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WARREN COUNTY  
BOARD OF COMMISSIONERS  
AGENDA ITEM REQUEST FORM

Updated 1-2009

This form must be completed and attached to all supporting documentation for items to be included in the Warren County Board of Commissioners Agenda. One (1) form per agenda item.

Submitted By: Alicia Giddiens Department: Senior Center

Contact Phone #: (252) 257-3111 Date Submitted: 4/17/17

Date of Board of Commissioners Meeting to consider this item: May 1, 2017  
(Meetings are generally 1st Monday of each month.... confirm date with Clerk.)

Description (give short summary of topic, this is how item appears on the Agenda).

Warren County Aging Advisory Council Elected Officers and  
Adopted By-Laws

Who will attend Commissioner's meeting able to respond to questions? Give name & title:

Alicia Giddiens, Warren County Senior Center Director

Where does this item need to appear? Check all that apply:

- Action Agenda
- Consent Agenda
- Closed Session
- Presentation/Recognition
- Work session
- Schedule Public Hearing\*\*
- Schedule joint meeting\*
- Schedule joint work session\*

\*Board, commission, or group requesting joint meeting: \_\_\_\_\_

\*\* If requesting a Public Hearing, provide an e-mail copy of sample ad to run in newspaper.

Supply General Statute or local ordinance that governs this item (attach copy):

Has this item been reviewed by County Attorney? Yes \_\_\_\_\_ No  (Attach recommendation.)

What action is requested of the Board? Approval and signature of By-Laws

What action is requested of the Manager? None

Are County funds required? Yes / No \$ No Funding Source N/A

**PLEASE PROVIDE:** One (1) paper copy and one (1) E-mail copy of all attachments to go in the digital Agenda to the Clerk no later than stated Agenda Item due date for above referenced meeting.

**WARREN COUNTY  
AGING ADVISORY COUNCIL  
BY-LAWS**

**ARTICLE I. NAME**

The name of this organization shall be the Warren County Aging Advisory Council (hereinafter referred to as the Advisory Council).

**ARTICLE II. ORGANIZATION AND PURPOSE**

The purpose of this organization shall be to serve as advisory to the Warren County Senior Center (WCSC), supporting its mission to promote wellness, encourage independence and provide services and activities that enhance the quality of life for senior citizens and to advocate on the local, regional, state and federal levels regarding aging related services and needs.

**ARTICLE III. RESPONSIBILITIES**

The Advisory Council shall serve in an advisory capacity to the WCSC and report directly to its Director. The Advisory Council shall have no authority over the senior center staff. It shall be the responsibility of the Advisory Council to:

1. Assist in monitoring, reviewing, and evaluating all policies, programs and actions that affect the WCSC clients.
2. Make recommendations to the senior center Director concerning issues and initiatives affecting the area adults 55 years old and older in Warren County (WC).
3. Represent the WCSC as advocates whenever appropriate or necessary.
4. Make recommendations on allocations of state and federal funding from the NC Division of Aging as administered through the Kerr Tar Regional Council of Governments Area Agency on Aging.
5. Make recommendations on funding plans for all grants and sources of revenue for WCSC.
6. Serve as a liaison with older adults, participating agencies, planning committees, the Senior Tar Heel Legislature, and the general population to enhance and promote public awareness of the services available to older adults through the WCSC.

**ARTICLE IV. MEMBERSHIP**

Section 1. Membership on the Advisory Council shall be open to all persons who are interested in and concerned with the problems and well-being of older adults (55 years of age and older) with 60% of the membership being 55 years old or older as required by NC Division of Aging Administrative and Federal Regulation 10 NCAC, 22G, .0415.

- a) Advisory Council shall consist of a maximum of (10) voting members appointed by the Board of Commissioners of Warren County. A minimum of seven (7) voting members shall always be maintained.
- b) The following shall serve as non-voting ex-officio members: the WCSC Director, the Warren County Manager/Interim, a representative of the Board of County Commissioners and Departmental Directors from the following agencies: WC Social Services, WC Cooperative Extension Service, WC Health Department and WC Parks & Recreation.
- c) Appointed Advisory Council members shall serve a three-year term and have the option to be re-appointed for two additional three-year terms. All terms of office shall begin March 1<sup>st</sup>.
- d) Voting membership shall always include the Warren County Senior Tar Heel Legislature Delegate (one member) or Alternate as mandated by NC Division of Aging Administrative and federal Regulation 10 NCAC, 22G, .0415. The Senior Tar Heel Legislature Alternate may attend meetings as a proxy in the absence of the Delegate.

Section 2. The initial appointment to the Advisory Council shall begin March 2017 on staggered terms.

Section 3. All appointed council members must complete state-mandated orientation within 60 days of appointment.

Section 4. All persons who are interested in being a voting member of the Advisory Council should apply to the Chair of the Advisory Council and/or the Senior Center Director.

