

**MIDLAND AREA AGENCY ON AGING ADVISORY COUNCIL
BY-LAWS**

I. Name

Midland Area Agency on Aging Advisory Council

II. Purposes

The council must advise the agency on:

- A. Developing and administering Area Plan;
- B. Conducting public hearings;
- C. Interests of older persons
- D. Policies, proposed and enacted laws and regulations, programs and other activities that affect older persons.

III. Membership

The Advisory Council must be made up of

- A. More than 50 percent older persons, including:
 - 1. Older persons with greatest economic or social need; and
 - 2. Participants of Older Americans Act programs.
 - 3. Representatives of older persons;
 - 4. Local elected officials;
 - 5. The general public
 - 6. Family caregivers
 - 7. Service providers
 - 8. Representatives of the business community
- B. The Advisory Council will consist of one representative from each county in the Planning and Service Area 09, chosen by Midland's Board of Directors. In addition, two members representing minority older persons from the area in general will be appointed by Midland Board of Directors.
- C. Membership on the Advisory Council shall be subject to the following:
 - 1. Project Representatives - Each project is entitled to one representative or alternate at each meeting. One vote per project. The representative's name shall be submitted at the beginning of each calendar year to the President of the Advisory Council.

2. Board Appointed Representatives - Terms shall be for three years. If a vacancy occurs the Midland Area Agency on Aging Board of Directors will appoint a replacement to fill out the remainder of the unexpired term.
- D. The members of the Advisory Council shall receive no compensation for their services on the Council.
- 1 .The seven council members appointed by Midland's Board of Directors will be reimbursed by the Area Agency for any necessary and actual expenses incurred for travel to meetings in the performance of their duties.
 2. The service provider represented on the council will be responsible for reimbursing their appointed representatives for travel to meetings and the performance of their duties.
- E. If any Board Appointed Advisory Member misses three (3) consecutive meetings without justification, he/she may be removed. Any such member proposed to be removed shall be entitled to a minimum of five (5) days' notice in writing by mail of the meeting at which such removal is voted on and shall be entitled to appear before and be heard at such meeting.

IV. Officers

- A. Officers shall be President, Vice-President, and Secretary. These positions shall be composed of Board appointed Advisory Council members if possible.
- B. Officers shall be elected during the fourth quarter meeting or when necessary and take office at the first meeting of the first quarter.
- C. The President shall preside at all meetings, and report its actions and recommendations to the Midland Area Agency on Aging Board of Directors.
- D. The Vice-President shall preside at meetings in the absence of the President.
- E. Secretary's duties will be to take minutes at all meetings and arrange for distribution of minutes and other duties as needed.
- F. An interim President may be elected by a majority vote of those present to preside at meetings when the President and Vice-President are absent.

V. Meetings

- A. The Area Agency Advisory Council must meet at least quarterly.
- B. The Third Quarter meeting must be held in June in order to conduct the Public Hearing.
- C. During the Fourth Quarter meeting officers will be elected.

VI. Quorum

A quorum shall be a majority of those present and voting.

VII. Committees

All committees shall be appointed by the President.

VIII. Parliamentary Procedures

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern all proceedings of the Midland Area Agency on Aging Advisory Council, subject to such special rules as have been or may be adopted.

IX. Amendments

1. Any proposed amendments to these By-Laws should be sent to the Midland Area Agency on Aging Board of Directors By-Laws Committee for consideration.
2. The Midland Area Agency on Aging By-Laws Committee will propose any changes to the Midland Area Agency on Aging Board of Directors. Amendments may be made by a 2/3 vote of the Midland Area Agency on Aging Board members present at a regular meeting.