LARIMER COUNTY OFFICE ON AGING
ADVISORY COUNCIL

BYLAWS
(June 14, 2012)

ARTICLE I. PREAMBLE

Advisory Boards, Councils and Committees working with the Larimer County Department of Human Services are advisory in nature, are appointed by the Larimer County Board of Commissioners, are governed by bylaws which must be approved by the Larimer County Board of Commissioners and are subject to provisions of the Open Meetings Law section of the Sunshine Law (C.R.S. 24-6-402). These bylaws shall be reviewed annually in the month of June.

ARTICLE II. NAME

The name of this volunteer organization shall be the Larimer County Office on Aging Advisory Council, hereinafter referred to as the Council.

ARTICLE III. PURPOSE

Section 01 The Council shall advise the Larimer County Board of Commissioners and the Office on Aging of the Larimer County Department of Human Services on how to carry out the objectives and intent of the Older Americans Act of 1965, as amended, and other matters that pertain to plans for older persons in Larimer County.

Section 02 The Larimer County Office on Aging shall coordinate the activities of the Council. The Council, on its own initiative, may have direct communication with the Larimer County Board of Commissioners.

ARTICLE IV. MEMBERSHIP

Section 01 The Council shall have a minimum of fourteen (14) and a maximum of twenty-one (21) members.

Section 02 Member Selection

A The Board of County Commissioners and the Office on Aging Advisory Council shall collaborate on the selection of new Office on Aging Advisory Council members.

B Applications shall be reviewed by the Board of County Commissioners; the chair or the vice-chair of the Office on Aging Advisory Council; and a representative of the Office on Aging staff.
C Candidates for the Office on Aging Advisory Council shall be interviewed by a Committee composed of a County Commissioner; the program manager of the Office on Aging and the chair of the Office on Aging Advisory Council; or a designated alternate.

D The Board of County Commissioners shall make the final decision for membership on the Office on Aging Advisory Council.

Section 03 Terms

A The established year of service on the Council shall be July 1 through June 30.

B A term is defined as three (3) years.

C Mid-term appointments to positions that become vacant may be made at any time or may be postponed to the regular term period, at the discretion of the Board of County Commissioners.

D Members may serve two consecutive terms.

E Term limits may be waived at the discretion of the Board of County Commissioners.

F In the event that an individual fills the unexpired term of a board member, that unexpired term shall not be counted as a complete term.

G Terms are filled by one of the following categories:

1 UNEXPIRED: New member fills the unexpired term of a member who has resigned.

2 EXPIRED: A full term has been completed. This may be filled by re-appointment of a current member or appointment of a new member.

Section 04 Absences

If a member has two consecutive unexcused absences or misses 50% of council meetings in a twelve month period, an Executive Committee member will send a written notice to inquire about continuing membership. If absenteeism continues after the written notice, then the Executive Committee will determine if a recommendation for termination by the Board of County Commissioners is appropriate.

Section 05 Conflict of Interest

A Advisory council members who are board members or employees of agencies, which submit application for funding, are prohibited from taking part in the advisory process evaluating such applications.

B Any member with a conflict of interest on any issue shall abstain from funding discussions and voting.
C Any member can raise issues of conflicts of interest and all abstentions shall be noted and recorded.

Section 06 Representation

A Membership of the Council shall represent a cross section of the population of Larimer County, provided that 50 percent (50%) of the membership shall be age sixty (60) or older.

B Representatives from aging supportive services, individuals from the private or corporate sector and representatives of socially disadvantaged groups shall be actively recruited to become members.

C It is the goal of the Council to be representative in terms of ethnic origin, gender, income level, geographic areas and population centers in Larimer County.

Section 07 New Member Orientation

An orientation session shall be scheduled for new Advisory Council members in July or when deemed necessary by the program manager and chair of the Advisory Council.

ARTICLE V. THE ADVISORY COUNCIL

Section 01 Officers

A The Council shall elect from its members a chair and vice-chair.

B The elected officers shall serve for one (1) year beginning July 1 and may be re-elected.

C No officer shall serve more than three (3) consecutive years.

Section 02 Schedule

A The time and place of the Council meetings shall be determined by the Larimer County Office on Aging.

B The Council shall meet monthly unless there is no business to transact.

C An attempt shall be made to notify all members of the Council of changes or cancellations.

