

BYLAWS

SENIOR AND DISABILITY SERVICES ROGUE VALLEY COUNCIL OF GOVERNMENTS SENIOR ADVISORY COUNCIL

1. **NAME**

The name of this body is the Senior Services Advisory Council (SAC), hereinafter referred to as the Council. The Council is an advisory committee to the Rogue Valley Council of Governments (RVCOG), which is the State-designated Area Agency on Aging and Disabilities (AAAD) for Jackson and Josephine Counties.

2. **PURPOSE**

The purpose of the Council is to advise, provide guidance and support, and assist the RVCOG in administration of Senior and Disability Services. As described and mandated by the Older Americans Act* and the Oregon Revised Statutes**, the purpose of the council is to provide citizen involvement, whose members provide a link between seniors and the Area Agency (RVCOG) to help ensure that programs and service delivery meet the needs of local seniors and people with disabilities.

* US Code of Federal Regulations Older Americans Act Regulations, Title 45, Vol 4, Sec 1321.57

** ORS 410.210

3. **RESPONSIBILITIES**

3.1 The Council shall advise and assist the RVCOG on all matters relating to the development and administration of the Area Plan as it relates to older persons (age 60 and over) including:

3.1.1 Program planning.

3.1.2. Formation of basic program policies.

3.1.3. Program decisions which affect the functioning of Senior and Disability Services RVCOG.

3.1.4. Coordination of existing social services.

- 3.1.5. Budgeting and distribution of monies.
 - 3.1.6. Pooling of untapped resources within Jackson and Josephine Counties.
 - 3.1.7. Implementation and evaluation of the Area Plan.
 - 3.1.8. Dissemination of information for the education of the public on Senior and Disability Services activities.
 - 3.1.9. Development of good public relations at the local, state and national levels.
 - 3.1.10. Advocating on behalf of older persons.
- 3.2 The Council is also responsible:
- 3.2.1. To provide a report of all Council meetings to the Executive Director of the RVCOG.
 - 3.2.2. For interviewing candidates and making recommendations to RVCOG on the selection of the members of the Council when a vacancy occurs.
 - 3.2.3. For assisting the Executive Director of RVCOG in the selection of a Senior and Disability Services Director when a vacancy occurs.
 - 3.2.4. For acting as a grant review committee for the RVCOG when grant applications related to the field of aging and disabilities are processed.

4. **MEMBERSHIP**

- 4.1. The members shall be appointed by the RVCOG.
- 4.2. The Council shall consist of a minimum of preferably not less than fifteen with a preferred range of fifteen to twenty-one volunteer members. The ratio of Jackson County to Josephine County membership shall be based on each county's proportion of area total population. Individuals living in the Rogue River / Wimer area have the option of being appointed to represent either Jackson or Josephine County.

This decision will be based on which county they feel more affiliated with. For example, the county in which they do all of their shopping, banking and doctoring. Once a Rogue River / Wimer member is appointed to a particular county, that will be the county they represent for the duration of their membership on the Council.

- 4.3 One RVCOG Board member from Jackson County and one RVCOG Board member from Josephine County shall serve as ex-officio members of the Council. These members are in addition to the fifteen to twenty-one volunteer members of the Council.
- 4.4. Membership on the Council should include:
 - 4.4.1. Representatives from the various geographic areas of each county.
 - 4.4.2. More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in Senior and Disability Services programs.
 - 4.4.3. Minority elderly representatives at least in proportion to the number of older minority persons in the District.
 - 4.4.4. Representatives of older persons.
 - 4.4.5. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate).
 - 4.4.6. Representatives of supportive services providers' organizations (excluding directors, staff or board members of Senior and Disability Services RVCOG-funded contractors).
 - 4.4.7. Persons with leadership experience in the private and voluntary sectors.
 - 4.4.8. Local elected officials.
 - 4.4.9. The general public.
- 4.5. Any new members appointed to the Council will be appointed for a three-year term. If the new membership is filled during the middle of the year, July 1 of that fiscal year, regardless of duration, will count as the new member's first year.

