOR OF SENIOR SERVICES	COMMISSION ON AGING	COUNTY ADMINISTRATOR	BOARD OF COMMISSIONERS
<u>ASSESSMENT</u> Identify the needs of seniors, both short-term and long-term	Prepares & executes upon approval	Approves		
<u>PLANNING</u> Develop short-term and long-term strategies to support seniors countywide Recommend county appointments to county, state or federal aging-related work groups	Prepares & executes upon approval	Approves Prepares & recommends		Approves
<u>FUNDING</u> Develop and manage annual budget Facilitate Request For Proposals (RFP) Process Establish funding priorities Lead activities to reapprove millage by voters	Prepares & executes upon approval Prepares & executes upon approval Prepares & executes upon approval	Recommends Recommends Recommends Prepares & executes	Reviews Reviews Reviews	Approves Approves** Approves
<u>SERVICE DELIVERY</u> Establish contracts with service providers Communicates program & performance to local	Prepares & executes upon approval Prepares & executes upon approval	Recommends Approves	Reviews	Approves**

*Based on Allegan County Commission On Aging Bylaws

**According to County policy, County Administrator may be approver.

RESPONSIBILITY	DIRECTOR OF SENIOR SERVICES	COMMISSION ON AGING	COUNTY ADMINISTRATOR	BOARD OF COMMISSIONERS
entities & residents Ensure contract compliance Collaborate with local, county, state and federal communities on senior services	Prepares & executes upon approval Prepares & executes upon approval	Recommends Approves	Reviews	Approves**
<u>EVALUATION</u> Demonstrate accountability to voters as defined in senior millage ballot language Develop measurements of success & assess performance Ensure that services provided meet community's need based upon feedback	Executes Prepares & Recommends Prepares & Recommends	Executes Approves Approves	Executes	Executes
<u>STAFFING</u> Hire Train, supervise, evaluate Terminate	<i>In reference to the job description and all responsibilities contained within this chart, it is expected that the Director will involve the County Administrator as directed by the County Administrator.</i>	Reviews as requested by County Administrator	Approves Approves Approves	Confirms

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**According to County policy, County Administrator may be approver.