

**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

DECEMBER 10, 2005

with concurrence of the Arlington County Board

JULY 13, 2013

with concurrence of the Arlington County Board

APRIL 26, 2022

ARTICLE I: NAME OF THE ORGANIZATION

The name of the Organization shall be the Arlington Commission on Aging (hereinafter referred to as the "Commission"). The Commission on Aging aims to enhance the quality of life for all residents 60 years of age or older in Planning and Service Area (PSA) 8B by ensuring all planning and County activities address their specific needs.

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 and assist the Arlington Agency on Aging (hereinafter referred to as the "Agency") in the following areas:
 - Development and implementation of the Area Plan for older persons;
 - Identification of the overall priorities of the population served in Arlington County.

- Establishment and monitoring of Agency objectives;
 - Analysis and inventory of the needs and interests of older adults;
 - Enhancement in the participation of older persons in policy and program planning, including conducting of public hearings;
 - Coordination of resources for older persons, and giving of leadership and direction to the development of comprehensive coordinated service systems within the planning and service area;
 - Review and recommendation for approval of the annual Agency budget as prepared by the AAA Director.
 - Identification and pursuit of funding sources appropriate for services for older persons.
2. To advise the County Board, County Manager, and County agencies in the area of aging, and to review items with special effect on older persons in the proposed annual County budget.
- Foster awareness of the resources and talents of older persons and promote their active engagement in the community;
 - Review and comment on all community policies, programs and actions which affect older persons, with the intent of assuring maximum coordination and responsiveness to older persons.
 - Promote partnerships and collaborations within the community and with public and private agencies engaged in delivery of services to older persons.;
 - Advocate for plans and actions in the interest of 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 State 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 Chair of the Commission or a designated representative shall have an advisory role in the hiring of the Director of the Agency.
3. The Commission shall advise and assist the Agency staff in convening and conducting the annual Community Engagement Forum and other public hearings on items of concern to older persons.
4. The Commission shall submit an annual report to the County Board and make it widely available to the public in clear and simple language and format. Such report shall highlight the Commission's programs and actions; the report shall make appropriate recommendations for further or future actions.

ARTICLE IV: MEMBERS

1. The Commission shall consist of seventeen (17) 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, including:
 - More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in Agency on Aging programs.
 - Representatives of older persons
 - Representatives of health care provider organizations
 - Representatives of supportive services provider organizations
 - Persons with leadership experience in the private and voluntary sectors
 - Local elected officials
 - The general public
3. An effort should be made to ensure the membership composition of the Commission reflects the diversity of the older adults in our community.
4. No member shall be a County employee but County employees may attend Commission meetings without voting. All Commission members shall be a resident of or work in Arlington County.
5. Each Commission member shall serve a three-year term, and may be reappointed by the County Board to a second consecutive three-year term. Each Commission member who has served two consecutive three-year terms may be eligible for appointment again after a minimum of one year from the end of his or her last term.
6. On or before August 31 of each calendar year or upon the occurrence of a vacancy, the Commission shall prepare a slate of recommended individuals (or individual) for appointment to the Commission. The Commission Chair shall submit such recommendations (or recommendation) to the County Board.
7. A member of the Commission who fails to attend two (2) consecutive meetings of the Commission without having first 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, and the Commission Chair will immediately provide notice thereof to the member concerned and the County Board.

ARTICLE V: OFFICERS

The officers of the Commission shall be:

1. A Chair, elected at the October meeting from the members of the Commission. The Chair shall serve for a one-year term. No member shall serve more than three consecutive one-year terms as Chair.
2. A Vice-Chair, elected at the October meeting from the members of the Commission. The Vice-Chair shall serve for a one-year term. No member shall serve more than

three consecutive one-year terms as Vice-Chair.

Section 1. Duties

Chair: The Chair shall preside over all meetings of the Commission and exercise the well-recognized duties and powers inherent in the Office. He or she shall:

- Have a vote on all matters before the Commission.
- Sign all acts or orders necessary and appropriate to carry out the will of the Commission.
- Establish appropriate committees with the advice and consent of the Commission and appoint the chair and members thereof. The Commission Chair shall be ex-officio a member of all such committees.
- Meet with the Arlington County Board regularly, at least semi-annually to discuss objectives and concerns of the Commission.
- Have authority to delegate routine and administrative functions to Commission members.
- Represent or designate a representative of the Commission at all meetings of interest to the Commission.
- Perform such other duties not inconsistent with these by-laws as may be assigned by the Commission or by the County Board.

Vice-Chair: The Vice-Chair shall discharge the duties of the office of Chair in his/her absence or disability and shall discharge such other duties as may be assigned.

ARTICLE VI: COMMITTEES

1. There shall be an Executive Committee consisting of the officers, committee chairs, plus additional members 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.
2. There shall be a Budget Committee consisting of not less than five (5) Commission members appointed by the Commission Chair. The Budget Committee shall have the following duties and responsibilities:
 - Review items of special interest to older persons in the proposed County budget and submit recommendations to the Commission for its evaluation.
 - Review anticipated Older Americans Act and other sources of funds for the Agency's annual plan and submit recommendations to the Commission and the Agency.
3. The Executive Committee and the Budget Committee shall be standing committees of the Commission.

4. All other committees, other than the standing committees named in paragraph 3 of this Article, shall be special committees.
5. The Commission Chair shall name such other special committees as may be needed or required by Federal or State legislation or regulation, or contracts subject to Federal or State oversight, and shall appoint members of the Commission to such special committees.
6. The Executive Committee shall designate the powers and duties of all special committees
7. The number of Commission members on a special committee shall be at the discretion of the Chair, who may at his/her discretion appoint non-members of the Commission to a special committee.
8. The Chair of the special committee shall be a member of the Commission. Committee co-chairs can be but are not required to be a member of the Commission.

ARTICLE VII: MEETINGS

1. The Commission shall meet monthly, except in August.
2. The date and place of the meetings shall be determined by the Agency, with assistance and suggestions from the Commission Chair.
3. The agenda shall be sent a minimum of 3 days prior to the meeting and is also posted to the Commission website and the County Calendar.
4. The meeting structure will adhere to the preset agenda and afford a time for public comment.
5. Special meetings may be called by the Chair acting alone or by any three members of the Commission.
6. Notice of each regular or special meeting, including agenda of specific items to come before the meeting, with any appropriate attachments, shall be sent via email to Commission members not less than five days prior to the date of such meeting.
7. All meetings are open to the public and are subject to the Freedom of Information Act and the Public Records Act.
8. Minutes of each meeting shall be recorded by Agency staff and kept and provided to Commission members with the notice and agenda of the next regular Commission meeting.
9. After approval, the minutes should be signed and dated by the Agency staff member responsible for the preparation of the minutes and the Chair.
10. Copies of the approved minutes shall be posted to the Commission website and sent to the Office of the County Board for information and record.
11. When not inconsistent with these by-laws, all questions on parliamentary procedure

shall be governed by Robert's Rules of Order (current edition).

ARTICLE VIII: VOTING AND QUORUM

1. The Commission's action shall require a majority vote of those 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 for a specific issue.
2. A quorum shall consist of a majority of Commission members.

ARTICLE IX: AMENDMENTS

1. Proposed amendments to these Bylaws shall be sent to members of the Commission at least ten (10) 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 State law or regulation that affects the duties and responsibilities of the Commission.