- 4.6. A member is eligible for appointment to a maximum of two consecutive three-year terms. After two consecutive terms, a member shall be off a minimum of one year before being eligible to be appointed again to the Council.
- 4.7. Names of all persons recommended for appointment or reappointment shall be submitted to the RVCOG Board for each vacancy, along with a background statement on each person.
- 4.8 Members who have three consecutive absences from the Council, three consecutive absences from committee meetings, have missed more than 1/3 of the meetings in the last fiscal year, or have missed two opportunities for orientation—either group or individual—shall be approached by staff to determine their desire to remain on the Council. The results of the discussion shall be reported to the SAC. If it is determined that removal is the appropriate action, the SAC shall report the decision to the RVCOG Board of Directors for consideration of removal.
 - 4.8.1 The Council member recommended for removal may appeal the decision to the RVCOG Board of Directors.
- 4.11. There shall be no more than six alternate members, three from each county served. Alternate members shall be interviewed and recommended for appointment by the Council Development Committee, recommended for appointment by the Council, and approved as alternates by the RVCOG Board. Alternate members will participate as Council members and meet the same requirements as Council members, but they may not vote except with Council authorization and only during a Council member's absence. As necessary, at individual meetings, alternate members shall be counted for purposes of establishing a quorum at which time they can vote. An alternate member may fill a vacant position from her/his county without repeating the application process subject to their previous involvement in Senior Advisory Council and subcommittee meetings. The Executive Committee will make the determination of which alternate member will come on next as a regular member in the event there is more than one alternate at the time a regular member vacancy comes open.
- 4.12 The Executive Committee may appoint a regular Council member with legitimate reasons (family or personal short-term illness) to step back to an alternate position for no longer than one year. During that time period the Executive Committee may appoint an

alternate member to take that member's place. The 6-year limit will be suspended until the Council member returns as a regular member.

5. **OFFICERS**

- 5.1 The officers of the Council shall be elected at the June meeting and shall officially assume office in July. The term of office shall be from July 1 of the year in which they were elected through June 30 of the following year.
- 5.2. A member shall be limited to two consecutive one-year terms in any one office or sub-committee chair position.
- 5.3. The officers of the Council shall be: a Chair and Vice Chair, elected by the Council.
- 5.4. The duties of the Chair are:
 - 5.4.1. To preside at Council and Executive Committee meetings.
 - 5.4.2. To appoint standing committee and special committee chairs. Standing committee chairs will be regular members of the Senior Advisory Council with the exception of the Advocacy Committee. The Senior Advisory Council Chair may appoint an active member of the Disability Services Advisory Committee to serve as chair or co-chair of the Advocacy Committee.
 - 5.4.3. To assign members to committees.
 - 5.4.4. To call special Council and Executive Committee meetings as needed.
 - 5.4.5. To collaborate with the Senior and Disability Services Director to develop Advisory Council agendas.
 - 5.4.6. To represent the Council before the Rogue Valley Council of Governments and other organizational bodies.
 - 5.4.7. To work constructively for the purpose of the Council and mission of the agency.
 - 5.4.8. To appoint a Council member as liaison to the Disability Services Advisory Council.

- 5.5 The duties of the Vice Chair are:
 - 5.5.1. In the absence of the Chair, the Vice Chair will perform the duties of the Chair.
 - 5.5.2. Monitor attendance and participation of Senior Advisory Council members and report to the Executive Committee.
 - 5.5.3. Other duties as assigned by the Chair.
- 5.6. In the absence of both the Chair and Vice Chair at a regular meeting, the members present shall elect a temporary Chair to preside.
- 5.7. In urgent or emergency situations, the Chair or Vice Chair may act on behalf of the Senior Advisory Council upon approval of the majority of the Executive Committee, and at least one representative of RVCOG or SDS management.

6. **COMMITTEES**

- 6.1. The Executive Committee shall consist of the Council Chair, Vice Chair and the chair or designated alternate from each standing committee. The Executive Committee may invite the chair of a non-standing committee to become a non-voting participant in Executive Committee activities. The duties of the Executive Committee are:
 - 6.1.1. To advise and assist the Senior and Disability Services staff in the interim between-Council meetings and to report any action taken at the next Council meeting.
 - 6.1.2. To advise and assist the Senior and Disability Services staff in the preparation and revision of the long range plans.
 - 6.1.3. To recommend allocation of funds for administration and between program areas.
 - 6.1.4. To advise and assist the staff in the preparation and implementation of the Senior and Disability Services administrative budget.
 - 6.1.5. To review Council Bylaws and recommend changes to the RVCOG Board.

6.1.6. To report to the Council.

6.2 **Standing Committees:** All members, with the exception of the Chair and Vice Chair, shall serve on at least one committee. The Chair and Vice Chair are ex-officio members of all committees.

6.2.1. Each standing committee shall be responsible for the following activities within its area:

6.2.1.1. To be knowledgeable about the services and issues within their program area.

6.2.1.2. To report to the Executive Committee and Advisory Council.

6.2.2. Standing committee members serve for the agency fiscal year.

6.2.3. The Standing Committee Chair will appoint a substitute to perform the duties of the Chair in the absence of the Chair.

