



## TOWN OF PLYMOUTH

### POLICY: COUNCIL ON AGING POLICIES

COA/98/01/R00

Approved: March 24, 1998

Effective: March 24, 1998

#### 1.0 PURPOSE

The Plymouth Council on Aging, hereinafter referred to as the Council, was established by the annual town meeting of 1972 of the Town of Plymouth, Massachusetts, pursuant to Chapter 40, Section 8B, of the Massachusetts General Laws.

The basic purposes of the Council are:

- a. To identify the total needs of elders in the community;
- b. To educate citizens and enlist the support and participation of all to meet the needs of elders, and to recognize such assistance;
- c. To design, advocate for, and/or implement services to fill these needs, or to coordinate existing services; and
- d. To cooperate with the Massachusetts Executive Office of Elder Affairs, and the Old Colony Planning Council/Area Council on Aging, and to be cognizant of state and federal legislation and programs regarding elders.

#### 2.0 POLICY GUIDELINES

##### 2.1 LOCATION

The principal office of the Council shall be located at 130 Court Street, Plymouth, Massachusetts. All mail shall be delivered to this address unless another shall be specified by the director or offices of Council.

## 2.2 MEMBERSHIP

The Council shall consist of nine members.

Prospective Council members shall be appointed by the Board of Selectmen. Council on Aging employees shall not be eligible for appointment.

Such persons shall be appointed on a rotating basis so that (not less than three) (approximately one-third of all) members shall be appointed annually, each for a three-year term.

No person shall serve more than two terms in succession, plus any portion of an unfilled term. There shall be at least a one-year hiatus prior to re-appointment after the second full term is served.

Council membership shall reflect the makeup of the community at large and shall be comprised of at least fifty-one percent (51%) elders (persons sixty and over).

All members shall be sworn in by the Town Clerk.

Whenever a vacancy occurs, by reason of death, resignation, inability to act or for any other reason, such vacancy shall be filled by the Board of Selectmen; such term shall expire at the end of the original term.

## 2.3 VOTING RIGHTS OF MEMBERS

All voting rights shall be vested in the members, and each individual member shall be entitled to one vote with respect to any question or matter that may come before a meeting of the members of the Council.

Individual Council on Aging members should contact the town manager regarding their possible status as a "municipal employee" (special or otherwise). As a "municipal employee", such member (s) shall not exercise his/her vote in violation of the state conflict of interest law (MGL Ch 268A, see especially sections 1-3, 8-10, 17-23, [not 23A]).

## **2.4 MEETINGS OF MEMBERS**

### **2.4.1 Regular meetings**

Regular meetings of the members of the Council shall be held on the second Thursday of each month.

### **2.4.2 Regular meeting notice; accompanying material**

- a. In accordance with the provisions of the open meeting law, [Chapter 39, section 23B, M.G.L.] The Council shall provide (at least) forty-eight hour notice and posting of its meetings.
- b. The Council shall distribute to its members minutes of the previous meeting, and an agenda for the upcoming meeting, at least three days prior to each regular meeting.

### **2.4.3 Emergency meetings**

Emergency meetings of the Council may be called at any time by the Chair at the request of three members of the Council. Adequate advance notice shall be provided to each member of the Council, insofar as feasible.

### **2.4.4 Annual Meeting**

The annual meeting of the Council shall be held the second Thursday in September for the purpose of Electing officers and presenting the Chair, Director, Treasurer and committee reports.

### **2.4.5 Annual Meeting Notice**

Notice of the annual meeting shall be as provided for in the "open meeting law". The Council shall inform the general public by posting a notice of said meeting on the town bulletin board at least two weeks in advance.

### **2.4.6 Quorum**

At all meetings of the members of the Council, the presence of a simple majority of the total membership shall be necessary and sufficient to constitute a quorum

for the transaction of any business. Voters shall be cast only by members in attendance.

#### **2.4.7 Conduct of Meetings**

All meetings shall be conducted in accordance with Roberts' Rules of Order.

#### **2.4.8 Resignation**

In the event that a member wishes to resign from the Council, he/she shall notify the Selectmen and the Council in writing.

#### **2.4.9 Attendance**

As a matter of policy, regular attendance is expected of all members. In the event of absence of any member for three (3) consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Director in advance of Council meetings, the Council shall request resignation of that member through the Selectmen. On the occasion of six absences during any calendar year, the Council shall recommend the appointing authority dismiss such a member from the Council.

### **2.5 : OFFICERS**

#### **2.5.1 Background**

The officers shall consist of a Chair, Vice-Chair, and Secretary. Officers of the Council shall be elected at the annual meeting of the Council and shall take office upon election (or at the end of the meeting).

Election of officers to fill vacancies created by death, resignation or other cause may take place at any regular or special/emergency meeting and shall be for the unexpired term of the previous incumbent, however, the office of the Chair, if vacated, shall be filled by the Vice-Chair for the unexpired term of the Chair's normal term of office. The position of Vice-Chair will then be filled by election.

## 2.5.2 Chair

The Chair shall be the chief executive officer of the Council, and – subject to the direction of members of the Council – shall have charge of the business, affairs, and property of the Council in its general operations. He/she shall prepare an agenda in conjunction with the director, preside at all meetings of the members, appoint all committees and their chairs, and be an ex-officio member of all committees.

The chair (or his/her designee) shall ensure that each member of the Council on Aging shall, upon being sworn in, be given a copy of M.G.L. Chapter 39, Section 23B [the open meeting law]. (State law requires dissemination of this material to all appointed or elected municipal boards upon appointment to office).

## 2.5.3 Vice-Chair

During the absence or disability of the Chair, the Vice-Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.

