

# **THE EAST GRANBY COMMISSION ON AGING BY-LAWS**

## **PREFACE:**

The Commission on Aging (COA) was originally established February 11, 1975 by a vote held during a Special Town Meeting, under provisions of the ordinance, Chapter IX. The COA makes recommendations to the Board of Selectman (BOS) for their action and review. As such, the COA is advisory unless specifically authorized by the BOS.

## **ARTICLE I – NAME**

This association shall be called the East Granby Commission on Aging.

## **ARTICLE II - PURPOSE**

To establish in the Town of East Granby the most effective programs relating to health, welfare, education, recreation, and transportation for senior residents / senior caregivers by:

1. Applying for, receiving and administering funds and grants from the Town, State, Federal Government or any other source to provide funding for worthwhile programs.
2. Identifying senior community/ senior caregiver concerns/needs.
3. Advocating for the present and the future concerns of seniors and/or their caregivers in East Granby before Town Officials, boards, commissions, and agencies.
4. Recommending new programs to the Senior Services Director and the BOS.
5. Identifying and promoting appropriate programs and services within the geographical area that may benefit senior/senior caregivers, without regard to whether government, private agencies, service or civic clubs or church groups sponsors such programs.
6. Reviewing current operations of established programs.

## **ARTICLE III - MEMBERSHIP**

1. The membership of the Commission on Aging shall consist of nine (9) members and up to three (3) Alternates, who shall serve without compensation. All members shall be residents of East Granby (Ref.: Ordinance IX).
2. The nine (9) members and three (3) Alternates of the Commission On Aging shall be appointed by the Board of Selectmen, serving for terms of (3) years.

3. Each year, those members whose terms expire will be notified by mail by the Town Clerk advising them of the Board's decision to re-appoint them for another term. Those not wishing to serve another term must notify the Board of Selectmen in writing. Those appointed are then required to meet with the Town Clerk to take the Oath of Office.
4. If unable to attend a monthly meeting, prior to the meeting, members are expected to notify the Chairperson or Vice-Chairperson or the Director of Senior Services at 653-4371.
5. Absence from regularly scheduled meetings will be handled in the following manner:
  - Three (3) consecutive meetings (or 5 of the year's meetings) will require the Commission on Aging to review the member's status. The Commission on Aging Secretary shall notify, in writing, that their position on the Commission is in jeopardy with any further absences.
  - If the member is absent from the fourth consecutive meeting (or 6 of the year's meetings), the Chairperson will notify the Board of Selectmen of the member's status and recommend that the Board of Selectmen replace the member.
6. In the event of a resignation or replacement, as described in paragraph 5 above, of any commission member, or the individual's inability to serve, the Chairperson will notify the Board of Selectmen. The procedure outlined in paragraph 7 below shall be followed.
7. (A) Should openings exist and there are current Alternate Members, the following procedure will be followed:
  - The Commission on Aging will recommend to the Board of Selectmen the Alternate Member(s) to be named (a) Permanent Member(s).
  - The Board of Selectmen will then notify in writing those so appointed, who are then required to meet with the Town Clerk to take the Oath of Office.
- (B) Should openings exist for Permanent Member(s) and there are no current Alternate Members, the following procedure will be followed:
  - The Chairperson of the Commission on Aging may appoint up to a three (3) member committee to recruit, review and prioritize applicants. The Commission on Aging may then make recommendations in writing to the Board of Selectmen.
  - The Board of Selectmen then notify in writing those so appointed, who are then required to meet with the Town Clerk to take the Oath of Office.

8. The Commission on Aging may appoint 2 Student members from East Granby High School to serve on the Commission. These student members will participate in Meetings, serve on Committees and provide liaison between the High School and the Senior Community. Student Members will not vote but should participate in meeting discussions. Student terms of service will be flexible and at the discretion of the Students and the Chairperson. In the event of a vacancy, the Chairperson will coordinate with the High School administration to select a new student.

## **ARTICLE IV – MEETINGS**

1. Regular meetings shall be held the first Tuesday of each month.
2. The Chairperson, upon the request of at least five (5) members, shall call special meetings.
3. All regular meetings are to be held at a location designated by the Chairperson.
4. Meetings shall convene at 6:30 p.m., unless otherwise designated by the Chairperson.
5. In the event that a Full Member (s) is (are) absent, an Alternate Member (s), in order of seniority, shall act as a Full Member(s). In this case, the Alternate Member(s) has the same authorities as a regular Full Member.
6. The election of new officers shall be held annually during the December meeting.
7. A total of Five (5) members and/or Alternates constitute a quorum at any regular or special meeting.
8. The Director of Senior Services shall be required to attend and participate in all regular meetings.
9. A clerk shall attend all meetings, take minutes, record votes, and submit the minutes and record of votes to the Town Clerk. In addition, the minutes shall be distributed to the Chairperson, Members, Alternates, and others deemed appropriate by the Chairperson.
10. All meetings are open to the public.
11. "Robert's Rules of Order" shall govern all meetings.

