

BY-LAWS  
CENTRAL MISSOURI AREA AGENCY ON AGING  
ADVISORY COUNCIL

Article I. Name and Purpose:

Section 1. The name of the organization shall be the Central Missouri Area Agency on Aging Advisory Council, hereinafter referred to as Council.

Section 2. The purpose of this Council shall be to advise the Board of Directors and staff on the establishment of priorities and the development of overall plans for programs on aging in the 19 counties served by CMAAA. Functions of the Council shall include, but not be limited to:

- making recommendations on new services, coordination/improvement of existing services
- identifying needs of the elderly including studies of research, demographics, statistics, needs assessment and conducting public hearings
- constructive planning for new programs/ideas and support for their implementation
- evaluation of existing programs to recommend improvements
- recommendations re: financial budgetary allocations
- identifying untapped human and financial resources
- serving as liaison between CMAAA and general public; support in explaining and implementing new programs and ideas
- evaluation of administrative procedures

Section 3. The organization shall be non-profit in nature, and not for pecuniary gain or profit of any type or description to or for its members.

Article II. Council Membership:

Section 1. The regular membership of the Council shall consist of nineteen (19) persons, one (1) from each county in the CMAAA area. More than fifty (50) percent of the regular members shall be 60 years of age or older. Additional members may be appointed as needed to meet the federal requirements for composition of advisory councils.

Section 2. The regular membership of the Council shall be elected in the same manner as CMAAA Board of Directors' members.

- a. In May, approximately 1/3 of the counties shall elect one representative to the Council for a term of three years.
- b. Vacancies on the Council shall be filled through appointment until the next regular election for the unexpired term.

- c. An appointee from the CMAAA Board of Directors and the Executive Director shall be ex-officio members of the Council, acting in an advisory capacity.
- d. The chairperson of the Council shall serve as an ex-officio member to the CMAAA Board of Directors.
- e. A quorum shall consist of a majority of Council members.

Section 3. Any member who is absent from an Advisory Council meeting must notify the CMAAA office of the reasons for the absence. These notices will be filed and after three (3) absences in any fiscal year, the member's attendance will be reviewed at the next Advisory Council meeting to determine if the reasons are of sufficient substance to allow the Advisory Council member to remain on the council. If no notice is received, it will be assumed that the Council member is not interested in Advisory Council responsibility and the absence will be considered unexcused.

### Article III. Meetings

Section 1. The Council shall meet the fourth Tuesday of every other month provided there is sufficient business to conduct. Special meeting may be called by the Chairperson or Executive Director for the transaction of business.

Section 2. The annual meeting of the Council for the purpose of electing officers shall be held at the August meeting. All newly elected officers shall assume office at the next meeting.

### Article IV. Officers and Duties:

Section 1. The Council shall elect from its members the following officers: Chairperson, Vice-Chairperson, Secretary-Treasurer.

Section 2. Officers shall serve for a term of one (1) year, and may serve consecutive terms as long as elected.

Section 3. The Chairperson of the Council shall preside at all meetings of the Council. The Chairperson of the Council shall appoint all committees with the approval of the Council, and shall be an ex-officio member of the Council committees.

Section 4. The Vice-Chairperson shall preside and perform the duties of the Chairperson in his or her absence and shall perform all other duties that may be assigned by the Chairperson.

Section 5. The Secretary-Treasurer shall keep a current list of Council members including address and telephone numbers, shall record attendance records, and shall perform such other secretarial duties as may arise from time to time as may be directed by the Council. The minutes from the meetings shall be kept by a CMAAA staff person.

Article V. Committees:

Section 1. Standing committees of the Council shall be nominating, homebound elderly, institutionalized elderly, mobile/slightly impaired elderly, advocacy and public relations.

Section 2. The chairman of each committee shall be a member of the Council. Committee members may be non-Council members, if necessary.

Section 3. Additional committees may be appointed when necessary to assist the Council in the discharge of its responsibilities.

Article VI. Amendments

Section 1. Amendments to these By-Laws shall be submitted to the Council in writing and shall have the first reading at the next regular or special Council meeting. The second reading of the proposed amendment(s) will be held at the following Council meeting, at which time, adoption of the amendment(s) shall require a majority vote of all Council members present at the meeting. All amendments to the By-Laws shall be approved by the CMAAA Board of Directors.

Article VII. Parliamentary Authority:

Section 1. Roberts Rules of Order, newly revised, shall be followed when not inconsistent with these by-laws.