

**BYLAWS
of the
ARLINGTON COMMISSION ON AGING**

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as approved by the Arlington County Board

APRIL 12, 1983

as amended by the Arlington County Board

SEPTEMBER 28, 1991

with concurrence of the Arlington County Board

JUNE 20, 1997

with concurrence of the Arlington County Board

JULY 9, 2002

ARTICLE I: NAME OF THE ORGANIZATION

The name of the Organization shall be the Arlington Commission on Aging (hereinafter referred to as the "Commission").

ARTICLE II: PURPOSES

As set forth in the Older Americans Act of 1965, as amended, in the regulations issued pursuant to that Act, and in the charge to the Commission by the Arlington County Board, the principal purposes of the Commission are as follows:

1. To advise the County Board, County Manager, and County agencies in the area of aging, and to review those items affecting older persons in the proposed annual County budget. The Commission will:

- provide linkage with the community, and with public and private agencies engaged in providing services to older persons;
- serve as an advocate for plans and actions in the interest of older persons;

- foster community awareness of the concerns, needs, and problems of older persons, and of the resources older persons represent;
 - review and comment on community policies, programs, services, and actions which affect older persons.
2. To advise the Arlington Agency on Aging (hereinafter referred to as the "Agency") in the following areas:
- developing and implementing area plans for older persons;
 - establishing and monitoring Agency objectives and County services;
 - analyzing and inventorying needs of older persons;
 - participating in policy and program planning; conducting public hearings;
 - coordinating and evaluating resources for older persons, and providing leadership and direction to the development of comprehensive coordinated service systems;
 - budgeting and allocating funds, and general administration;
 - identifying and pursuing funding sources for services for older persons.

ARTICLE III: POWERS AND DUTIES

1. The Commission shall have such powers as are delegated to it by the County Board. Such delegation shall include those powers necessary to carry out the purposes and duties enumerated in Federal and Commonwealth of Virginia legislation and regulations, and such additional powers as required for the Commission to effectively and efficiently perform its functions in compliance with these Bylaws.
2. The Commission shall have an advisory role in the hiring of the Director of the Agency.
3. The Commission shall submit an annual report to the County Board and to the public, in clear and simple language and format. The report shall highlight the Commission's and the Agency's programs and accomplishments; the report shall make appropriate recommendations for further or future actions.

ARTICLE IV: MEMBERS

1. The Commission shall consist of fifteen (15) members appointed by the County Board.
2. The member composition of the Commission shall reflect the guidelines of the Older Americans Act of 1965, as amended, and the regulations issued thereunder. At least eight members of the Commission shall be 60 years of age or older.
3. No member shall be a County employee. County employees may attend and participate in Commission meetings.
4. Each Commission member shall serve a three-year term, and may be reappointed by the County Board to a second consecutive three-year term.
5. Eligibility of persons who are appointed to complete incomplete terms of a member due to a vacancy, shall be determined as follows: (1) a person appointed to complete a term with one year or less remaining shall be eligible for reappointment to two consecutive three-year terms; (2) a person appointed to complete a term that has more than one year remaining in the term shall be eligible for reappointment to only one additional consecutive three year term. A Commission member who has served two consecutive three-year terms is eligible for reappointment after a minimum of one year from the end of his or her last term. The membership terms shall be staggered so that five Commission members conclude their terms each year.
6. On or before August 31 of each calendar year or upon the occurrence of a vacancy, the Commission shall recommend individual(s) for appointment to the Commission. The Commission Chair shall submit such recommendation(s) to the County Board.
7. A member of the Commission who fails to attend two (2) consecutive meetings of the Commission without having notified in advance the Commission Chair, or Agency staff, of a legitimate reason for the absence will forfeit his or her remaining term on the Commission. The Commission Chair shall notify the member concerned and the County Board of the forfeiture of the member's term.

ARTICLE V: OFFICERS

1. The officers of the Commission shall be:
 - (a) The Chair shall be elected at the October meeting from among the Commission membership. The Chair shall serve for a one-year term. No member shall serve more than three consecutive one-year terms as Chair.