## **ARTICLE V - OFFICERS**

The term of the Chairperson and Vice Chairperson, will consist of one (1) year, beginning the first scheduled meeting of January.

## **ARTICLES VI - DUTIES OF OFFICERS**

1. The Chairperson shall preside at all meetings of the Commission On Aging; appoint all committees; represent the Commission On Aging at public affairs; and shall maintain the dignity and efficiency of the Commission On Aging in all possible ways. The Chairperson shall prepare an agenda for pending monthly meetings and distribute to the Town Clerk, COA Clerk, Members, Alternates, and others deemed appropriate by the Chairperson.
2. The Vice-Chairperson shall preside and act as Chairperson at all meetings in the absence of the Chairperson.

## **ARTICLE VII - DUTIES AND RESPONSIBILITIES OF COMMISSION ON AGING MEMBERS**

1. To know the purpose of the Commission on Aging.
2. To have vision regarding services for the elderly and elder caregivers. Not only for the current generation are we serving, but also the generation to follow.
3. To work closely with the staff, providing direction, encouragement and constructive criticism in a productive manner.
4. To participate actively in Commission on Aging meetings and Commission on Aging events.
5. To promote the Commission on Aging and its purpose to the community and community organizations.
6. To become acquainted with Town, State, Federal and Private Resources available for program growth.
7. To stay abreast of the standard of senior services in surrounding communities and statewide and nationally.

## **ARTICLE VIII - ELECTIONS**

1. During the October meeting the Chairperson will appoint a nominating committee of three (3) members of the Commission on Aging. Their duties will be to submit a slate of prospective officers at the November meeting, for a vote during the December

meeting.

2. The nominating committee shall contact all members of the COA to determine their interest in serving as a candidate for office.
3. All officers shall be elected by a majority vote.

## **ARTICLE IX – COMMITTEES AND CONSULTANTS**

The Chairperson shall appoint Committees or Consultants as needs may arise. Such Committees shall not necessarily be restricted to the members of the Commission on Aging; however, the Chairperson of each Committee shall be a member of the Commission on Aging. Subject to generally applicable budget limitations and requirements, the Commission on Aging may employ staff, enter into contracts and provide facilities.

## **ARTICLE X – OPERATING BUDGET**

The Director of Senior Services with input, as required, from the Commission on Aging will prepare a budget of operating funds for the coming fiscal year based on the timeline provided by the First Selectman.

## **ARTICLE XI – SENIOR ACTIVITIES ROUND FUND**

1. The Senior Activities Round Fund (the “Fund”) shall be available to the Commission on Aging (the “Commission”) to conduct or sponsor programs, services and activities for senior citizens.
2. The Fund shall not lapse at the end of any fiscal year.
3. The Commission shall insure that procedures are in place pursuant to which all revenues from any programs, services or activities conducted or sponsored by it are regularly appropriated thereto and any gifts or grants specifically intended by the donor or grantor to be deposited therein. Nothing herein shall preclude the Commission from maintaining a petty cash fund, not to exceed \$50 as an adjunct of the Fund.
4. Disbursement from the Fund shall be made upon the authorization or voucher of the Commission (which authority may be delegated by it to its Chairperson or the Senior Citizen Coordinator or both) and shall not require prior appropriation.
5. Administration of, accounting for, control over and auditing of the Fund shall be subject

to oversight of the Boards of Selectmen and Finance.

## **ARTICLE XII – AMENDMENTS**

The By-laws may be amended at any regular or special meeting by two-thirds (2/3) of the quorum, provided a quorum is present and provided notice of the proposed amendment has been given, in writing, to all Commission On Aging members at a full meeting prior to the said meeting.

*Revised 2/2000, 10/2001, 12/2009, 2/2013, 12/2013, 12/2015*

Approved by Board Of Selectmen 1/13/2016

Approved by Commission On Aging 2/2/2016

COA Members

Richard Galluccio  
Lucia Ziobro  
Corrine Dickerson  
Marie Sandora  
Yvon Lemieux  
Felice Mara  
Mary Ellen Tressy

Alternate

Rose Egnat