

**ARLINGTON COUNTY DEPARTMENT OF PARKS AND RECREATION
OFFICE OF 55+ PROGRAMS
ARLINGTON SENIOR ADULT COUNCIL BY-LAWS**

ARTICLE I – NAME

Section 1 - The name of this organization shall be “The Arlington Senior Adult Council” (hereinafter referred to as the “Council”).

Section 2 – The sponsor of this organization is the Arlington County Department of Parks and Recreation (DPR), Office of 55+ Programs.

ARTICLE II – PURPOSE

The Council shall assist and advise the Office of 55+ Programs in carrying out its mission. That mission is to foster an environment that brings together senior adults in a positive atmosphere, encourages independence and well-being, and promotes the cultural richness of Arlington County. The Council shall:

1. Provide a forum for an interchange of ideas and information regarding the recreational, social and cultural needs and concerns of Arlington County senior adults, and work with the Office of 55+ Programs to determine ways and means of meeting those needs and concerns;
2. Plan, sponsor, coordinate and provide leadership and related services for senior adult countywide activities and events managed by Senior Center Advisory Committees;
3. Advise the Director of DPR, the 55+ program manager and other DPR officials (as appropriate) regarding senior adult program matters;
4. Review periodic implementation reports prepared by the Office of 55+ Programs in response to various strategic planning initiatives.

ARTICLE III – MEMBERSHIP

Section 1 – All Council members shall hold a current 55+ registration card. The Council consists of the following:

1. Executive Committee Officers: Chair, Vice Chair, Secretary, Treasurer and Immediate Past Chair;
2. The Chair of each Senior Center Advisory Committee;
3. The representative of the Travel Committee;

4. The representative of the Sports and Fitness Committee;
5. The Council's representative to the Arlington County Parks and Recreation Commission;
6. A Member of the Board of Directors of the Alliance for Arlington Senior Programs;
7. The representative of Arlington Neighborhood Village (ANV);
8. The Council's representative to Arlington's Commission on Aging (COA);
9. Any additional at-large member(s) as agreed to by a majority of the Council.

Section 2 – Residence requirements for Council members are as follows:

1. All officers of the Council shall be Arlington residents.
2. The Chairs of the Senior Advisory Committees shall be Arlington residents as required by the Senior Advisory Committee bylaws.
3. Residence requirements for all members in categories 3 through 8 above shall be governed by the bylaws or rules of their home organizations.
4. Generally, at-large members as described in category 9 above shall be Arlington residents. However, up to 3 at-large members may be nonresidents.

Section 3 – If any member of the Council for any reason fails to complete his or her term, the appropriate body shall appoint a replacement to complete the unexpired term.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1 – The officers of the Council shall be members of the Council and shall constitute the Executive Committee. The officers shall exercise powers and perform duties, described below, as specified by the By-Laws and the parliamentary authority adopted by the Council.

1. The Chair shall preside at all meetings of the Council, shall conduct such Council business as may be necessary and shall appoint all committees. Such appointments are to be confirmed by Council vote.
2. The Vice Chair shall assist the Chair in any and all duties and shall assume the duties and powers of Chair in his or her absence or incapacity.
3. The Secretary shall maintain permanent minutes/records of all meetings of the Council and shall present these for approval at each meeting. The Secretary shall

distribute the approved minutes to all Council members and appropriate 55+ Programs staff. The Secretary shall draft and keep a record of all Council correspondence. S/he will maintain a roster and contact information of all Council members and attendees.

4. The Treasurer shall be the custodian of the Council's funds, receiving all monies and depositing these funds in a local bank designated by the Council. The Treasurer shall disburse funds to pay all bills authorized and incurred by the Council keeping an accurate record of all Council funds and reporting financial transactions at each regular meeting. The Treasurer shall reconcile bank statements each month. The Treasurer shall submit an annual financial report (based on the July 1 – June 30 fiscal year) to the 55+ Program Manager on a date designated by this Manager. In the Absence of the Treasurer, any designated signatory many sign checks. (At least one member of the Executive Committee in addition to the Treasurer should be authorized to sign checks. The designated member must have his/her signature on file at the Council's bank.)
5. The Chair shall nominate a member of the Senior Adult Council to serve as Council's representative on the Arlington Commission on Aging. This nominee will be subject to the Commission's approval process for membership on the Commission.

Section 2 - At the Council's regular meeting in January, the Chair shall appoint a Nominating Committee of up to three members. This Committee shall nominate candidates for Council offices to be filled at the beginning of the next fiscal year. The Nominating Committee shall report at the Council's regular meeting in March, at which time additional nominations from the floor shall be permitted.

Section 3 – The Council Chair, Vice Chair, Secretary and Treasurer (Executive Committee Officers) shall be elected at the Council's regular meeting in May and shall serve for two-year terms, beginning on the first day of July following the May election. The Chair and Treasurer will be elected for two-year terms commencing in July, 2023, and thereafter in odd years. The Vice Chair and Secretary will be elected for one-year terms commencing in July, 2023, and for two-year terms beginning in 2024, and thereafter in even years.

Section 4 – In the event of a vacancy in any office, with the exception of the Chair and the Immediate Past Chair, the Chair shall appoint a Council member to fill the vacancy. In the event of a vacancy in the office of the Chair, the Vice Chair shall become Chair. In the event of a vacancy in the office of the Immediate Past Chair, the office shall remain vacant until the current Chair leaves office and becomes Immediate Past Chair.

Section 5 – No member shall hold more than one Council office at a time, and no officer shall be eligible to serve more than four (4) full consecutive fiscal years in any one office, except that an initial fractional term shall not be counted against this limitation. A

majority of the Council may waive this requirement to facilitate the effective operation of the Council.

Section 6 – The Executive Committee may authorize any necessary and appropriate expenditure of not more than \$150.00 without approval of the full Council.

ARTICLE V – MEETINGS

Section 1 – Regular meetings of the Council shall be held every two months.

Section 2 – If deemed necessary, the Chair may call special meetings. In addition, special meetings of the Council shall be called by the Chair upon the written request of a majority of Council members. The Chair shall notify Council members of the time and place of each special meeting and its purpose. Except in cases of emergency, at least three days advance notice shall be given.

Section 3 – Each Council meeting shall be held at the place and time designated by the 55+ Program Manager or by his or her authorized representative.

Section 4 – Except as otherwise provided in the By-Laws, all matters voted on by the Council shall be decided by a majority vote of those members present and voting at the meeting. Voting by proxy is not permitted.

Section 5 – The 55+ Program Manager or the Chair may cancel or reschedule any Council meeting because of weather conditions. If the Arlington County school system is closed on the meeting date due to inclement weather, the meeting is canceled automatically.

ARTICLE VI – COMMITTEES

Other committees, standing or special, shall be appointed by the Chair as the Council shall deem necessary to carry out the work of the Council. The Chair shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

ARTICLE VIII – AMENDMENT OF BY-LAWS

Section 1 – The Executive Committee shall review the By-laws at least once every three years.

Section 2 – Other than mandatory changes required by the Office of 55 Programs, proposed amendments of these By-Laws must be submitted in writing at a regular meeting of the Council to be voted on at a subsequent meeting. These By-Laws may be amended at any regular meeting of the Council by a two-thirds vote of those members present and voting. Voting by proxy is not permitted.

By-Laws Approved:

1/15/25
Date


Chair

Jennifer Collins
55+ Program Manager