



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360

Title	Center for Active Living (Council on Aging) Policies
Date Approved	September 9, 2025

1. PURPOSE

The Plymouth Center for Active Living, hereinafter referred to as CAL, 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 CAL are:

- a. To identify the needs of seniors in Plymouth.
- b. To provide the senior community with a safe, trusted, physical and virtual environment where information and access to programs and services foster a healthy and vital lifestyle throughout the aging process.
- c. To educate citizens and enlist the support and participation of all to meet the needs of seniors, and to recognize such assistance.
- d. To cater, advocate for, and/or implement services to fill these needs, or to coordinate existing services.
- e. To cooperate with the Massachusetts Executive Office of Aging & Independence, Old Colony Planning Council, and Old Colony Elder Services, and to be cognizant of state and federal legislation and programs regarding seniors.

2. GUIDELINES

2.1 LOCATION

The Center for Active Living facility is located at 44 Nook Road, Plymouth, Massachusetts. All mail should be delivered to this address unless otherwise specified by administration.

2.2 *ADVISORY BOARD MEMBERSHIP (as required by state law or town regulations)*

The CAL Advisory Board shall consist of nine members.

Prospective Advisory Board members shall be appointed by the Select Board. CAL employees are not eligible for appointment.

The CAL Advisory Board will also include a Select Board Liaison and may include additional sub-committee members.

Such people 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 reappointment after the second full term is served.

CAL Advisory Board membership shall reflect the makeup of the community at large and should be comprised of at least fifty-one percent (51%) older adults 55+.

CAL Advisory Board members shall adhere to all Select Board approved Advisory Board By-Laws.

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

When a board member's term expires that person shall remain as an active member with the approval of the Select Board until a member can be appointed.

3. VOTING RIGHTS OF BOARD 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 arise before a meeting of the members of the Advisory Board.

Individual Advisory Board members should contact the Town Manager regarding their possible status as a "municipal employee." As a "municipal employee," such members(s) shall not exercise his/her vote in violation of the state Conflict of Interest Law (M.G.L. CH. 268A, see especially sections 1-3, 8-10, 17-23 [not 23A].

4. MEETINGS OF MEMBERS

4.1 *REGULAR MEETINGS*

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

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 Advisory Board Secretary shall provide at least forty-eight (48) hours' notice and posting of its meeting.
- b. The Advisory Board Secretary shall distribute to its members minutes of the previous meeting, and an agenda for the upcoming meeting, at least three (3) days prior to each regular meeting.

4.3 *EMERGENCY MEETING NOTICE*

Emergency meetings of the Advisory Board may be called at any time by the Chair at the request of three (3) members of the Board. Adequate advance notice shall be provided to each member of the Board, insofar as feasible.

4.4 *ANNUAL MEETING*

The annual meeting of the Advisory Board shall be held on the second Thursday in June for the purpose of electing officers.

4.5 *ANNUAL MEETING NOTICE*

Notice of the annual meeting shall be provided for in the "Open Meeting Law." The Advisory Board shall inform the public by posting a notice of said meeting on the town website at least two (2) weeks in advance.

4.6 *QUORUM*

At all meetings of the members of the Advisory Board, the presence of a simple majority of the total regular membership (5) shall be necessary and sufficient to constitute a quorum for the transaction of any business. Votes shall be cast only by members in attendance.

4.7 *CONDUCT OF MEETINGS*

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

4.8 RESIGNATION

If a member wishes to resign from the Advisory Board, he/she shall notify the Town Clerk and the Advisory Board Chair in writing according to the format required by the Town Clerk.

4.9 ATTENDANCE

As a matter of policy, regular attendance is expected of all members. In the event of an absence of any member for three (3) consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Chair in advance of Advisory Board meetings, the Advisory Board shall request the resignation of that member through the Town Clerk. On the occasion of six (6) absences during any fiscal year, the Advisory Board shall recommend the appointing authorities to dismiss such a member from the Advisory Board.

5. OFFICERS

5.1 BACKGROUND

The officers shall consist of a Chair, Vice-Chair and Secretary. Officers of the Advisory Board shall be elected at the annual meeting of the Advisory Board 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.

5.2 CHAIR

N.B. “Chair” shall refer to Chairman, Chairwoman, Chairperson or president, according to local preference.

The Chair shall be the chief executive officer of the Advisory Board, and (subject to the direction of members of the Advisory Board) shall have advisory input for the business, affairs, and property of the PCAL in its general operations. He/she shall prepare an agenda in conjunction with the Center for Active Living Director, preside over all meetings of the Advisory Board, appoint all committees, and be an ex-officio member of all committees.

The Chair (and/or the Advisory Board Secretary) shall ensure that each member of the Advisory Board shall, upon being sworn in, obtain 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.

The Chair shall ensure that each member of the Advisory Board, upon being sworn in, completes the State Ethics Online Training Course.

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 acting, shall have all the powers and be subject to all restrictions of the Chair.

5.4 *SECRETARY*

a. Working with Town Staff shall cause all notices to be given in accordance with these policies and procedures (and M.G.L. Chapter 39, Section 23B) and retain records in accordance with the Secretary of State's Records Retention Schedule (DS-27-03).

b. Perform all duties relevant to the office of Secretary, such as all correspondence and other informational dissemination as necessary.

5.5 *REPRESENTATION*

No member of the Advisory Board, or its volunteers, shall make written or oral representations for the Advisory Board unless authorized by Advisory Board vote.

6. BOARD/STAFF RELATIONSHIP

The Chair or an Advisory Board member may assist in the selection process of the Center for Active Living Director.

The COA Board is advisory. Board members shall refrain from supervisory and day-to-day management activities. The Board shall consult with the Center for Active Living Director in policy matters.

7. BOARD COMMITTEES

The Chair shall establish all committees, standing and ad hoc, as required by the full Board.

- a. Each member of the Advisory Board shall serve on at least one or more committees described in Attachment "A" below.
- b. Each Advisory Board committee shall select its own Chair annually.
- c. No person shall serve in the same position as an officer, or as chair of a standing committee, for a period not to exceed 6 years.

8. AMENDMENTS

Amendments or alterations of these bylaws may be considered at either a regular or emergency meeting of the Advisory Board called for such purpose. In either case, notification of the meeting and its purpose shall be given by a legal posting. The proposed amendment or alteration of bylaws must be approved by the majority vote of the members of the Advisory Board, reviewed by the Center for Active Living Director, and submitted to the Town Select Board for approval.

If any part of these bylaws' conflicts with municipal bylaws or ordinances, those of the municipality shall have precedence.

9. OTHER PROVISION

These bylaws become effective following an affirmative vote of the Select Board.

BYLAWS OF THE COUNCIL ON AGING

ATTACHMENT "A" - BOARD COMMITTEES

Committees could include (but not limited to):

1. The Advisory Board may establish other committees to address issues such as legislative, finance, advocacy, marketing, long range planning, program development, hospitality, etc. Each committee shall have a written statement of purpose and shall report regularly to the COA Advisory Board.
2. The Advisory Board may establish and maintain a liaison position with other Boards, Committees, and Organizations as needed. Such people should provide regular reports to the COA Advisory Board. Such members shall be appointed by the COA Advisory Board Chair.

10. QUESTIONS

For inquiries, contact The Center for Active Living.

Signed By:

Chair, Select Board

9/9/2025

Date

Town Manager

9/9/2025

Date