

Bylaws of the Montgomery County Commission on Aging

Adopted September 2017

PREAMBLE

The Commission on Aging (COA) was established by the County Council in 1974. The purpose of these Bylaws is to implement the COA's statutory authority and to carry out its powers and duties as set forth in the Montgomery County Code (Code).

ARTICLE I – OFFICERS

- Section 1. COA officers include Chair, Vice-Chair, Secretary, and Budget and Finance Advisor.
- Section 2. Officers shall serve a one-year term or until their successors are duly elected. Officers may be re-elected for a second one-year term, but may not serve for more than two consecutive terms in the same office.
- Section 3. Officers acting on behalf of the COA between regular COA meetings shall do so as determined by the COA at those meetings.
- Section 4. The Chair shall:
- a. preside at all meetings and be an ex-officio member of Committees (except the ad hoc Officer Nominating Committee if the Chair is eligible for and seeking an additional term);
 - b. have primary responsibility for planning COA meetings and setting the meeting agenda in coordination with the Area Agency on Aging (AAA) Director;
 - c. establish appropriate Committees with the approval of the COA, appoint Committee chairs, and stay current on the issues and concerns of Committees;
 - d. recruit members to serve in liaison roles to other entities;
 - e. provide testimony on budgetary matters and other issues of interest to the County Council and/or County Executive;
 - f. serve as COA representative to other groups, agencies, and government entities;
 - g. perform other appropriate duties not inconsistent with the Code or these bylaws.
- Section 5. The Vice-Chair shall assist the Chair as requested and perform the duties of the Chair in the event of the Chair's absence or incapacity.
- Section 6. The Secretary shall be responsible for assuring timely preparation, accuracy, and distribution of COA meeting minutes to members. An Official File of the Minutes of the COA shall be maintained in the office of the AAA Director.

- Section 7. The Budget and Finance Advisor shall have custody of all fees, donations and other income collected by the COA; shall place such funds in depositories as directed by the COA; and shall render a full and complete accounting quarterly.

ARTICLE II – EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Budget and Finance Advisor, Chairs of Standing Committees, and the immediate past Chair of the COA.
- Section 2. The Executive Committee shall review and coordinate the activities of the COA.
- Section 3. The Executive Committee shall develop and propose priorities, policies, and recommendations, including those related to the County budget, for consideration and approval by the COA, and shall implement approved COA priorities, policies, and recommendations on behalf of the COA as appropriate.
- Section 4. The Executive Committee shall ensure that there is a process in place for tracking and monitoring the implementation of approved COA priorities, policies, and recommendations.
- Section 5. The Executive Committee shall implement procedures, including new member orientation, to assure that every COA member is aware of his/her responsibilities.

ARTICLE III – STANDING COMMITTEES

- Section 1. Standing Committees may be established or discontinued by the Chair with approval of the COA.

ARTICLE IV – AD HOC COMMITTEES/TASK GROUPS

- Section 1. With the approval of the COA, the Chair may establish ad hoc committees/task groups for a specific purpose or a defined period of time.

ARTICLE V – MEETINGS AND DECISIONMAKING

- Section 1. The COA and its committees/task groups shall meet as follows:
- a. The full CoA shall meet monthly or at the call of the Chair, but no less than six times a year.
 - b. The Executive Committee shall meet monthly or at the call of the CoA Chair.
 - c. Standing Committees shall meet monthly or at the call of the Chair.
 - d. Ad hoc Committees shall meet at the call of the Chair.
- Section 2. Agendas for meetings of the full COA shall be prepared by the Chair in coordination with Executive Committee and the AAA Director. Items not on the agenda may be presented at the meeting by the Chair (*e.g.*, as New Business) or

by the AAA Director. Other individuals or groups wishing to present items at the meeting are required to give prior notice to the Chair for inclusion on the agenda. The Chair may waive this requirement under unusual circumstances.

Section 3. The presence of a majority of members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. The COA may request that the County Executive appoint non-voting representatives from County Executive Departments to attend COA meetings and to participate in the work of the COA and its committees on an on-going basis. Other relevant County and metro agencies, *e.g.*, Maryland National Capital Park and Planning Commission (MNCPPC), Metropolitan Washington Council of Governments (COG) may be requested to designate representatives to attend and participate in COA meetings.

ARTICLE VI – ELECTIONS

Section 1. The Chair shall recruit at least three COA members to serve on an ad hoc Officers Nominating Committee.

Section 2. Members of the Officers Nominating Committee cannot be current COA officers and cannot be seeking reappointment to the COA for a second term.

Section 3. The Officers Nominating Committee shall identify candidates from COA membership for the following positions: Chair, Vice-Chair, Secretary, and Budget and Finance Advisor.

Section 4. The names of nominees for COA officer positions shall be included in the notice of the December meeting. Additional nominations from the floor shall be accepted. Consent of any nominee must be obtained prior to nomination.

Section 5. Voting shall be by voice vote unless there is more than one candidate for an office, in which case a secret ballot is required. If no candidate receives a majority on the first ballot, the two candidates receiving the most votes shall be voted upon in a second ballot and the candidate receiving the majority of votes shall be considered selected. The ballots shall be counted by the COA Officers Nominating Committee and the results reported at the December meeting.

Section 6. Officers elected at the December meeting shall begin their terms on January 1.

ARTICLE VII – ROLE OF AREA AGENCY ON AGING DIRECTOR

Section 1. Requests for staff or other resources shall go to and/or through the Area Agency on Aging Director.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of those present and eligible to vote, assuming a quorum exists, at any regular COA meeting. This presumes that any amendment voted upon shall have been submitted in writing and read at the previous regular meeting, and that notice and text of the proposal to amend these Bylaws have been included in the notice of the meeting at which the amendment is to be voted upon. Any amendments to these Bylaws shall be subject to the approval of the County Executive.

ARTICLE X – PUBLIC RELATIONS

Officers and members are encouraged to discuss the work of the COA as the opportunity arises but shall differentiate between their private opinion and the consensus and policies of the COA when discussing policy matters.