

**BYLAWS  
LOWCOUNTRY COUNCIL OF GOVERNMENTS  
AGING ADVISORY COMMITTEE**

**PREAMBLE**

The Aging Advisory Committee of the Lowcountry Council of Governments does hereby set forth the following rules and bylaws to govern its operations.

**ARTICLE I - THE AGING ADVISORY COMMITTEE**

The official name of the Committee shall be the Lowcountry Aging Advisory Committee. Hereinafter known as the "Committee". The term "LCOG Board" will be used to designate the Lowcountry Council of Governments Board of Directors. The term "Council" will be used to designate the Lowcountry Council of Governments.

**ARTICLE II - PURPOSE AND RESPONSIBILITY**

**Section 1 - Purpose.** The purpose of the Committee is to act in an advisory capacity to the Council on all matters relating to the development of plans, programs, and services for the Aging Population and thus provide a framework which will assist older persons in the region to live independent, meaningful and dignified lives in their own homes as long as possible.

**Section 2 - Responsibilities.** The basic responsibilities of the Committee will be to assist in:

- a) Identifying the needs and problems of the Aging population in the Lowcountry region.
- b) Analyzing needs in relation to available resources, programs and services.
- c) Identifying gaps in the service system.
- d) Establishing priorities, goals and objectives.
- e) Acting as an advocate for older persons in the region.
- f) Keeping informed of legislation which affects the elderly and aging services.
- g) Analyzing trends pertaining to state and national aging programs.

## **ARTICLE III - MEMBERSHIP**

**Section 1 - Number of Members.** The Committee shall consist of at least 21 members. A majority shall be 60 years of age or older. Members shall be appointed by the LCOG Board upon the recommendation of the Committee.

**Section 2 - Type of Members.** The following groups shall be represented on the Committee:

1. Provider/Community Support Agencies - 4 seats
2. President of each County Council on Aging - 4 seats
3. One person from each county, representing a site or part of the county, preferably different from the president - 4 seats
4. Mandated Agencies
  - a) Social Security Administration representative - 1 seat
  - b) Veterans Affairs representative - 1 seat
5. Health Care Provider - 1 seat
6. At Large Representatives - minimum of 2 seats (This number may be expanded as necessary to maintain majority members over age 60).
7. LCOG Board members – 4 seats, (at least 1 elected official).
8. General Public, to include Family Caregivers and individuals with disabilities

**Section 3.** No staff member or any direct relative of a staff member of any agency receiving aging funds from the Council shall serve as a member of the Committee. Direct relatives include: spouse, parents, stepparents, child, stepchild, grandparents, sibling, father-in-law, mother-in-law, brother-in-law or sister-in-law, son-in-law or daughter-in-law, aunt or uncle, niece or nephew.

**Section 4 - Term of Office.** Membership shall be seated for a three (3) year term, with the ability to serve a second consecutive term. No person shall serve more than 2 consecutive terms. This limitation does not apply to County Council on Aging presidents and mandated agency representatives.

**Section 5 - Additional Membership.** The nominating Committee will once a year identify persons in the community to be approached as potential members of the Advisory Committee. These persons' profiles for membership will be reviewed and acted upon at the June and/or September meeting.

#### **ARTICLE IV - OFFICERS**

**Section 1 - Officers.** The officers of the Committee shall consist of a Chairperson, and a Vice-Chairperson, who shall be from different counties.

**Section 2 - Election of Officers.**

- a) The officers of the Committee, except the chairperson, shall serve one year terms beginning each year in July. The Chairperson shall be a member of the LCOG Board. The Officers shall be nominated by the Committee and approved and appointed by the LCOG Board.
- b) A Nominating Committee consisting of one member from each county shall submit a slate of candidates for each office.
- c) The name of the nominee receiving a majority vote of the members present shall be presented to the LCOG Board for final approval and appointment.
- d) All officers shall be elected for a term of one year and shall serve until their successors are elected and qualified.
- e) Officers shall be eligible to succeed themselves; provided, however, no person shall serve more than five consecutive years as Chairperson.

