

Fluvanna Partnership for Aging (FPA) Committee Bylaws

Article I - NAME

The name of this group shall be the Fluvanna Partnership for Aging Committee, hereinafter referred to as “FPA” or the “Partnership.”

Article II - PURPOSE

The purpose of the Partnership shall is to study the needs and desires of persons 55 years of age or older in Fluvanna County, to recommend support services as indicated in keeping with total county planning, and seek the overall improvement in quality of life for those citizens and their families.

Article III - RESPONSIBILITY/AUTHORITY

The Partnership shall provide reports to the Fluvanna Board of Supervisors, hereinafter referred to as the “Board”, at such times as may be requested and at such other times as may be deemed proper. The Partnership serves at the pleasure of the Board.

Article IV - MEMBERSHIP

Section 1: The Partnership members shall carry out the purpose and responsibility as stated in II and III.

Section 2: The Partnership shall consist of:

- a) One (1) voting member appointed by the Board from each of the five (5) Fluvanna election districts, and two (2) at large voting members, hereinafter referred to as Appointees.
- b) Non-voting Representatives from:
 - Fluvanna Department of Social Services
 - Fluvanna Parks and Recreation Department
 - Jefferson Area Board for Aging (JABA)
 - Monticello Area Community Action Agency (MACAA)
 - Virginia Cooperative Extension Services
 - Health Department
 - Region Ten
 - Representatives from other agencies, organizations or businesses serving Fluvanna seniors as may from time to time be requested to attend by the Partnership.
- c) The County Administrator or designated representative shall also participate as a permanent, non-voting member.

Section 3:

- a) Appointees shall serve four (4) years with their term beginning January 1 of each year of their service. Appointees may serve no more than two (2) consecutive terms.
- b) Representatives from departments or agencies, organizations or businesses shall serve at the direction of their respective director or administrator.

Section 4: Vacancies of Appointees shall be filled in like manner as the original member except that the term of office is restricted to the unexpired term of office.

Section 5: A quorum shall consist of a majority of the Partnership's voting membership.

Section 6: The Board may remove any member of the Partnership for misconduct or neglect of duties. Absences by an Appointee from three (3) or more meetings in a calendar year can be cause for dismissal.

Section 7: No member shall receive financial compensation for his services. Appointees may be reimbursed for travel and subsistence to conferences and workshops related to the purpose of the Committee in accordance with the general policies of Fluvanna County, when such travel is authorized in advance by the County Administrator.

Article V - OFFICERS

Section 1: The Partnership shall elect three (3) officers, a Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Partnership from among the Appointees to serve two (2) year terms. Officers may be elected to serve a maximum of two (2) consecutive terms in the same position.

Section 2: The Chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings as deemed advisable, and perform all such duties as are properly delegated.

Section 3: The Vice-Chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson. The Vice-Chairperson shall accept the responsibility to see that all committees function as planned.

Section 4: The Secretary shall be present at all meetings and keep a written record of meeting minutes. Copies of the minutes will be provided to all members of the Partnership. In the event of absence from a meeting, the Chairperson shall appoint a member to record the minutes and provide the Secretary a written copy. Electronic copies of the minutes shall also be provided to the County Administrator or designee for posting on the County website.

Article VI - MEETINGS

Section 1: Regular meetings of the Partnership appointees shall be held every other month in odd numbered months. The meetings shall be held at a regular time and location to be determined by the Partnership. Designated agency Representatives are requested to attend the January, May, and September meetings. All meetings are open to the public.

Section 2: Special meetings may be called by the Chairperson or upon written or electronic request of at least two (2) regular Appointee members. Notice of special meeting shall be given to all members by telephone or writing at least 24 hours prior to meeting.

Section 3: Elections of officers shall be held the first regular meeting of the Partnership each year, as needed.

Section 4: The Order of Business shall be as follows:

- 1) Call to Order
- 2) Consideration of Minutes
- 3) Reports of Committees
- 4) Reports of Special Meetings
- 5) New Business
- 6) Old Business
- 7) Adjournment

Section 5: Meetings shall be conducted in accordance with rules that are not in conflict with State law or the provisions of the purpose of the Partnership.

Article VII - AMENDMENTS

These Bylaws may be amended by the membership of the Partnership at a meeting at which there is a quorum, held after reasonable notice to the members, and with formal concurrence of the Board of Supervisors.

APPROVED BY:

(SIGNED)

Chair, Fluvanna County Board of Supervisors

Date

(SIGNED)

Chair, Fluvanna Partnership for Aging Committee

Date

Adopted December 21, 1993
Amended June 7, 2006
Amended June 16, 2010
Amended April 2, 2014
Amended June 3, 2015