**SALINE COUNTY DEPARTMENT OF SENIOR SERVICES ADVISORY COUNCIL**

**BY-LAWS ESTABLISHED BY RESOLUTION**

**ARTICLE I - NAME**

The name of this council shall be the Saline County Department of Senior Services Advisory Council ("Advisory Council").

**ARTICLE II -PURPOSE AND RESPONSIBILITY**

These by-laws govern the functions and duties, as well as the conduct of all meetings of the Advisory Council.

The purpose of the Advisory Council is to advise and assist the Saline County Department of Senior Services (DOSS) efforts to address older Kansan 's issues affecting the community and report to the Saline County Board of County Commissioners (BOCC) on a periodic basis. All actions taken or addressed by this Advisory Council are advisory in nature and subject to the final approval of the Saline County BOCC.

The responsibilities of the DOSS Advisory Council shall include:

1. Assist DOSS in assessing the community's needs of the elderly and the resources available for meeting these needs.

2. Plan for the initiation, expansion or improvement of services

3. Make recommendations on DOSS goals and objectives and on strategies to meet stated objectives.

4. Encourage support for the development and implementation of effective programs and services for the elderly.

5. Involve recipients of services in determining matters of DOSS activities.

6. Be aware of and familiar with the various funding sources which support programs and services for senior citizens.

7. Conduct ongoing evaluation of DOSS activities to determine effectiveness or services and extent to which services are being utilized

8. Such other duties as assigned by the BOCC.

**ARTICLE III - MEMBERS**

**Section 1 Number**

The Advisory Council shall consist of 9 members' total (seven voting members and 2 ex officio members). Council representatives can come from any of the following category areas:

• Health clinic, hospital, or other medical service agency

• Health practitioner

• Senior citizen or agency providing services primarily to senior citizens

• Community-based organizations

• Business Community

• Faith Community

• Racial/Ethnic Population

• Community Mental Health

• Citizen-at-Large

Attempts shall be made to appoint members from a variety of above recommended categories to ensure well-rounded community representation.

**Section 2 - Appointment**

a. Three members of the Advisory Council shall be appointed by position.

1. The position of the Council Chairman shall be filled by the current Saline County DOSS Director. This position is based on position title and not the person fulfilling the position. The Council Chairman will have voting authority.

2. The two ex-officio positions will be filled by a County Commissioner and the County Administrator. The ex-officio positions are based on position titles not the person serving. Neither of these positions will have a vote in the Advisory Council decisions.

b. The six remaining positions will be appointed by the Board of County Commissioners with input by the County Administrator and DOSS Director from those who have submitted Expression of Interest forms to the County Administrator's office. In January of each year, the County Administrator or Department Head shall solicit potential members through a public notice process to fill vacancies created by term expirations, except for the Chairman and two ex-officio positions. Solicitation shall include advertising in local newspapers or other public media outlets. Expression of Interest Forms may be submitted to the County Administrators office at any time during the year to be placed on file for future consideration in filling vacancies and will be valid for two-years from the date of submission.

**Section 3 - Term Limits**

Initial appointments of the six as identified above will begin their terms with two persons each at one year, two persons at two years and two persons at three years to be determined by random drawing conducted by the BOCC at an open study session meeting. This will set the staggered time frame needed to maintain continuity of the council as a whole. Council Members who reach the end of their allowed terms will be eligible to submit an Expression of Interest Form for the next term year.

**Section 4 - Orientations**

Each member of the Advisory Council shall participate in orientations to give them an understanding of current DOSS structure, current public programs to include possible future projects and local, regional, state and national issues

**Section 5- Attendance**

The Department Head shall contact any member who has had two consecutive unexcused absences from the Advisory Council meetings. If no response is received in thirty-days or if the member states that he/she does not wish to remain a member, the new vacancy will be brought before the BOCC to appoint a replacement member as outlined in Section 2.b above. If the member states that he/she wishes to remain on the Advisory Council, he/she shall be considered a member in good standing, provided the member does not miss the third consecutive Advisory Council meeting.

