

# **AGING AND LONG TERM CARE ADVISORY BOARD**

## **BYLAWS**

**Adopted October 2008**

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### **ARTICLE I**

#### **Advisory Board Purpose and Responsibilities**

The Pierce County Department of Human Services, Aging and Long Term Care Advisory Board shall:

Assist and advise Aging and Long Term Care, (the Area Agency on Aging for Pierce County,) on matters relating to needs assessments, development of the Four Year Plan, and Biannual Plan Update.

Assist in determining agency policies and direction, including presentations to the Director of Human Services, Pierce County Executive and Council, contracting agencies, and other groups in the community as appropriate.

Serve as liaison between Aging and Long Term Care and the public at locally recognized activities, such as Senior Citizens Awareness Day, educational fairs, and community events.

Serve as an advocacy body to promote the interests of persons 60 years and older and persons with disabilities, 18 years and older, residing in the planning and service area.

Seek information from needs assessments, long-term care service options, public forums, and participants in programs sponsored by the department to determine as yet unmet needs and to improve services.

Assist in evaluating ongoing programs for contract compliance and quality of services.

Assist with the selection of program contractors and recommend service allocations.

Participate in the selection of the Aging and Long Term Care Manager through the appointment of one ALTC Executive Committee member to the Review Board.

## **ARTICLE II Membership**

### **Section 1: Eligible Members**

Membership on the Advisory Board shall be open to individuals residing within Pierce County. A majority of the Board shall be made up of individuals over age sixty who are participants or who are eligible to participate in the programs sponsored by Aging and Long Term Care.

Membership shall be comprised of individuals representing the interests of older or disabled persons in greatest economic or social need; key senior and disability advocates; ethnic minorities; and persons from rural areas. Membership shall be representative of the diverse areas of the county.

Qualifications for membership shall not discriminate on the basis of age, sex, race, color, national origin, disabilities, religious affiliation, or sexual orientation. In order to fully participate in Board responsibilities it is recommended that members be able to speak, read and understand English.

Membership is not open to individuals who are employed by agencies or organizations receiving funding from Aging and Long Term Care. Pierce County employees are not eligible for membership. Individuals who have an apparent conflict

of interest or a perceived conflict of interest will not be eligible for membership.

## **Section 2: Membership Size**

The Advisory Board shall consist of a minimum of twenty members and a maximum of twenty-five members, appointed by the County Executive and confirmed by the Pierce County Council. In the event membership falls below twenty members, nominations will be sought to bring the membership up to the minimum level of twenty.

## **Section 3: Selection and Appointment of Members**

Aging and Long Term Care shall solicit nominations through applications for Advisory Board membership from throughout Pierce County. A special effort will be made to ensure culturally diverse membership. The Membership Committee will consult with the Aging and Long Term Care Manager prior to approval by the Advisory Board. Approved nominees will be submitted to the Pierce County Executive for selection and appointment, subject to confirmation by the Pierce County Council.

## **Section 4: Term of Membership**

Advisory Board members shall be appointed for a term of four years. Board members may apply for a second term. No members shall be appointed to serve more than two consecutive four-year terms.

Prior to the end of a first 4-year term, ALTC Nomination Committee staff will query Board member interest on serving a second 4-year term. During October, previous Board applications will be updated and signed by the board member requesting a second term. Former board members are eligible to re-apply for Board membership after one year as a non-member.

Advisory Board appointments, if feasible, will be made during the month of January to coincide with the calendar year. All appointments made after January shall have a termination date four years from the nearest January.

### **Section 5: Terminations**

Advisory Board membership may be revoked when a member has six absences from the Board meetings (whether excused or otherwise) within a twelve-month period. The Executive Committee shall review individual circumstances and make termination recommendations to the Board.

### **Section 6: Leave of Absence**

The Executive Committee will consider granting a leave of absence for 3 to 6 months on a case-by-case basis. Members requiring a longer absence can leave the Board and request to be reinstated within the next 24 months.