6.2.4. The standing committees shall be:

6.2.4.1. **Advocacy Committee** This committee is a joint committee of the SAC and DSAC which will focus on engaging SAC and DSAC members and the community in legislative advocacy in support of aging issues at the local, state and national level. The committee will be the most active during the first year of the Oregon Legislature's biennium, with much of its business and discussion occurring during the monthly SAC meeting. At any time, however, that funding or program issues emerge that need public education or advocacy measures, this committee will develop and help to execute the advocacy plan.

6.2.4.2. **Communications & Outreach Committee** This committee will focus on making RVCOG's senior programs and services visible in the two-county area. Further, it will seek input about gaps in those services, while soliciting ideas for additional services, possible partnerships, and/or funding sources to meet the needs of the older adults in

our communities. This committee will participate in public education activities.

6.2.4.3. **Council Development Committee** duties include: overseeing the nominations, interview and selection process, as well as recruitment, orientation, support and recognition activities. All members of the Council Development Committee shall be members of SAC Executive Committee.

6.2.4.4. **Home and Community Based Care Committee** This committee, in partnership with Aging and People with Disabilities (APD), will identify issues related to home and community-based care and make recommendations to the SAC for advocacy and action.

6.2.4.5. **Support Services Committee.** This committee will assist staff to develop and evaluate processes and outcomes of RVCOG programs and services that are funded by the Older Americans Act (OAA), Oregon Project Independence (OPI) and any new programs or services. This committee will meet every month except July and December.

***Support Services Committee serves in the capacity of the ADRC Advisory Committee and Nutrition Advisory Committee during the designated months listed below. ADRC Advisory Committee and Nutrition Advisory Committee agendas will be included in the Support Services Committee agenda for their designated months.

6.2.4.6. **ADRC Advisory Committee***** The intent of this Committee is to provide direction to the ADRC on the needs of seniors and people with disabilities within the ADRC region; as well as actively participate in the program planning, goal setting, financial expenditure planning, program evaluation, and operation of the ADRC. This Committee will meet in February, April, August and November.

6.2.4.7. **Nutrition Advisory Committee***** As mandated by the Older Americans Act, the Nutrition Advisory Committee will convene once each quarter for 4 meetings annually.

This committee will review and advise on all aspects of the Food & Friends Program, including evaluation of outcomes for the program and surveys of volunteers and meal recipients. The Nutrition Advisory Committee will meet in January, March, June, and September.

- 6.4. Ad hoc committees will be formed by either Council vote or Chair decision, with committee members being appointed by the Chair in order to address specific issues.
- 6.5. Committee and Subcommittee membership will be approved by the Council or committee to whom they answer. Staff members may serve as technical advisory, non-voting members. The Chair of the committee or subcommittee will be approved by the committee to whom they answer.

7. **DELEGATE TO THE OREGON ASSOCIATION OF AREA AGENCY ON AGING AND DISABILITY SERVICES (O4AD) SENIOR ADVISORY COUNCIL CHAIRS MEETING**

- 7.1 The Chair or Vice Chair or Designee of the Chair of the Senior Services Advisory Council will serve as the Delegate to the Oregon Association of Area Agencies on Aging and Disabilities (O4AD) Senior Services Advisory Council Chairs meeting. This meeting is held in conjunction with the quarterly O4AD meeting.

8. **NON-MEMBER ADJUNCT PARTICIPATION**

- 8.1 Non-members may be invited to participate as adjunct members to a standing or ad hoc committee upon approval of the Executive Committee for a term of three years. Adjunct membership may be renewed through approval of the Executive Committee. Such persons are voting members of the committees, but not the Senior Advisory Council. If the new adjunct membership is filled during the middle of the year, July 1 of that fiscal year, regardless of duration, will count as the new member's first year.

9. **MEETINGS**

- 9.1. The Council shall meet at least six (6) times per year.
- 9.2. Meeting times and places shall be at the discretion of the Council.
- 9.3. The annual meeting shall be the first regular meeting in July.

- 9.4. A quorum shall consist of at least seven (7) members with representation from both counties.
- 9.5. The meetings of the Council shall be conducted under Roberts Rules of Order (Newly Revised) except where they conflict with or contradict these Bylaws.

10. **AMENDMENTS**

- 10.1. These Bylaws may be amended by the RVCOG Board of Directors thirty (30) days after notification of the proposed changes have been received by the Advisory Council Executive Committee. Recommended changes may be submitted by the Council at any time.

Revised:

08/30/83	08/25/99	12/07/05	
12/11/84	02/23/00	10/27/10	
05/14/85	09/27/00	01/25/12	
03/25/87	03/28/01	05/28/14	
04/27/88	08/28/02	12/03/14	
07/02/90	02/26/03	03/28/18	
01/27/93	08/27/03		