

ELDER CITIZENS ADVISORY BOARD

BYLAWS

- I. Name. The name of the organization is: Elder Citizens Advisory Board.
- II. Functions and Powers. The function of the Board shall be to advise and assist the City Council in the continual development and reassessment of the program of Elder Citizen Activities and Services.

In performance of its functions, the Board is authorized to:

- a. Conduct any studies or reviews it deems worthwhile regarding development and maintenance of a program of activities and services which meet the needs and wishes of elder citizens in Oak Ridge.
- b. Cooperate with any group or organization in any way that it judges will aid in fulfilling its functions.
- c. Make recommendations regarding a policy for (1) use of the Senior Center by non-elder citizens and (2) the reserving of certain hours for exclusive use by elder citizens.
- d. Adopt any rules and procedures it feels advisable for the conduct of its meetings.

III. Meetings.

- A. The Board shall meet the first Monday of each month, or as it shall designate, in the Lounge at the Senior Center.
- B. Special meetings may be called upon the request of the Chairperson or any three members of the Board. The notice of special meeting shall be given at least 24 hours prior to the meeting and shall state the subject matter to be considered and no other matter shall be before the Board.
- C. In the event there is no matter to be considered, the Chairperson may dispense with a meeting by notifying each Board member at least 24 hours prior to the time set for the meeting.

IV. Quorum. A majority of the Board shall constitute a quorum for the transaction of business, and all actions shall require the concurring vote of no less than five (5) members.

V. Attendance. Any member of the Board with three consecutive unexcused absences from regularly-scheduled meetings shall cease to hold office as a member of the Board. Excused absence shall be defined as an absence caused by illness or absence from the city. In order to qualify for an excused absence, the member must notify the chairperson or secretary prior to the meeting for which the excused absence is requested. The majority of the members present shall be empowered to

determine whether or not any particular absence shall be excused. The Chairperson shall notify the City Clerk of any vacancy.

- VI. Officers. There shall be elected at the regular July meeting from among the members of the Board the following officers: Chairperson, Vice Chairperson, and Secretary. The Chairperson shall preside at all meetings of the Board, decide all points of order, appoint membership to such temporary committees as deemed necessary, sign documents on behalf of the Board, and call regular or special meetings of the Board. The Vice Chairperson shall assume all of the duties of the Chairperson in his or her absence. The Secretary shall conduct all official correspondence of the Board and keep a record of all official meetings and actions of the Board. A member shall be eligible for reappointment to one of these offices as long as he or she remains on the Board.
- VII. Agenda. At least 48 hours prior to each meeting, the members shall be furnished an agenda reflecting items to be considered. The Chairperson or such other person designated by the Board shall be responsible for preparation and distribution of the agenda.
- VIII. Notice. Adequate notice of all meetings and matters to be discussed shall be given to the public and posted at the Senior Center. All meetings shall be open to the public.
- IX. Order of Business. The order of business of all regular meetings shall be as follows:
1. Call to Order
 2. Approval of Minutes
 3. Reports
 - a. Senior Center Director's Report
 - b. Organizational Reports
 - c. Committee Reports
 - d. Other Reports
 4. Unfinished Business
 5. New Business
 6. Announcements
 7. Adjournment
- X. Annual Report. The Board will prepare an annual written report of its activities and recommendations for submission to City Council by June 30 of each year.

IX. Amendment. These Bylaws may be amended by majority vote of the members of the Board. An amendment to the Bylaws shall be voted on at the next regular meeting after the regular meeting at which the amendment is proposed.

APPROVED BY THE
ELDER CITIZENS ADVISORY BOARD

H. G. Schmittler
Chairman

Date: 3/2/87