- a) The public may attend any Advisory Council meeting. However voting rights are limited to the members only.
- b) Members with three consecutive, unexcused absences shall be removed from the Advisory Council, unless the Senior Center Director has been notified and special circumstances prevail as determined by the Board.

#### **ARTICLE V. MEETINGS**

Section 1. Regular meetings will be held at least quarterly. These meetings will be held on the second Tuesday of the beginning of the quarter (July, October, January, April) at 3:30 p.m. at Warren County Senior Center.

Section 2. If there is a conflict or problem with a particular meeting date, the date can be changed at the discretion of the Chair or the majority of members in compliance with all applicable Open Meetings Laws.

- Section 3. Special meetings of the Advisory Council may be called at the request of the WCSC Director, Advisory Council Chair or any two members.
- Section 4. A quorum shall be constituted when a simple majority (half of the membership plus one) of all voting members is present. Based on a voting membership of ten (10), a quorum will be six (6) members.
- Section 5. The Chair of the Advisory Council will only vote in instances of a tie vote.
- Section 6. The latest edition of Robert's Rules of Order-Revised shall provide the established procedures for conducting all Advisory Council meetings.

**ARTICLE VI. OFFICERS**

- Section 1. The officers of the Advisory Council shall be:
- Chair
  - Vice-Chair
  - Secretary
  - Assistant Secretary
- Section 2. The Council will elect its own officers at the first meeting in April of each year.
- Section 3. Length of office will be one year.

**ARTICLE VII. BOARD PLACEMENT PROCEDURES**

- Section 1. Prospective members will be recommended to the Board of Commissioners of Warren County by the Warren County Senior Center Director.
- Section 2. The Board of Commissioners of Warren County shall approve the appointment of Advisory Council members.
- Section 3. Members of the Advisory Council shall serve for terms of three years after initial appointments establishing Advisory Council.
- Section 4. Former members may be reappointed to the Advisory Council, provided membership is not being denied to others who want to serve.

**ARTICLE VIII. DUTIES OF OFFICE**

- Section 1. The Chair shall have the following duties:
- a. Prepare meeting agenda in conjunction with the Center Director prior to each meeting;
  - b. Preside over all meetings;
  - c. Appoint sub-committee chairmen and sub-committees as needed;
  - d. Work with the Center Director in planning or initiating new programs/services.
- Section 2. The Vice-Chair shall have the following duties:
- a. Preside over meetings only in the absence of the Chair;
  - b. Serve for the unexpired term of the Chair in the event the office is vacated.

- c. Assist the Chair as needed.
- Section 3. The Secretary shall have the following duties:
- a. Take minutes of each meeting and keep them in the Advisory Council's file;
  - b. Submit typed minutes to Director for review prior to submitting to Advisory Council for approval.
  - c. Send sympathy and get-well cards to members of the Advisory Council;
  - d. Write thank-you notes to various individuals, speakers, etc. who perform services for the Advisory Council and the Center.
- Section 4. The Assistant Secretary shall have the following duties:
- a. In the absence of the Secretary, take minutes of each meeting and keep them in the Advisory Council's file;
  - b. Submit typed minutes to the Director for review prior to submitting them to the Advisory Council for approval, when applicable.
  - c. Assist the Secretary as needed.

**ARTICLE IX. COMMITTEES/SUBCOMMITTEES**

The Chair may appoint subcommittees as necessary to carry out the work of the Advisory Council. Each subcommittee shall develop its own guidelines to be approved by the Advisory Council.

1. Subcommittees may include, but are not limited to the following:
  - a) Nominating Committee
  - b) Program Review Committee
  - c) Membership Committee
  - d) Special Activities Committee
  - e) Legislative/Advocacy Committee
  - f) Grant/Revenue Review Committee
  - g) By-Laws Committee
2. Each subcommittee shall include Senior Center staff to provide technical assistance.

**ARTICLE X. AMENDMENTS**

Section 1. By-laws may be amended or replaced by a quorum vote at any meeting of the general membership. Thirty days will be required for effecting a change or changes to the By-laws after the Advisory Council has voted on the proposed amendment(s).

*Alicia R. Giddiens*

Alicia R. Giddiens, MSW  
Senior Center Director

*4/17/17*

Date

*Charles*

WC Aging Advisory Council Chair

*4/18/17*

Date

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Victor Hunt, Chairman  
WC Board of Commissioners

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Angela Kearney-Dunlap,  
Clerk to the Board of Commissioners

\_\_\_\_\_  
Date

**Warren County Aging Advisory Council (WCAAC)**  
**Officers**

Elected Tuesday, April 11, 2017

Chair: Charles Jefferson

Vice-Chair: Sharon Speed

Secretary: Nellie Vardjian

Assistant Secretary: Nominations Tabled