



**CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS
REGIONAL AGING AND DISABILITY ADVISORY COMMITTEE**

BYLAWS

MISSION STATEMENT

The Advisory Committee for Aging Program Planning of the Central Midlands Council of Governments does hereby set forth the following Bylaws to govern its operation.

The term "Council" is used to designate the Central Midlands Council of Governments. The term "Committee" is used to designate the Aging and Disability Advisory Committee.

To promote a positive experience of aging for older individuals, the disabled community and their families. The Central Midlands Council of Governments is the regional lead agency for advocating, planning, coordinating and developing resources to help localities provide a comprehensive range of social and health-related services within a statewide aging and disability network.

**ARTICLE I
MEMBERSHIP**

- 1-1 The membership shall consist of those individuals appointed by the Council for two-year terms. The term may be extended by mutual agreement upon completion of the term.
- 1-2 At least fifty percent (50%) of membership shall be of age 60 years or older. The membership shall be representative of the disability community.
- 1-3 Formula for Membership: Representatives shall consist of one (1) member for each three thousand (3,000) persons age 60+ within each county as identified by current census data. Minority elderly representation will equal the percentage of 60+ minority elderly in the CMCOG planning and service areas as indicated by the current census data.
- 1-4 Vacancies on the Committee shall be filled by the Council upon recommendations by the Committee. All prospective members will be required to submit an application.



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**ARTICLE II
RESPONSIBILITIES**

- 2-1 The duties of the Committee are to:
- 2-1.1 Promote and encourage local communities to recognize the needs and promote the establishment of programs for older persons and disabled persons.
 - 2-1.2 Establish priorities, based upon the needs of the local communities and the Region.
 - 2-1.3 Develop and revise, on a yearly basis, regional comprehensive Aging and Disability Program plans based upon the needs and established priorities.
 - 2-1.4 Make recommendations to the Council for approval or disapproval of applications from units of local governments, the Council, and/or local service provider agencies.

**ARTICLE III
MEETINGS**

- 3-1 Regular meetings shall be held six (6) times annually or at such other time and date as called by the Chairperson.
- 3-2 The Committee and the public shall be notified by the Chairperson of the time and place of meetings at least fourteen (14) days in advance of such meetings.
- 3-3 Action can be taken by a majority vote by those present at the meeting.
- 3-4 Only duly appointed members of the Advisory Committee may vote on any matter before the Committee. Members must abstain from voting on issues that present a conflict of interest.

**ARTICLE IV
MEMBER ATTENDANCE**

- 4-1 In order for the Committee to carry out its duties and responsibilities, it is necessary for all members to attend all meetings. If a member is absent for two (2) consecutive meetings, CMCOG staff shall notify the Chairperson. The Chairperson will notify such member, in writing, of his absences. If such member fails to attend the next regular meeting, without a valid excuse the Chairperson shall forward a recommendation from the Committee to the CMCOG board chair.



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**ARTICLE V
OFFICERS AND THEIR DUTIES**

- 5-1 The officers shall consist of a Chairperson and Vice-Chairperson.
- 5-2 The Chairperson shall preside at all meetings of the Committee and shall have the duties normally conferred on such officers, including the appointment of sub-committees or project groups.
- 5-3 The Vice-Chairperson shall assume the duties of chairperson in the absence of the Chairperson.
- 5-4 CMCOG staff shall keep the minutes and records of the Committee; prepare, with the Chairperson, the agenda of regular and special meetings; provide notice of meetings and such other duties, as requested by the Chairperson.

**ARTICLE VI
ELECTION OF OFFICERS**

- 6-1 The Chairperson and Vice-Chairperson shall be appointed by the Council of Governments.
- 6-2 The Chairperson and Vice-Chairperson shall serve for a term of two (2) years and shall serve until the successor is appointed.

**ARTICLE VII
SUBCOMMITTEES**

- 7-1 Standing subcommittees shall be: (1) Advocacy; (2) Nutrition Program; (3) Quality Assurance; (4) Grievance; and (5) Caregiver subcommittee. Special sub-committees may be established by the Committee. Members of such committees shall be appointed by the Chairperson of the Committee.

**ARTICLE VIII
RECORDS**

- 8-1 The Committee shall keep a record of its recommendations, transactions, findings, and determinations. Such records shall be maintained in the Council's office.



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**ARTICLE IX
BYLAWS CONFLICT**

- 9-1 In the event of conflict between the provision of these Bylaws and the Bylaws or other policies of the Council, the Bylaws or policies of the Council shall prevail.

**ARTICLE X
ADOPTION AND AMENDMENT**

- 10-1 These Bylaws may be adopted by a majority vote of the membership present at a regular meeting of the Regional Aging and Disability Advisory Committee.
- 10-2 These Bylaws may be amended by a majority vote of the membership present at a regular meeting, providing the proposed amendment has been submitted to the membership in writing at least seven (7) days before the meeting.
- 10-3 **The adoption of these Bylaws shall be effective January 12, 2010.**
The Bylaws shall be reviewed by the Committee as needed.

Adopted July 1, 1975
Amended September 18, 1990
Amended October 20, 1993
Amended September 20, 1995
Amended September 18, 1996
Amended November 17, 1999
Amended April 18, 2002
Amended July 19, 2005
Amended November 8, 2005
Amended January 12, 2010

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