- (b) The Vice-Chair shall be elected at the October meeting from among the Commission membership. The Vice-Chair shall serve for a one-year term. No member shall serve more than three consecutive one-year terms as Vice-Chair.
2. Chair: The Chair shall preside over all meetings of the Commission and exercise the duties and powers inherent in the Office. He or she shall:
- (a) Have a vote on all matters before the Commission.
 - (b) Sign all correspondence necessary and appropriate to carry out the will of the Commission.
 - (c) Establish appropriate committees, with the advice and consent of the Commission, and appoint the Chair and members thereof. The Commission Chair shall be an ex-officio member of all such committees, except the Nominating Committee if the Commission Chair is eligible for an additional term and wishes to serve.
 - (d) Meet with members of the Arlington County Board regularly, at least semi-annually, to discuss objectives and concerns of the Commission.
 - (e) Have authority to delegate routine and administrative functions to Commission members.
 - (f) Represent or designate a representative of the Commission to participate in all meetings and events of interest to the Commission.
 - (g) Perform such other duties consistent with these Bylaws as may be assigned by the Commission or the County Board.
3. Vice-Chair: The Vice-Chair shall discharge the duties of the office of Chair in his or her absence or disability, and shall discharge such other duties as may be assigned.

ARTICLE VI: COMMITTEES

1. The Executive Committee and the Budget Committee shall be standing committees of the Commission.
2. The Executive Committee shall consist of the Commission Chair and Vice-Chair, and three additional members of the Commission appointed by the Chair. The Chair is encouraged to invite other Commission members to Executive Committee meetings as appropriate. The Executive Committee shall have and exercise the powers and duties of the Commission between meetings. It shall meet upon the call of the Chair. The presence of three members shall constitute a quorum for the transaction of business.
3. The Budget Committee shall consist of not less than five (5) Commission members and other individuals appointed by the Commission. The duties and responsibilities of the Budget

Committee shall be: (a) Review items of special interest to older persons in the proposed County budget, and submit recommendations to the Commission for its evaluation. (b) Review anticipated Older Americans Act and other sources of funds for the Agency's annual Area Plan for Aging Services, and submit recommendations to the Commission and the Agency; and (c) To perform such other budgetary duties as the Commission Chair may assign.

4. All other committees, other than the standing committees named in paragraph 1 of this Article, shall be special committees. The Commission Chair, with the advice and consent of the Commission, shall name such other special committees as may be needed or required by Federal or Commonwealth of Virginia legislation or regulation, or contracts subject to Federal or Commonwealth oversight, and shall appoint Chair and members of the special committees. The number of Commission members on a special committee shall be at the discretion of the Chair, who may also appoint non-members of the Commission to a special committee. The Chair of any special committee shall be a member of the Commission.
5. Every three years, an ad hoc committee shall be established by the Executive Committee to evaluate the direction of the Agency and the Commission and make recommendations for change, if appropriate, to the Commission Chair.

ARTICLE VII: MEETINGS

1. The Commission shall meet monthly, except in August.
2. The date and place of the monthly meetings shall be determined by the Chair, with the consent of the members.
3. Special meetings may be called by the Chair acting alone or by any three members of the Commission.
4. Notice of each regular or special meeting, including an agenda, with any appropriate attachments, shall be mailed to Commission members not less than five calendar days prior to the date of such meeting.
5. Minutes of each Commission meeting shall be prepared by Agency staff and provided to Commission members not less than five (5) calendar days prior to the date of such meeting. Copies shall be sent to the Office of the County Board for information and record purposes.

ARTICLE VIII: VOTING AND QUORUM

1. The Commission's action shall require a majority vote of those members present and voting. All votes of the Commission shall be reflected in the minutes. A Commission member unable to be present may give a proxy in writing to another Commission member on a specific issue.

2. A quorum shall consist of eight Commission members.

ARTICLE IX: AMENDMENTS

1. Proposed amendments to these Bylaws shall be mailed to members of the Commission at least ten (10) **calendar** days prior to the meeting at which action is to be taken.
2. Upon approval of two-thirds of the members present and voting, such an amendment (or amendments) shall be submitted to the County Board by the Commission Chair for final action.
3. The Commission's Bylaws shall not be amended in such manner as to violate the Older American Act of 1965, as amended, or the regulations issued thereunder nor any other Federal or Commonwealth of Virginia law or regulation that affect the duties and responsibilities of the Commission.