## **ARTICLE III Officers and Elections**

### **Section 1: Officers**

Officers of the Advisory Board shall consist of a Chair, Vice-Chair, and two Officers-at-large.

### **Section 2: Election of Officers and Term of Office**

The election of officers shall be held at the November Advisory Board meeting, the term of office coinciding with the calendar year. No officer shall be elected to the same office for more than two consecutive years.

### **Section 3: Vacancies**

In the event a vacancy in officer(s) should occur, the Advisory Board Chair shall appoint a new officer to serve the remainder of the term.

### **Section 4: Duties of the Officers**

The Chair of the Board shall preside at all meetings of the Advisory Board and Executive Committee. The Board Chair shall be an ex-officio member of all committees.

In the absence of the Chair, the Vice-Chair will assume the duties of the Chair. In the absence of both the Chair and the Vice-Chair, the First Officer-at-large will assume the duties of the Chair. Additional duties of the Vice-Chair and Officers-at-large will be specified by the Chair and the Advisory Board. In the event of an Ex-officio's Advisory Board membership term having expired prior to becoming the Ex-officio, the Ex-officio will then have voting power on the Executive Committee only.

## **ARTICLE IV Meetings**

### **Section 1: Meetings**

The Advisory Board shall meet on a regular monthly basis (normally the third Tuesday of each month). Special meetings may be called at the discretion of the Chair, in consultation with the Aging and Long Term Care Manager, or by written request of a majority of the current members of the Advisory Board.

Meetings are open to the public.

## **Section 2: Agendas**

The Executive Committee and the Aging and Long Term Care Manager shall develop the agenda for the Advisory Board meetings. Agendas shall be mailed out with appropriate reference materials at least 7 - 10 days prior to the meeting.

## **Section 3: Minutes**

Department staff shall attend and record minutes for all Advisory Board meetings. The original copy of the minutes shall be signed by the Advisory Board Chair, or his/her designee. Copies of the Advisory Board minutes shall be distributed with the agenda, 7 – 10 days prior to the next Advisory Board meeting.

## **Section 4: Quorum**

One-half of the appointed members shall constitute a quorum.

## **Section 5: Advisory Board Effectiveness**

The Advisory Board shall hold an annual retreat with the Aging and Long Term Care Manager and appropriate staff to discuss its degree of effectiveness in assisting the agency in meeting the Area Plan goals for the year.

## **ARTICLE V Committees**

The Advisory Board may establish such committees as may be necessary to conduct the Board's business, in consultation with the Aging and Long Term Care Manager. Board members will be encouraged to serve on two or more committees.

The standing committees shall include the Executive Committee, the Bylaws Committee, the Membership Committee, the Planning and Allocations Committee, the Education/Public Relations Committee, the Legislative Advocacy Committee, and the Monitoring Committee. Membership on these committees can be renewed annually. Each Committee shall elect a committee Chair and Vice-Chair at the first committee meeting of the year.

Membership on the Legislative Advocacy Committee, Education/Public Relations Committee, and ad hoc committees may be open to non-Advisory Board members upon vote of the Advisory Board. Approved, non-Advisory Board members, known as Associates, shall have voting rights within their designated committee(s).

Committees shall meet as scheduled by the Chair, or at the request of the committee staff or Executive Committee. Business shall normally be conducted with a quorum of members present. In the event that the Nominating Committee requires immediate action and both the Chair and the committee staff agree, a telephone vote may be taken to satisfy a specific and immediate need.

## **Section 1: Executive Committee**

The Executive Committee shall consist of the Chair, Vice-Chair, and the First and Second Officers-at-large. The immediate, previously presiding Chair of the Advisory Board shall serve on the Executive Committee as the Ex-officio. The Executive Committee shall review upcoming Advisory Board agendas and perform such duties as deemed necessary by the Chair, in consultation with the Aging and Long Term Care Manager. The Executive Committee also shall meet at the formal request of a majority of the current members of the Advisory Board.