**Section 3 - Chairperson.** The Chairperson shall preside at all regular and special meetings of the Committee. He or she shall call special meetings of the Committee when required and shall transmit reports, plans, and recommendations of the Committee to the LCOG Board and, in general, shall act as spokesperson for the Committee. He or she shall act as Chairperson of the Executive Board and shall appoint subcommittees or ad hoc committees as required.

**Section 4 - Vice-Chairperson.** The Vice-Chairperson shall serve as Chairperson in the absence or the disability of the Chairperson. In the event of resignation of the Chairperson, the Vice-Chairperson shall perform the latter's duties until such time as the LCOG Board shall elect a new Chairperson following the procedures as set forth in Article IV Section 2.

**Section 5 - Temporary Chairperson.** In the event the Chairperson and Vice-Chairperson are absent from a meeting, the members present may elect a temporary Chairperson for that meeting and proceed with the order of business.

**Section 6 - AAA Director.** The Council's AAA Director will serve as administrative officer for the Committee. The AAA Director shall keep the minutes and records of the Committee, prepare the agenda of regular and special meetings, attend to correspondence of the Committee and such other duties and functions as may be required. The AAA Director shall not be a member of the Committee.

## **ARTICLE V - BOARDS AND COMMITTEES**

### **Section 1 - Executive Board.**

There shall be an Executive Board consisting of four (4) members. It shall include the officers of the Committee (Chairperson, and the Vice-Chairperson) and two other members nominated by the Committee. The Nominating Committee shall submit the nominees to the Committee and then to the LCOG Board for final approval and appointment. Total membership of the Executive Board shall include at least one representative from each member county. This Board shall supervise the transactions of all routine and special business that may be brought before it and shall have the authority to act for the Committee in the interim between meetings of the Committee. The Executive Board shall meet at the call of the Chairperson and at such times as the Board may determine. Three members of the Executive Board shall constitute a quorum.

Subcommittees, either standing or ad hoc, may be established from time to time by the Committee for the purpose of dealing with specific problems, programs or areas. Members of such Subcommittees

shall be appointed by the Committee Chairperson and may be drawn from sources outside the Committee membership. However, the Chairperson of any such Subcommittee must be a member of the Committee. He or she shall call meetings of the Subcommittee and preside at these meetings. He or she shall transmit reports, plans and recommendations of the Subcommittee to the Committee and in general, shall act as its spokesperson. Subcommittees cannot act without approval of a quorum of the Committee.

## **ARTICLE VI - MEETINGS**

**Section 1 - Regular Meetings.** The Committee shall meet at least quarterly at such times and places as the Committee shall determine. The Executive Board shall meet at the call of the Chairperson or the AAA Director.

**Section 2 - Special Meetings.** Special meetings may be called by the Chairperson or the AAA Director, provided that advance notice is given to each member.

**Section 3 - Notices.** Notice of all regular meetings shall be given to committee members at least five (5) days previous thereto at the direction of the Chairperson or AAA Director stating the time and place of such meeting.

**Section 4 - Quorum.** More than half the members of the Committee must be present or at least one member from each county to constitute a quorum. All meetings at which official actions are taken shall be open to the public.

**Section 5 - Attendance.** In order for the Committee to carry out its duties and responsibilities, all members must faithfully attend all meetings. Any member who fails to attend three (3) consecutive meetings, without notice, shall be considered to have resigned from the Committee.

**Section 6 - Proxy.** In the event the President of a County Council on Aging is unable to attend a meeting, he/she shall designate another officer of his county's board to act as proxy. Such proxy may not be used more than three times in a given year.

### **ARTICLE VII - RECORDS**

The Committee shall keep a record of its recommendations, transactions, findings and determinations. Such records shall be transmitted to the LCOG Board. All records shall be public records.

### **ARTICLE VIII - ADOPTION & AMENDMENT**

**Section 1 - Adoption.** These bylaws shall be adopted by a majority vote of the Committee and approval of the LCOG Board.

**Section 2 – Amendment.** These bylaws may be amended or repealed and new bylaws adopted by a majority vote of the Committee and approval of the LCOG Board, provided written notice of the proposed amendment is distributed to all Committee members at least seven (7) days prior to the meeting at which such action will be voted on.

Revised and Approved  
at a regular meeting of  
the LAAC on \_\_\_\_\_, 2017