



**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 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. Members are encouraged to be in contact with his/her center on an ongoing basis and shall report to the council as needed on

any needs, desires, questions or comments from the center. Members are encouraged to actively be engaged in one or more programs and/or projects managed by the Department of Senior Affairs to promote knowledge and awareness of such programs.

- D. Support the development of strategic alliances, identifying and encouraging essential partnerships between the Department of Senior Affairs and other entities. Members are encouraged to maintain relationships with city council, private & public partnerships as well as the communities for which they represent.

Section 4. The Department Director will have final approval on any and all business approved by the Advisory Council.

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 55% of persons older than 50 years of age.
- B. Representatives of organizations. For example: civic, non-profit, community organizations, business/industry, media, veterans/military, healthcare, education

Membership is open to individuals who reside in Bernalillo County.

Section 3. Members of the Advisory Council shall serve for a three **(3)** year term and may be re-appointed for a second term. Every member may 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 **December 31** 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 Executive Assistant 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. Members of the Advisory Council shall become members of a senior center or multigenerational center within 30 days of joining if no prior membership exists.
- Section 7. In an effort to document specific interests and involvement of the council, members are encouraged to document their service objectives annually and submit a copy of this in writing to the Chairperson.

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 or resignation, a new Chairperson shall be elected by the membership within 30 days.
- Section 2. All officers shall be elected by the members of the Council for term of two years, 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 of the Advisory Council may establish committees as necessary to expedite functions and provide support of the DSA as per the purpose of the Council. Such committees may be outlined as follows:

Advocacy Committee - Advisory Council members will represent DSA to internal and external audiences to further the mission of the Department. Such representation will include on behalf of Senior and Multigenerational Centers and mealsites, facilities in which meal are served within Bernalillo County, to the City Council and or Legislature and at public events.

Special Projects Committee - Members of the Advisory Council may serve on various internal review committees to review and make recommendations to support the DSA. Such committees may include reviewing policies and procedures and serving as an appeal board for DSA Code of Conduct matters.

Engagement Committee - Advisory Council members will provide external support, guidance and input to support the work and recognition of DSA's programs and services. Such engagement may include initiatives and projects such as Center accreditation, Age Friendly initiative and community partnerships.

Executive Committee – The Chair and Vice Chair shall be members of the Executive Committee and work with DSA leadership to further the mission of the DSA.

~~The Chair, with the concurrence of the Council, shall appoint a Nomination 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~~

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~~districts.—Familiarity with the Department of Senior Affairs programs and services and willingness to serve should be seen as desirable criteria.~~

Section 2. 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 unless that Monday falls on a holiday, then the meeting will be held on the following Monday. Time and place are at the discretion of the Council. No meetings shall be held in the months of August and December.

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 writing in advance of the meeting to the DSA's Executive Assistant. The Proxy must be a member of the Advisory 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 18th November , 1996
Day Month Year

Revised 18th December , 1998
Day Month Year

Amended 20th March , 2000
Day Month Year

Amended 16th April , 2001
Day Month Year

Amended 28th January , 2002
Day Month Year

Amended 20th September 2010
Day Month Year

Amended 16th March 2015
Day Month Year

Amended 28th March 2016
Day Month Year

Amended 15th October 2018
Day Month Year

Amended 9th December 2019
Day Month Year

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