The Executive Committee may appoint such ad hoc committees as necessary to meet the needs of the Advisory

Board. The Committee will provide recommendations for Pierce County representation on the State Council on Aging. Recommendations of Executive Committee meetings shall be reported to the Advisory Board at the next regular meeting.

## **Section 2: Bylaws Committee**

The Bylaws Committee shall consist of a minimum of five members. The committee will review the Bylaws bi-annually and recommend amendments as needed.

## **Section 3: Membership Committee**

The Membership Committee shall consist of a minimum of five members. The Committee will be responsible for recruiting and interviewing prospective members and make recommendations to the Advisory Board. The Membership Committee will be responsible for orientation of new members.

## **Section 4: Planning and Allocations Committee**

The Planning Committee shall consist of a minimum of nine members. The committee will assess and plan for the needs of the defined older and/or disabled population in the county and evaluate service gaps and program development needs. The committee will also develop and recommend a Four-Year Plan and the Biannual Updates.

## **Section 5: Education/Public Relations Committee**

The Education/Public Relations Committee shall consist of a minimum of five members. The committee shall develop media publicity for Aging and Long Term Care programs and events; identify and coordinate community events for public education and information; provide speaker training and

representation as requested; keep in touch with members when they are ill or when there is an illness or death in the member's family; and coordinate holiday and recognition activities. The committee may invite other individuals in its collaborative efforts.

## **Section 6: Legislative Advocacy Committee**

The Legislative Advocacy Committee shall consist of a minimum of seven members. The committee shall study and recommend to the Advisory Board legislative positions and legislative advocacy activities designed to improve and ensure the quality of life of those populations served; coordinate legislative activities with Pierce County Government and appropriate advocacy groups; and establish and maintain a functional communication network designed to support the identified legislative advocacy positions.

## **Section 7: Monitoring Committee**

The Monitoring Committee shall consist of a minimum of ten members. Committee members will be available to perform site visits as desired or when requested; provide additional monitoring and assistance to new subcontractors; and participate, observe, and provide input at annual program assessments. Other board members are invited to visit any sites or participate in any program assessments in which they may be interested.

## **Section 8: Nominating Committee**

The Nominating Committee shall consist of the Aging and Long Term Care Manager and three Advisory Board members appointed by the Advisory Board Chair.

The Nominating Committee shall develop a slate of officers annually. The appointments shall be made in September and a committee chair shall be elected at the first meeting. Each appointee must have been an Advisory Board member for at least one year.

All candidates for office must meet the following criteria:

- have been an advisory board member for at least one year;
- be available for meetings;
- have shown an ability to conduct meetings effectively; and
- have demonstrated the ability to establish a working relationship with groups.

The Committee shall prepare a slate of officers to be mailed to Advisory Board members two weeks prior to the November meeting. At the meeting additional nominations will be requested from the floor. Members serving on the Nominating Committee cannot be considered for office.

No one may be nominated by the committee or from the floor unless the person has agreed to be nominated and to serve if elected.

## **Section 9: Ad Hoc Committees**

Ad hoc committees may be appointed by the Executive Committee as needed. The Executive Committee shall establish ad hoc committee membership, purpose, and duration.

## **ARTICLE VI Conflict of Interest**

No member of the Advisory Board may vote on a Board recommendation and/or advocate a position, the result of which would financially benefit any agency or organization of which a member is in a decision making position.

It shall be the responsibility of each Advisory Board member to declare potential conflicts of interest. The Advisory Board Chair, in conjunction with the Aging and Long Term Care Manager, shall be responsible for mediating differences of opinion on this matter as they arise.

## **ARTICLE VII Amendments**

The Advisory Board, in consultation with the Aging and Long Term Care Manager, may amend these Bylaws by the majority vote of those members present at any regular meeting, provided that prior written notice, together with proposed written amendments, shall have been made available to each member at least ten calendar days prior to the meeting. Such amendments are subject to review and approval by the Pierce County Executive.

## **ARTICLE VIII**

Robert's Rules of Order, newly revised, shall govern the conduct of meetings in all cases in which they are applicable and not inconsistent with these Bylaws.