

BY-LAWS OF THE
JEFFERSON AREA BOARD FOR AGING
ADVISORY COUNCIL
(Ratified as amended October 15, 1996)

ARTICLE I
Name

Section 1. The name of this organization shall be the JEFFERSON AREA BOARD FOR AGING ADVISORY COUNCIL ON AGING, hereafter referred to as the Council.

ARTICLE II
Authority

Section 1. The Council is the Advisory Council to the Jefferson Area Board for Aging, as specified in Section 1321.57, page 33763, Volume 55, #169 of the Federal Register, dated August 31, 1988, pursuant to provision of Title III of the Older Americans Act of 1965, as amended November, 1987.

ARTICLE III
Functions

Section 1. The functions of the Council are to advise the Jefferson Area Board for Aging to:

- A. Develop and administer the area plan;
- B. Conduct public hearings;
- C. Represent the interests of older persons; and
- D. review and comment on all community policies, programs, and actions

ARTICLE IV
Membership

Section 1. Membership of the Council shall be comprised of three types of members: JURISDICTIONAL & AT-LARGE VOTING MEMBERS with full rights and responsibilities (hereafter referred to as members) and ASSOCIATE MEMBERS with limited rights and responsibilities. The Council shall have a minimum of twelve (12) members, not counting Associate and At-Large members. Each participating jurisdiction of the Jefferson Area Board for aging Joint Exercise of Powers Agreement shall be represented by:

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A. Two Appointees (who will represent)

1. Participants in JABA programs
2. All other elderly
3. Local elected officials
4. Providers of Services to the Elderly

B. The Jefferson Area Board For Aging and its' Advisory Council shall appoint At-Large members and Associate members with the recommendation of the CEO. These appointments will need the approval of the Council Chair and the full Council. Associate members are not voting members but are responsible for assisting JABA and the Advisory Council to fulfill their mission. At the Chairs request, Associate members will be asked to attend Advisory Council meetings.

Section 2. All appointments of the Council shall be for a term of two years. Members and associate members may be appointed to successive terms. Members and associate members may be removed for cause by a two-thirds vote of the Council.

ARTICLE V Meetings

Section 1. Regular meetings of the Council shall be held monthly or as deemed necessary. The annual meeting shall be the regular September meeting.

Section 2. Special meetings of the Council shall be held at the call of the Chairperson or upon written request of one-third of the members, not associate members, stating the purpose of such special meeting at least three (3) days prior to such meetings.

Section 3. A simple majority of the total members, not including associate members, of the Council shall constitute a quorum for the transaction of business.

Section 4. Meetings of the council, except as specified herein, shall be conducted in accordance with the procedures set forth in Robert's Rules of Order, as amended.

Section 5. Each member of the Council shall be entitled to one vote. Associate members are not entitled to vote. All actions taken by the Council, except as hereinafter stated, require only a majority vote of those members present and voting at any meeting.

Section 6. Any member who is absent from three (3) consecutive meetings unexcused will be dropped from the Council. Any member so dropped will not be eligible for re-appointment for one year from the date of removal. Members may be excused from meeting attendance by notifying JABA's CEO's office in advance.

Section 7. Secretarial support to the Council shall be provided by the Jefferson Area Board for Aging staff, as recommended by the Jefferson Area Board for Aging Chief Executive Officer.

ARTICLE VI Officers

Section 1. The officers of the Council shall be elected by and from its membership, except as hereinafter stated, and shall consist of a Chairperson and Vice Chairperson. An associate member may not be an officer. The term of office shall be for one year. There may be successive terms.

Section 2. The chairperson of the Council shall preside at meetings of the Council. The Chairperson, or his/her designate, shall be an ex-officio member of the Jefferson Area Board for Aging Board of Directors and report actions of the Board to the Council. The Chairperson shall have such powers and duties as from time to time may be assigned to him/her by the Council and shall represent, as necessary, the Council as a whole.

Section 3. In the absence of the Chairperson, or in the event of his/her inability to act or if that office is temporarily vacant, the Vice Chairperson shall exercise all the powers and perform all the duties of the Chairperson of the Council. The Vice Chairperson will complete the unexpired term of the Chairperson if he/she cannot complete his/her term. If the Vice Chairperson is unable to complete his/her term, the Council will elect a replacement for the unexpired term at their next regular meeting.

ARTICLE VII Committees

Section 1. The Chairperson shall appoint a three-member nomination committee in August to prepare a slate of officers for the annual meeting in September. An associate member may not serve on the nominating committee.

Section 2. The Chairperson of the Council, upon recommendation of the Council membership, shall establish such committees as are considered necessary to carrying out the organizational and planning responsibilities of the Council. Committee members may be appointed from the Council,

and from the public at-large where participation ensures needed technical and advisory competence or orientation to the problem to be studied. The functions of such committee shall be to:

- A. Serve as advisory body to the Council and staff on matters pertaining to services, facilities, manpower, and consumer concerns in the field of aging; and
- B. act as a review body of technical studies on specialized subjects involving problem analysis and planning recommendations.

ARTICLE VIII Amendments

Section 1. These By-laws may be amended or repealed at any meeting of the Council by an affirmative vote of two-thirds of those members present provided notice of all proposed amendments shall have been mailed to the members of the Council at least fifteen (15) days prior to such meetings and are not inconsistent with the By-Laws of the Jefferson Area Board for Aging Advisory Council, with final ratification by the Board of Directors of the Jefferson Area Board for Aging.

**Jefferson Area Board for Aging (JABA)
JOB DESCRIPTION**

JOB TITLE: Advisory Council Member
REPORT TO: Advisory Council to the Jefferson Area Board for Aging
TERM: Two years.

I. JOB SUMMARY

The Council Member acts with other Advisory Council members to provide input on the development and administration of JABA's Area Plan, participate in public hearings, represent the interests of older persons, and review and comment on all community policies, programs and actions affecting the senior citizen's and elder caregivers of Planning District Ten.

II. GOALS AND DUTIES

A. Assisting with the development and administration of JABA's Area Plan

Duties include:

1. Becoming familiar with the scope of services provided by JABA.
2. Assure that the Area Plan describes the management and administration, service systems development, service delivery, and advocacy of JABA during the planning period.
3. Assure that the Area Plan address one or more of the national goals of the Older Americans Act.
4. Review and recommend the proposed JABA annual budget for the Area Plan.

B. Participate in public hearings.

Duties include:

1. Attend the annual public hearings to hear comments from the public on programs administered under JABA's Area Plan, as well as the needs of older persons and their caregivers.
2. Take the input from the public hearings to inform elected officials.
3. Utilize the input from the public hearings to assist community leaders and organizations with the establishment of priorities and program planning, as well as educate the general public

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regarding the needs, wants and desires of the elderly and those who serve the elderly.

C. Represent the interests of older persons.

Duties include:

1. Full-fill the duties of an Advisory Council member and attend Council and committee meetings on a regular basis.
2. Represent other community organizations, businesses or groups, keeping them abreast of JABA's mission and reporting pertinent information at Advisory Council meetings.
3. Act as liaison between elected officials and the Advisory Council.

D. Review and comment on all community policies, programs and actions that pertain to JABA's Area Plan, mission or aging issues in general.

Duties include:

1. Review and comment on jurisdictional, regional, state and/or national policies, programs and actions.
2. Make recommendations to staff and/or Board of Directors.

E. Provide council to the Senior Community Service Employment Program (SCSECP).

Duties include:

1. Give assistance and counsel on planning, programmatic and/or financial decisions.
2. Assist in the development of unsubsidized jobs in the private Sector.
3. Assist with related public information activities.
4. Assess the progress of the program.