

BY-LAWS
AREA III SENIOR SERVICES AGENCY
ADVISORY COUNCIL ON AGING

ARTICLE I: NAME

- A. The name of this organization shall be the Area 3 Senior Services Agency A3SSA Advisory Council, herein referred to as the Council. The principal address of the Council shall be c/o A3SSA, 701 S. Allen St. Ste 100, Meridian Idaho.

ARTICLE II: PURPOSE AND RESPONSIBILITIES

- A. Area Advisory Councils On Aging (IDAPA: 15.01.20.051)
1. The AAA shall establish an advisory council in accordance with the requirements of the Older Americans Act (OAA), as amended, and all pertinent federal regulations. (7-1-98)
 2. The advisory council shall adopt and operate according to By-Laws. (3-20-04). (IDAPA: 15.01.20.051)
- B. The Council shall carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. (CFR45 1321.57)

The council shall advise the agency relative to:

1. All matters relating to the development of the Area Plan,
 2. The administration of the plan and operations conducted under the plan as prescribed by:
 - a. The Older Americans Act of 1965, as amended [Section 306(a)(6)(F) Public Law 89-73],
 - b. The State Senior Services Act, as amended,
 - c. Title VI of the Civil Rights Act, as amended, and
 - d. The current Idaho Commission on Aging Rules Governing Senior Services Program
 3. Conducting public hearings.
 4. Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.
- C. The Council shall review and comment on the Area Plan and amendments before it is transmitted by the A3SSA to the Idaho Commission on Aging for approval. —
- D. The Council shall conduct meetings open to the public.
- E. The Council shall represent the interests of all older persons in the area.
- F. The Council shall foster communication with the AAA director and staff, community and A3SSA Board.

- G. The Council shall assist in recruiting and training new volunteer Council Members when needed.

ARTICLE III: MEMBERSHIP

SECTION 1: COMPOSITION OF THE COUNCIL

- A. The council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. Per OAA 307(a)(6)(D) the Council shall consist of:
1. More than 50 percent of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act.
 2. Family caregivers of such individuals
 3. Representatives of older individuals
 4. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate)
 5. Representatives of supportive services provider organizations
 6. Persons with leadership experience in the private and voluntary sectors including representatives of the business community
 7. Local elected officials
 8. The general public
- B. To avoid conflict of interest, no member of the council shall be a party to a decision that affects the amount or rate of payment for goods or services provided to the AAA by them or a company or organization they represent, or in which they hold an office or a position of influence.
- C. Conflict of Interest. AAA employees, or members of the immediate families of AAA employees, shall not serve on the advisory council. (3-20-04). (IDAPA: 15.01.20.051)
- D. Both elected and appointed members of the Council are strongly encouraged to actively participate and attend all meetings. In the event unexcused absences become excessive, the Executive Committee will take appropriate action.

SECTION 2: APPOINTMENTS

- A. The A3SSA Director will submit names of selected members-at-large to the Council.

SECTION 4: TERM OF OFFICE

- A. The term of a member to the Council shall be two years with half the Council being selected in even-numbered years and half being selected in odd-numbered years. A member may be re-appointed to an additional term(s).
- B. Officers of the Council are elected for a two-year term by the members. Elections will be held at the first meeting of even-numbered years.

SECTION 5: REMOVAL

- A. Failure to perform as an effective representative of persons age 60 years and older in the member's community may be considered cause for the Council to be removed from the position.
- B. In the event that unexcused absences become excessive, the Executive Committee will take appropriate action as this may be considered cause for the member to be removed from the Council.

SECTION 6: VACANCIES

- A. At-large members will be replaced by the AAA Director.

ARTICLE IV: MEETINGS

SECTION 1: FREQUENCY OF MEETINGS

- A. The Council shall meet no less than once during each quarter of the calendar year and may meet any time on the call of the Chair, with the concurrence of the Director. Per IDAPA: 15.01.20.051: AREA ADVISORY COUNCILS ON AGING. 02. Council Meetings. Each advisory council shall meet at least two (2) times each year. (3-20-04)
- B. The A3SSA Director will provide members a written or electronic notification of each meeting at least two weeks in advance of the meeting. The proposed agenda for the meeting shall be made available prior to the meeting.

SECTION 2: QUORUM

- A. A majority of the members of the Council shall constitute a quorum. Except when otherwise provided, business transacted and action taken shall be by majority vote of the members present.

SECTION 3: MEETING PROCEDURES

- A. Robert's Rules of Order, shall be used as a general guide for the conduct of meetings.

SECTION 4: BIENNIAL ORGANIZATIONAL MEETING

- A. The first Council meeting held during the first quarter of the even numbered years shall be designated the organizational meeting. The election of officers of the Council shall be the first order of business at this meeting. The newly elected officers shall assume office at the conclusion of the regular agenda.

