

LARIMER COUNTY OFFICE ON AGING ADVISORY COUNCIL

BYLAWS

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 its entirety to ensure it is in accordance with Larimer County Administrative Policy and Procedures 100.1 (which can be reviewed [here](#)).

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 Office on Aging of the Larimer County Department of Human Services and the Larimer County Board of Commissioners on 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 during posted meetings.

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 selects applicants to move forward in the review process for 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 appointment 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 shall comply with Larimer County Administrative Policy and Procedures 100.1. When a term ends, a competitive application process will occur.
- 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.

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 reach out to them to inquire about continuing on the council. If absenteeism continues a recommendation for termination will be proposed to the Board of County Commissioners if appropriate.

Section 05 **Conflict of Interest**

- A Advisory council members who are board members or employees of agencies, which submit applications 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.
- D Council members may not represent the Advisory Council in any interactions with the press or grantees (organizations funded by the LCOA) without prior consent from the LCOA Program Manager. Furthermore, members of Council may not represent or advocate directly to legislators or state/federal policy makers, on behalf of the Advisory Council, without approval from the Board of County Commissioners.

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 two (2) consecutive years in the same position.

Section 02 *Schedule*

- A The time and place of the Council meetings shall be determined by the Larimer County Office on Aging Program Manager.
- 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 meeting 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 can be reviewed and changed by the Advisory Council as needed 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.
- D The Office on Aging Program Manager or other designated Office on Aging staff person will be present at all committee meetings.

Section 05 *Meeting Conduct*

- A Robert's Rules of Order, as revised, should govern the conduct of the Council Meetings as best as possible, unless otherwise specified by the Bylaws.
- B The Council shall conduct its business in a manner consistent with the conditions adopted by the Board of County Commissioners included in Larimer County Administrative Policy and Procedure 100.1 as amended.

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, in accordance with Larimer County Administrative Policy and Procedures 100.1.

Section 07 *Minutes*

- A The Larimer County Office on Aging will provide staff who will record, transcribe and send out minutes of each Council meeting.
- B The minutes and agenda will be posted in accordance with Larimer County Administrative Policy and Procedures 100.1.

Article VI. DUTIES OF OFFICERS

Section 01 *Chair*

- A 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.
- B Participate in interviews of the program manager candidates for the Larimer County Office on Aging or designate another council member to take their place if necessary.

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 Executive Committee 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: solicitation of nominees for election to the Council; 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.
- E This committee is responsible for providing content and feedback to the Office on Aging Program Manager, to finalize the Council meeting agenda prior to distribution.

Section 02 *Grantee management & Evaluation Committee*

- A The goal of this committee is to provide input regarding contracted services including the following.
- B Reviewing funding proposals to the Larimer County Office on Aging and make recommendations.
- C Coordinate and conduct annual site visits to agencies funded by Larimer County Office on Aging utilizing all council members.

Section 03 *Public Policy and Education Committee*

- A The goal of this committee is to raise awareness with policy makers and the public about the Office on Aging and issues that affect older adults.
- B Assess countywide needs related to their service area and advocate for needed changes or additions in services.

Section 04 *Additional committees may be established in order to fulfill the following duties:*

Carry out other assignments as requested by the Office on Aging or determined by the council.

Section 05 *Subcommittees*

The council may, at its discretion, form subcommittees composed of Council members. The intended purpose of the subcommittee will be discussed and then clearly defined by the Council or one of its committees.

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, advise and provide recommendations on the four-year plan, prior to 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. Provide advice and recommendations on the policies and procedures of the area agency.
- H. Carry out other duties requested by the LCOA staff.
- I. The advisory council shall review and approve the fiscal policy and procedures manual

Article IX AMENDMENTS TO BYLAWS

Section 01 Adoption

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

Section 02 Notice

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 to these bylaws shall be effective upon adoption by the Larimer County Board of Commissioners.

Approved by the Office on Aging Advisory Council this 18th day of February, 2022.

Chair

By: *M. Thain Courtney*

Approved by the Board of County Commissioners this 22nd day of February, 2022.

Board of Commissioners of
Larimer County, Colorado

By: *Kurtin Stephens*
Chair

Attest: *Elizabeth LaFite*
Deputy Clerk



DATE: 2-17-2022
APPROVED AS TO FORM:
[Signature]
COUNTY ATTORNEY