**Section 6 - Removal**

Members of the Advisory Council serve at the pleasure of the BOCC and may be removed by a majority vote of the BOCC. The Advisory Council shall have the right to recommend to the BOCC the removal of an Advisory Council member upon a two-thirds (2/3) vote of the remaining Advisory Council members.

**Section 7 - Compensation**

All members of the Advisory Council shall serve without compensation.

**Section 8 - Voting**

Each member except the two ex-officio members shall be entitled to one vote on each matter submitted for elevation to the BOCC for consideration. A minimum of four voting members of the Advisory Council must be present to constitute a quorum. If the quorum requirement is not met, then a majority vote of the members present is needed to approve items to be elevated to the BOCC.

**ARTICLE** IV- **MEETINGS**

**Section 1**

All meetings of the Advisory Council shall follow the standard rule of order as outlined in the Kansas Association of Counties County Desk Book and Robert's Rules of Order (11111 ed.) and the Kansas Open Meetings Act. The Saline County Department of Senior Services Director will act as parliamentarian control.

**Section 2 Regular Meetings**

The Advisory Council shall develop a schedule of regular meetings that shall be held at least quarterly.

**Section 3**

A written agenda stating the date, hour and location of each meeting shall be delivered through email to each Advisory Council member not less than seven days before each meeting. Any necessary supporting documents will be provided along with agenda.

**Section 4**

Agenda and any accompanying documents will be available on the Department website seven days prior to regular meetings for public viewing/downloading.

**Section 5**

All meetings and proceedings of the Advisory Council, committee or sub-committee are open to the public.

**ARTICLE V- OFFICERS**

The Advisory Council Officers will consist of the Chairman and the Vice-Chair. Appointment of the Chair was outlined previously. The Vice-Chair will be elected from the other six members of the council through a nomination and vote by the council members. The Vice-Chair shall serve as the Chair in the event the Chairman is unable to attend the meeting.

**ARTICLE** VI- **COMMITTEES**

Committees may be established as deemed appropriate by the Advisory Council to focus on a single topic and they shall be time limited. Committees shall be scheduled, called, noticed, and conducted in accordance with Kansas Association of Counties County Desk Book, Robert's Rules of Order and the Kansas Open Meetings Act.

**ARTICLE VII-TASK FORCE**

Task forces may be appointed by the Advisory Council as needed to accomplish specific short-term objectives.

**ARTICLE VIII - RECORDS**

Clerical duties shall be performed by the Department Head or appointed designee in the case of Department Head absence. All records of the Advisory Council shall be kept at DOSS. Disclosure of records maintained by the Advisory Council is governed by the Kansas Open Meetings Act. All records shall be maintained digitally and with hardcopy backups. Previous minutes, agendas' etc. will be available on the DOSS website.

**ARTICLE IX - AMENDMENTS**

The Advisory Council may recommend by a two-thirds vote of these present amendments to these by-laws at any regular or special meeting of the Advisory Council for subsequent submission to the BOCC for approval. Proposed by-laws revisions shall be submitted to the BOCC as an agenda item for consideration during a regularly scheduled meeting.

**ARTICLE X- SPOKESPERSON**

The Saline County Department of Senior Services Director shall be the official spokesperson for the Advisory Council representing the Advisory Council to the BOCC, media, other interested parties and the general public.

**ARTICLE XI- CONFLICT OF INTEREST**

When any matter comes before the Council in which a member has personal or financial interest, said member shall, prior to the vote being taken, announce a conflict of interest and shall abstain from voting. The abstaining member shall be counted for quorum purposes.

THESE BY-LAWS APPROVED OF , \_\_\_\_\_\_\_\_

*(day) (month) (year)*

BY: CHAIRMAN, SALINE COUNTY BOARD OF COUNTY COMMISSIONERS