ARTICLE V: OFFICERS

SECTION 1: ELECTION OF OFFICERS

- A. The Council shall at the first meeting of the election year (even years) elect from Council members, a Chair, Vice-Chair, and Secretary to serve a term of two years or until their successors are elected. A quorum must be present.
- B. Nominations will be taken for each position, and voting will proceed as prescribed by the Chair.
- C. The results of the voting will be recorded in the minutes.

SECTION 2: CHAIR

- A. The duties of the Chair shall be, but not limited to:
 - 1. To preside at all meetings of the Council.
 - 2. To preside at meetings of the Executive Committee.
 - 3. To assist with the preparation of the agenda for meetings of the Council and Executive Committee.
 - 4. To appoint the members to all standing and special committees.
 - 5. To serve as ex-officio member on all committees.

SECTION 3: VICE-CHAIR

- A. The duties of the Vice-Chair shall be, but not limited to:
 - 1. To preside at all meetings of the Council or Executive Committee in the absence of the Chair.
 - 2. To perform other activities as requested by the Chair.
 - 3. To assume the office of Chair of the Council in the event the Chair cannot complete the term of office.

SECTION 4: SECRETARY

- A. The duties of the Secretary shall be, but not limited to:
 - 1. Prepare minutes of each meeting and transmit to the Chair and the AAA Director for review within ten days.
 - 2. Provide copies of minutes to each member of the Council. This may be done by providing a copy to the AAA Director for distribution.

SECTION 5: SUCCESSION

- A. When the Chair is unable to attend or conduct a Council meeting the conducting officer shall be:
 - 1. Vice-Chair
 - 2. Secretary
 - 3. A member approved on-the-spot by a majority of members present.

ARTICLE VI: COMMITTEES

SECTION 1: EXECUTIVE COMMITTEE

- A. The Executive Committee of the Council shall be composed of the Chair, the Vice-Chair, and the Secretary of the Council, the Chair of the Legislative Committee, and the A3SSA Director.
- B. The duties of the Executive Committee shall be, but not limited to:
 - 1. Assist and counsel the Chair and the A3SSA Director on the Area Plan and other business of the Council.
 - 2. Respond to committee requests or urgent business of the Council requiring action between meetings of the Council.
 - 3. Assist in planning and preparing the agenda for meetings of the Council.
 - 4. Orient new Advisory Council members.

SECTION 2: STANDING COMMITTEES

- A. The following committees shall be established, but the Council is not restricted to these:
 - 1. Legislative Committee:
 - a. The purpose of this committee shall be to identify relevant issues before governmental agencies and advocate for the elderly.
 - b. The Chair of the Legislative Committee serves as liaison with Senior Center Committee.
 - 2. Senior Center Committee:
 - a. The Committee shall represent issues and needs of Senior Centers in Area III, network and share successes and challenges, and receive training from AAA staff.
 - b. Shall elect a chair of their Committee and members to represent the Committee on the AAA Advisory Council.

SECTION 3: SPECIAL COMMITTEES OR APPOINTMENTS

- A. The Council or the Executive Committee, through the Chair, at any meeting may establish a special committee to study, or take specific action, and report and make recommendations to the Council on a specific issue or unusual problem.

ARTICLE VII: IDAHO COMMISSION ON AGING

- A. Idaho Code Title 67-5007:
 - 1. The commission shall, based on the recommendations of the local area councils on aging, enter into funding agreements as grants or contracts with designated local area agencies, as provided by the Older Americans Act of 1965, as amended, for the purpose of the agencies issuing contracts at the local level to provide the services listed in section

67-5008, Idaho Code. Such grants or contracts shall be subject to performance and financial audit by the agency in conformance with state practices and statutes.

B. Idaho Code Title 67-5008:

1. The commission shall upon reviewing recommendations from local area councils on aging, as required by the Older Americans Act of 1965, as amended, allocate to local designated area agencies grants or contracts for the following purposes:
 - a. Transportation -- For operating expenses only.
 - b. Congregate meals -- For direct costs to provide nutritionally balanced meals to older persons at congregate meal sites.
 - c. In-home services -- For direct provision of case management, homemaker, chore, telephone reassurance, home delivered meals, friendly visiting, shopping assistance, in-home respite and other in-home services to older persons living in non-institutional circumstances. Fees for specific services shall be based upon a variable schedule, according to rules established by the Idaho commission on aging, based upon ability to pay for such services.
 - d. Adult day care -- For direct services to older persons and their caregivers.
 - e. Ombudsman -- For provision of ombudsman services as described in section 67-5009, Idaho Code.

ARTICLE VIII: AMENDMENTS

- C. These by-laws may be amended by approval of a majority of the members present in a regular Council meeting, provided notice of proposed changes have been submitted and reviewed at a previous meeting or sent electronically to all members for review.
- D. A copy of proposed amendments shall be sent to the A3SSA Director prior to submission to the Council for approval.

09/15/2017 Adopted by the Council

The undersigned, being the Secretary of the Council, do hereby certify that the foregoing By-Laws were duly amended as found herein, by consent of the members of the A3SSA Advisory Council on Aging on the 09/15/2017

Secretary of the Council—

Date