*N.B. "Chair" shall refer to Chairman, Chairwoman, Chairperson or President, according to local preference.*

## 2.5.4 Secretary shall:

- a. Cause all notices to be given in accordance with these policies and procedures (and M.G.L. Ch. 39, s.23B);
- b. Retain records in accordance with the Secretary of State's records Retention Schedule (DS-27-93) of September 9, 1993;
- c. Perform all duties relevant to the office of Secretary; and
- d. Forward the annual report of the Council to the Board of Selectmen. The annual report shall be filed with the Executive (per M.G.L. Ch. 40, s8B)

The Council shall appoint a recording Secretary to assist the Secretary with the performance of all duties relevant to the office of Secretary and to record all the proceedings of the meeting of members.

#### 2.5.5 Representation

No member of the Council or its staff shall make written or oral representations for the Council unless authorized by Council vote.

### 2.6 BOARD/STAFF RELATIONSHIP

The Director with the approval of the Council may nominate such clerks and other employees for appointment by the Board of Selectmen as it may require in accordance with municipal practices and procedures. (See M.G.L. Ch. 40, s.8B)

The Council may assist with the recruitment of personnel.

Council on aging boards are primarily advisory. Board members shall refrain from supervisory and (day-to-day) management activities. The board shall consult with the director, and other staff (if appropriate), in policy matters. Staff shall ensure the confidentiality of individual client records.

### 2.7 BOARD COMMITTEES

#### 2.7.1 General Conditions

- a. Each member of the Council shall serve on at least one standing committee as described in Attachment "A", below.
- b-1 Each Council committee shall select its own chair.
- b-2 Council Chair shall appoint all committee members.
- c. Each Council member shall agree to serve on a standing committee (see attached).
- e. No person shall serve in the same position as an officer, or as chair of a standing committee, more than two years in succession.

## **2.8 AMENDMENTS**

Amendments or alterations of these policies may be considered at either a regular or emergency meeting of the Council called for such purpose. In either case, notification of the meeting and its purpose shall be given at least fourteen [14] days prior to assembly by posting a notice of the meeting on the town bulletin board. Accompanying this notification shall be a summary of the proposed action, the full text of the proposed amendment or alteration, and a statement of the purpose of the proposed change/s. The proposed amendment or alteration of the policies must be approved by majority vote of the members of the Council.

If any part of these policies is in conflict with municipal bylaws or ordinances, those of the municipality shall have precedence.

## **2.9 OTHER PROVISIONS**

These policies and procedures become effective following an affirmative vote of the Board of Selectmen.

## **3.0 APPLICABILITY**

The Council on Aging policies and procedures apply to Council members, staff, program oversight and the quality of elder services.

## **4.0 QUESTIONS**

Please contact the Director of Elder Affairs at (508) 830-4230 if you have any questions.

Signed By:

**ROGER E. SILVA**  
Chairman – Board of Selectmen

## COUNCIL ON AGING POLICIES AND PROCEDURES

### ATTACHMENT "A" – BOARD COMMITTEES

#### Standing Committees

The **personnel committee** supports staff and volunteer recruitment, training and support and recognition. Activities of the committee are:

- a. to be cognizant of local municipal personnel policies and procedures;
- b. to develop, for board review and approval, job descriptions for staff;
- c. to develop, for board review and approval, job descriptions for volunteers (in conjunction with staff and the volunteers themselves);
- d. to assist with developing performance criteria – including measurable program objectives;
- e. to help recruit and recommend the hiring of a Director;
- f. to support staff and volunteer development and continuing education; and
- g. to meet as needed with the Director and report to the Board on any personnel matters which might arise.

The **legislative (advocacy) committee** – shall maintain an active interest in current legislation and proposed rules and regulations that may seriously affect the Council and/or the local senior population. This committee shall:

- a. be cognizant of state and federal legislation filed by Elder Affairs and other public agencies or departments which would affect the health and well-being of seniors;
- b. research bills, acts, administrative proposals, ordinances or policies which could have a significant impact on elders, and report on same to the Council and the community-at-large;
- c. take an active role in formulating and recommending policy responses to proposed legislation;

- d. maintain contact with legislative and other advocacy groups and organizations, including state and regional associations of Councils on Aging, and
- e. be cognizant of affairs relating to health and health insurance, consumer protection, financial assistance and other matters of significant interest to seniors.

The finance/resource committee shall assist with the preparation of a budget for the COA, in conjunction with the director/coordinator. This committee shall:

- a. be mindful of current local budget considerations;
- b. investigate (and develop) public, private and private nonprofit support of the COA and its activities, including revolving account (s) under Ch. 44, s.53e ½;
- c. report on such affairs and make appropriate suggestions to the Council on Aging with respect to other relationships which might assist the Council in its mission, and
- d. assist with the development and reporting of statistics relative to volunteer and in-kind services.

The council may establish other committees to address issues such as transportation, nutrition, site/building maintenance, Outreach, newsletter, long range planning, executive, program development, hospitality, "Friends of...", etc. Each committee (shall have a written statement of purpose and functions, and) shall report regularly to the Council on Aging.

The Council may set up a non-voting affiliate membership or advisory committee from local committees or organizations whose activities relate to the Council on Aging. Presiding officers or Chairs of recognized senior citizen groups within the town shall be eligible and strongly encouraged to participate as affiliate members.

The Council shall establish and maintain a liaison position with the Board of Selectmen, Finance Committee, the home care corporation (and Area Agency or Aging). The "Friends of the COA on Aging," and others. Such person/s shall provide regular (written reports to the Council. Such members shall be (appointed by the COA board chair) selected by a majority of Council On Aging members.