Section 03 Quorum

A A quorum shall consist of 50% of the Council membership.

B A majority vote of the members present shall be considered binding upon all motions or resolutions considered by the Council.
Section 04 Committees

A The Council will establish committees to provide advice and assistance to the Council and staff in carrying out the objectives of the Larimer County Office on Aging.

B Committees shall be established by the Advisory Council annually based on the needs of the Office on Aging, but always will include an Executive Committee.

C Advisory Council members will be required to serve on at least one standing committee and are expected to attend standing committee meetings on a monthly basis.

Section 05 Meeting Conduct

Robert’s Rules of Order, as revised, shall govern the conduct of the Council Meetings, unless otherwise specified by the Bylaws.

Section 06 Public Notice

Notice of the Larimer County Office on Aging Advisory Council meetings will be posted at the official site for county public notices.

Section 07 Minutes

A The Larimer County Department of Human Services will provide staff who will record, transcribe and send out minutes of each Council meeting.

B The minutes and agenda will be mailed at least seven (7) days prior to the next regular Council meeting.

ARTICLE VI. DUTIES OF OFFICERS

Section 01 Chair

The chair shall preside at all meetings of the Larimer County Office on Aging Advisory Council and may call special meetings when needed. Members must be given at least forty-eight (48) hours notice for all special meetings.

Section 02 Vice-chair

The vice-chair shall preside and perform the duties of the chair in the chair’s absence and shall perform all other duties that may be assigned by the chair.
ARTICLE VII. COMMITTEE FUNCTIONS

Section 01 Executive Committee

A An Executive Committee shall be comprised of the chair, past chair, vice-chair, and standing committee chairs.

B The chair may appoint any other member(s) from the general membership to serve on the Executive Committee.

C This committee shall have the authority to act on those matters requiring immediate decision and action prior to regular Council meetings. Continuing efforts of such interim action, however, require ratification by the Council at the next regular Council meeting.

D This committee will carry out council development through: establishing a process for election of officers; solicitation of nominees for election to the Council; assisting County Commissioners in the selection of new members; monitoring Council membership and participation; conferring with inactive members and recommending action to the Council; and coordinating with Office on Aging staff in the education and development of Council members on issues relating to older adults as well as their role as a Council member.

Section 02 Additional committees may be established in order to fulfill the following duties:

A Review funding proposals to LCOA and make recommendations for funding.

B Conduct annual site visits to agencies funded by LCOA.

C Assess countywide needs related to their service area and advocate for needed changes or additions in services.

D Carry out other assignments as requested by LCOA or determined by the committee.

ARTICLE VIII. COUNCIL FUNCTIONS & RESPONSIBILITIES

The Council shall perform the following functions and responsibilities in an advisory capacity to the Larimer County Office on Aging and the Larimer County Board of Commissioners:

A Provide advice on matters relating to the development of the four-year plan, annual updates and other revisions.

B Review and approve the four-year plan, annual updates and revisions prior to their submission to the State.
C Provide leadership and advocacy on behalf of older persons within Larimer County.

D Become knowledgeable of the resources available within Larimer County to meet the needs of older adults.

E Gather information and provide input on unmet needs of seniors in Larimer County with special attention to the needs of those who are socially and/or economically disadvantaged.

F Participate with LCOA staff in reviewing funding applications from service providers and perform periodic assessments of existing providers funded by LCOA.

G Participate in selecting the program manager for the LCOA.

H Provide advice and recommendations on the policies and procedures of the area agency.

I Carry out other duties requested by the LCOA staff.

ARTICLE IX. AMENDMENTS TO BYLAWS

Section 01 Adoption

Amendments to these bylaws may be adopted at any regular meeting of the Council for recommendation to the Larimer County Board of Commissioners.

Section 02 Notice

A Advance notice of at least twenty-five (25) days shall be given to each member of the Council before the meeting at which an amendment is to be considered.

B A notice of the date of the meeting, with a copy of proposed amendment(s), shall be furnished to each member of the Council.

Section 03 Effective Date

Amendments adopted by the Council shall take effect on approval by the Larimer County Board of Commissioners.
Approved by the Office on Aging Advisory Council this 25th day of June, 2012.

By: 
Chair

Approved by the Board of County Commissioners this 21st day of June, 2012.

Board of Commissioners of Larimer County, Colorado

By: 
Chair