



By-Laws

Department of Senior Affairs

Advisory Council

ARTICLE I

NAME:

This organization shall be known as the Advisory Council of the Department of Senior Affairs, 714 7th Street SW, Albuquerque, New Mexico 87102

ARTICLE II

PURPOSE:

- Section 1. The Advisory Council is established to advise the Department of Senior Affairs and its funding entities which include the City of Albuquerque, Bernalillo County, and villages of Los Ranchos de Albuquerque and Tijeras.
- Section 2. The By-Laws and the actions of this Council shall be in compliance with any Joint Powers Agreement between the authorities listed in Section 1.
- Section 3. The purpose of the Advisory Council shall be to:
- A. Promote awareness and education on senior issues, increasing community involvement and commitment to seniors
 - B. Advocate on behalf of seniors, insuring the senior population is represented and the policies and procedures support the mission of the Department of Senior Affairs.
 - C. Support the program development by acting as the ears and eyes of the Department, assessing needs and skills of seniors, become knowledgeable of available services in the community, assessing and giving recommendations on program development and delivery of services and supporting the funding development activities.

- D. Support the development of strategic alliances, identifying and encouraging essential partnerships between the Department of Senior Affairs and other entities.

Section 4. All business approved by the Advisory Council and relating directly to internal policy and management of the Department of Senior Affairs is subject to the approval of that Department.

ARTICLE III MEMBERSHIP:

Section 1: The Advisory Council consists of twelve **(12)** voting members, eight **(8)** appointed by the Mayor and approved by the City Council, two **(2)** appointed by the Bernalillo County Commission, one **(1)** member appointed by the Village of Los Ranchos de Albuquerque, one **(1)** member appointed by the Village of Tijeras.

The Director of the Department of Senior Affairs shall be an Ex-Officio member of the Advisory Council.

Section 2. The Advisory Council shall be appointed from the broadest base of the community at large and will be made up of:

- A. More than 50% of persons older than 55 years of age.
- B. Representatives of civic, non-profit community organizations.
- C. Representatives of the public sector.

Residence in a legal entity is not required for membership in the Advisory Council.

Section 3. Members of the Advisory Council shall serve for a three **(3)** year term and may be re-appointed for a second consecutive term, unless the appointment is to fill a vacancy. Every member shall hold office until a successor has been duly confirmed by the appointive authority. Irrespective of the member's date of appointment, his/her term of office will terminate officially on **September 30** of the appointee's final year.

Section 4. A Council member may be excused from attending a regular meeting, with valid reasons, by prior notification to either the Chairperson, the Director or Secretary of the Department of Senior Affairs.

Section 5. The Council with the consent of the Mayor, or other appointive authority may request the resignation or vote off the Council, any member with more than three **(3)** unexcused absences from regular meetings in any one year.

Section 6. Resources Representative, Centers and other programs.

Resource persons may be named by the Advisory Councils of the senior citizen centers to meet and work with the Advisory Council or its committees as needed. Resource persons shall be appointed by the respective center councils for whatever period is deemed advisable and are not considered voting members.

Representative of advisory councils from other programs of the Department of Senior Affairs will be invited for the program interpretation as needed.

[Representatives from Bernalillo County Government and other senior advocate groups will be invited to collaborate and encourage essential partnerships in support of the continuation and funding of senior programs]

ARTICLE IV

ELECTION AND DUTIES OF OFFICERS:

Section 1. The elected officers of the Advisory Council shall be the Chairperson and the Vice-Chairperson, to be elected by members of the Advisory Council at the **first** meeting in **January**. At the conclusion of the Chairperson's term, the Vice-Chairperson will normally accede to the Chairmanship.

Section 2. All officers shall be elected by the members of the Council for term of one year, and no officer shall serve more than two terms consecutively.

Section 3. The Chairperson of the Council shall preside at all meetings and shall conduct business in proper parliamentary fashion.

Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chair.

Section 5. In the event the Chair should become vacated, the Vice-Chairperson will succeed to the Chairmanship for the remainder of the term, and will with the consent of the Council, appoint a member of the Council to fill out the remainder of the Vice-Chairperson's term.

- Section 6. In the event the Vice Chair should become vacated, the Chair will, with the consent of the Council, appoint a member of the Council to fill out the remainder of the Vice-Chairperson's term. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chair.

ARTICLE V COMMITTEES:

- Section 1. The Chair, with the concurrence of the Council, shall appoint a Nominating Committee charged with recommending to the Council, the Mayor or other appointive authority, potential appointees who shall be identified with a view towards providing geographic and cultural diversity through equitable distribution across City Council and County Commission districts. Familiarity with the Department of Senior Affairs programs and services and willingness to serve should be seen as desirable criteria.
- Section 2. *[The Legislative Advocacy Committee shall be a standing committee of the Council. The Chair of the Committee will be appointed by the Chairman of the Council with the consent of members.]*
- Section 3. The Chair, with concurrence of the Council, may appoint ad hoc committees as may be required to carry out special assignments.

ARTICLE VI MEETINGS:

- Section 1. All business meetings of the Advisory Council shall be held on the **third Monday** of each month at **1:30pm**. Changes of time and place are at the discretion of the Council.
- Section 2. By law, all meetings shall be open to the public.
- Section 3. Special meetings may be called by the Chairperson with the approval of three **(3)** members of the Advisory Council.
- Section 4. A quorum shall consist of a majority of duly appointed and active members. A member with approved absence may delegate his/her **Proxy** in advance of the meeting to any member of the Council. *(The Minutes of the Council meeting should reflect the number of proxies exercised.)*

Section 5. The Chairperson, Vice-Chairperson and the Department of Senior Affairs Director or their designee will meet to set the agenda at least one week prior to the regular business meeting of the Council. This requirement may be circumvented by agreement of the parties if an emergency Advisory Council meeting needs to be held.

ARTICLE VII

BY-LAWS AMENDMENTS:

Section 1. Amendments to these By-Laws must be presented, in writing, to all members of the Advisory Council two **(2)** weeks with the mailing of the Minutes and agenda or in a special mailing prior to being voted upon.

Section 2. Amendments to be adopted must be approved by a two thirds vote of members present at the meeting.

Section 3. Parliamentary authority of the Advisory Council shall be Roberts Rules of Order.

By-Laws of	<u>18th</u>	<u>November</u>	<u>,</u>	<u>1996</u>
	Day	Month		Year

Revised	<u>18th</u>	<u>December</u>	<u>,</u>	<u>1998</u>
	Day	Month		Year

Amended	<u>20th</u>	<u>March</u>	<u>,</u>	<u>2000</u>
	Day	Month		Year

Amended	<u>16th</u>	<u>April</u>	<u>,</u>	<u>2001</u>
	Day	Month		Year

Amended	<u>28th</u>	<u>January</u>	<u>,</u>	<u>2002</u>
	Day	Month		Year

Al Jarrett, Chairperson