

## BY-LAWS

### CITY OF SAINT PAUL ADVISORY COMMITTEE ON AGING

ADOPTED BY THE COMMITTEE SEPTEMBER 14, 2005

Amended, February 2009

Article I. NAME. The name of this committee is the City of Saint Paul Advisory Committee on Aging.

Article II. CHARGE. The charge of this committee is to promote the dignity and independence of older residents in Saint Paul. Specifically, the Committee will:

- 1) Research issues that affect Saint Paul's older population;
- 2) Identify major senior citizen needs within Saint Paul;
- 3) Develop opportunities for senior citizens to interact with other seniors, families, youth and children.
- 4) Survey current services and programs available to Saint Paul's older population;
- 5) Evaluate existing city programs that relate to senior citizens;
- 6) Recommend changes, improvements, or additions to city services to meet the identified needs of Saint Paul's older residents;
- 7) Advise the Mayor and Council on ordinances, policies and procedures which impact Saint Paul's older population;
- 8) Promote community-wide awareness and understanding of the needs and issues facing Saint Paul's older residents;
- 9) Advocate for senior citizen rights; and
- 10) Improve intergenerational opportunities within Saint Paul.

Article III. OFFICE OF THE COMMITTEE. The office of the Committee shall be at 25 W. 4<sup>th</sup> Street, 400 CHA, Saint Paul, MN 55102, or such other

place as the Mayor and City Council may from time to time designate by ordinance or resolution.

**Article IV. MEETINGS.**

Section 1: Regular and special meetings of the Committee shall be open to the public.

Section 2: Regular meetings of the Committee shall be held from 9:00-11:00 a.m. on the second Wednesday of every month.

Section 3: The Committee shall make suggestions about meeting locations for the following year at its November meeting. These locations will be subject to facility availability and their relevance to topics under consideration at the time.

-1-

Section 4: The committee shall hold an annual meeting to formally present its annual report to City officials. The Mayor and City Council President will be invited to attend. The committee shall also offer to formally present its annual report to the City Council as a whole at a regularly scheduled Council meeting.

**Article V. MEMBERSHIP.**

Section 1. The Committee shall be composed of 15 members representative of individuals having a special interest in aging, and so far as practicable, shall include persons affiliated with educational, health, housing, human services, industry, labor, minority affairs, public safety, recreation, religion, nutrition, advocacy, and voluntary citizen groups, including senior citizens. One of the individuals shall be a youth and at least 60% of the members shall be 55 years or older.

Section 2. Appointments shall be made by the Mayor and approved by the City Council.

Section 3. Seven appointments shall be made in one calendar year, followed by eight appointments in the next calendar year. Term length is for two (2) years, with an option for reappointment.

Section 4. Decisions shall be made by a majority of Committee members present at any scheduled council meeting.

Section 5. A quorum will consist of eight members in attendance. A lesser number may adjourn a meeting from time to time until a quorum is obtained.

Section 6. Member responsibilities shall include:

- A. Reviewing written materials prior to the meeting.
- B. Notifying the staffperson or meeting recorder in advance of an absence.
- C. Notifying the staffperson of a long term inability to serve.
- D. Being available to serve on subcommittees.
- E. With reference to Chapter 100 of the Administrative Code, making a declaration of conflict of interest verbally at a Committee or special committee meeting before deliberation on the issue to which the conflict pertains begins.

Section 7. After a member's second unexcused absence, the member will receive a phone call and form letter from the staff liaison, inquiring about what has prevented the member from attending. If there is another unexcused absence, then the member's appointment will be subject to a recommendation to terminate membership.

Article VI. OFFICERS.

Section 1. Committee officers shall include Chair, Vice Chair, Past Chair and Secretary.

Section 2. The Chair shall serve a two-year term for no more than two consecutive or non-consecutive terms.

Section 3. Nominations for executive positions will be made by the Nominating Committee and accepted from the floor at the regular meeting one month prior to the annual election meeting. Nominations shall be in January, Elections in February.

Section 4. Duties of the officers shall include:

A. In addition to duties and powers that may be added from time to time by the Committee, the Chair shall:

I. Preside at all meetings of the Committee.

ii. Make such reports to the Committee as she/he may deem necessary or as may be required of the chair.

iii. With assistance from the City Staffperson, submit the Committee's annual report to the Mayor and City Council.

B. The Vice Chair shall:

I. Perform the duties of the Chair in his/her absence or incapacity.

ii. Assume the duties of the Chair because of the death or resignation of the Chair until a new Chair is elected.

C. The Past Chair shall serve as a resource to Committee officers and members.

D. The Secretary shall take minutes for regular Committee meetings. If the Secretary is unavailable or the position is vacant, minutes shall be taken by Staff.

Section 5. Should an office become vacant on a temporary basis, the vacancy shall be filled by the next ranking officer. Should an office become vacant on a long term temporary or permanent basis, the Committee shall elect a successor for the unexpired term of said office.

Section 6. Officers may be removed from office by a two-thirds vote of the membership, providing the matter has been discussed at and noted in the minutes of the preceding meeting.

Article VII. COMMITTEES

Section 1. The Executive Committee shall consist of the Chair, Vice Chair and Past Chair.

-3-

Section 2. The Nominating Committee shall be appointed by the Chair for the purpose of presenting candidates for Chair and Vice Chair at the regular meeting prior to the annual elections meeting.

Section 3. Standing Committees appointed by the chair may include individuals not on the committee. They shall go out of existence upon completion of their specified task.

Section 4. The Chair shall appoint representatives as requested and deemed advisable to independent groups dealing with issues of concern to the Committee.

ARTICLE VIII. PARLIAMENTARY AUTHORITY.

Section 1. The rules in the current edition of Robert's Rules of Order - Newly Revised shall govern the Committee in all cases to which they are not inconsistent with these by-laws and any special rules of procedure the Committee may adopt.

Section 2. The Chair or her/his designee shall serve as Parliamentarian.

Article X. AMENDMENTS.

The rules may be amended at any regular meeting of the Committee provided the proposed amendment shall have been introduced at the previous meeting and noted in the minutes.