

# TOWN OF AMHERST SENIOR SERVICES ADVISORY BOARD BY-LAWS

## ARTICLE I - NAME

The Town of Amherst Senior Services Advisory Board.

## ARTICLE II - PURPOSE

The purpose of the Town of Amherst Senior Services Advisory Board is:

- \* To support the Mission of the Town of Amherst Department of Senior Services
- \* To advocate for services to support older adults & caregivers and appropriate funding for current and future programming
- \* To foster communication between the Town and the community regarding issues, trends and public policy affecting older adults
- \* To support and sponsor appropriate program development
- \* To advise and consult with the Amherst Town Board regarding issues related to senior citizens.

## ARTICLE III - MEMBERSHIP & TERM

### Section I - Membership

1. The Advisory Board shall consist of twelve (12) appointed members.
2. In addition to appointed members, the following individuals shall serve in an Ex-officio capacity:
  - a. Director of Senior Services
  - b. Town Board Liaison to the Department of Senior Services
  - c. President of the Representatives' Council
  - d. Amherst Chief of Police and/or his/her representative
  - e. Executive Director of the Amherst Generations Foundation
3. Advisory Board members shall have a demonstrated expertise in senior services (or a related field) and shall be currently employed or retired from one of the following categories: *social services, health care, education, the clergy, business or the professions, public relations/marketing, or law enforcement.*
4. Members must be at least 21 years of age and reside and/or provide services to the residents in the Town of Amherst.
5. Potential new members must submit a resume which is reviewed by the Director of Senior Services, after which a recommendation to appoint may be made to the Amherst Town Board.
6. Appointments to the Advisory Board shall be made by the Amherst Town Board.

## Section II - Term of Membership

1. Board members shall be appointed for a term of two years and may be reappointed for two additional 2 year terms. To be eligible for reappointment to the Board after serving three successive terms, there must be a lapse of one year.
2. One-third of the Board members shall be appointed each year.
3. The term of a person appointed to complete an unexpired term shall have the same termination date as the member replaced. A replacement term shall not be considered a full term for succession purposes.
4. Three unexcused absences during a year may be regarded as grounds for termination of Board membership. Absences are considered excused when a Board member notifies the Director of his or her absence at least 24 hours in advance of a meeting.

## **ARTICLE IV - MEETINGS**

1. The Board shall meet Six (6) times a year February, April, June, September, October and December on the second Wednesday of the month, at 8:30 a.m. at the main Senior Center building. There will be no meetings in January, March, May, July, August and November unless called by the Chair for a matter of urgency. The Chair and/or the Director of Senior Services shall be empowered to postpone or cancel a regular meeting upon consent of a majority of the Board members.
2. Notices of Board meetings and the minutes of the previous meeting shall be sent to Board members in advance.
3. The Chair shall be empowered to call special meetings of the Board, upon at least two days written, email or telephone notice.
4. In case of an emergency, the Board may be polled by phone or email for a vote.
5. A **quorum** shall consist of a simple majority of current Board members, **excluding** Ex-officio members.
6. In all matters of parliamentary procedure, Roberts Rules of Order shall govern.

## **ARTICLE V - OFFICERS**

1. The Chair shall preside over meetings of the Board.
2. The Chair shall be appointed by the Director of Senior Services.
3. The Chair may serve three 2 year terms of office and thereafter may be appointed after a lapse of one year.

4. The Chair shall preside at all Board meetings
5. In his or her absence, the Chair shall appoint another Board member to conduct the meeting.

#### **ARTICLE VI – AD HOC COMMITTEES**

Ad Hoc Committees may be formed at the discretion of the Board with members appointed by the Chair of the Advisory Board and can include individuals who are not members of the Advisory Board, but who possess expertise relevant to the purpose of the ad hoc committee.

#### **ARTICLE VII - AMENDMENTS**

The by-laws may be amended by introducing the proposed amendment at a regular meeting and notifying each Board member that the proposed amendment will be acted upon at the next regular meeting. A two-thirds (2/3) vote of the voting members present shall be required to pass an amendment. The amendment would then be sent to the Amherst Town Board for approval.