

SNOHOMISH COUNTY ADVISORY COUNCIL ON AGING BYLAWS

BYLAWS AS REVISED AND APPROVED ON NOVEMBER 28, 2018, REPLACING ANY AND ALL PRIOR BYLAWS AND STANDING ORDERS REGARDING ADVISORY COUNCIL ON AGING OPERATIONS. THIS DOCUMENT DOES NOT ATTEMPT TO DESCRIBE PROCESSES RELATED TO COUNTY GOVERNMENT OR OPERATIONAL PROCEDURES OUTSIDE THE SCOPE OF ADVISORY COUNCIL ON AGING ACTIVITIES.

PREAMBLE

The Snohomish County Advisory Council on Aging, mandated by the Older Americans Act of 1965, as amended, was established by Snohomish County as the Advisory Council to the County Executive and to the County's Human Services Department, Aging and Disability Services, Long Term Care and Aging (LTCA).

Article I – Name

The name of the organization is the Snohomish County Advisory Council on Aging (COA).

Article II – Authority

The COA was established in accordance with the Older Americans Act of 1965, as amended, and Snohomish County Code, Title 2, Chapter 2.450.

Article III – Purpose

The purpose of the COA is to advise, assist, and advocate for older persons and those adults with disabilities in Snohomish County.

The purpose and its implementation includes:

- a. Keeping the County Executive and other elected officials apprised of the concerns and needs of the older populations;
- b. Assisting and guiding the work of the LTCA in fulfilling its stated missions, in compliance with the Older American Act;
- c. Support ongoing evaluation of program services and all matters of policy involved in the implementation of the Snohomish County Area Plan on Aging.

Article IV – Ethics

The COA recognizes the importance of credibility, integrity, and trustworthiness. Therefore, we are committed to upholding ethical standards in all dealings. We value the principles of honesty, fairness, and respect for each individual and all communities.

Members of the COA will perform their duties without discrimination, harassment, or intimidation based on race, color, national origin, religion, sex, age, disability, citizenship, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

SNOHOMISH COUNTY ADVISORY COUNCIL ON AGING BYLAWS

Article V – Function

The COA shall carry out advisory functions which further LTCA’s mission of developing and coordinating community-based systems of services for all older persons and adult persons with disabilities in the planning and service area. The COA shall advise LTCA relative to:

- a. Developing and administering the area plan;
- b. Conducting public hearings;
- c. Representing the interests and advocating on behalf of older persons and persons with disabilities; and
- d. Reviewing and commenting on all community policies, programs, and actions which affect older persons and persons with disabilities with the intent of assuring maximum coordination and responsiveness to both constituencies.

Article VI – Membership and Qualifications

Section 1. Composition: The COA shall be composed of no less than twenty and no more than thirty voting members, of whom at least 51% are 60 years of age or older. Members shall live in Snohomish County and shall represent the county’s geographic, ethnic, social, racial, disabled, and economic groups. The COA may include individuals and representatives of community organizations who will help to enhance the leadership role in developing community-based systems of services.

Section 2. Term of Service: The normal term of service is three years. COA members may be appointed to a second three-year term. Subsequent terms may be considered after a one-year absence from the COA. If an individual is appointed to a first term on the COA on or before March 31, the remainder of that year will constitute the first year of that member’s three-year term. If appointed to a first term on or after April 1, the first full three-year term will begin at the COA meeting in October.

Section 3. Recruitment: The COA Chair shall appoint an ad hoc Membership Recruitment Committee to solicit and screen potential COA members. The Committee shall submit nominees, and approved alternates, to the COA for approval at the regular meeting in June of each year. New or reappointed members will assume their seats on the COA in October, or as soon thereafter as approved. Incumbent members of the COA shall retain their seats on the COA until new members are seated.

Section 4. Vacancies: Vacancies may be filled as they occur and with as much expedience as possible. The COA may select one of the alternates to recommend to LTCA for appointment, or the Chair may appoint an ad hoc Membership Recruitment Committee to solicit and screen potential COA members. The ad hoc Membership Recruitment Committee shall submit these nominees to the COA for approval. COA recommendations shall then be submitted to LTCA for submission to the County Executive.

Section 5. Washington State Council on Aging: The Snohomish County representative to the Washington State Council on Aging is an ex-officio member of the COA and, as such, that member cannot vote and shall not be counted in determining a quorum.

Section 6. Compensation: COA members shall not be compensated for the performance of their duties but may be reimbursed for mileage or expenses in accordance with Snohomish County Code, Title 2, Chapter 2.03.070.

SNOHOMISH COUNTY ADVISORY COUNCIL ON AGING BYLAWS

Section 7. Disqualification from Membership: Any County Staff, employee, or board member of a contracted service provider or agency, may not serve as a member of the COA.

Article VII – Member Responsibilities

Section 1. Responsibilities: It is the responsibility of each member to participate actively in the COA by:

- a. Regularly attending monthly COA meetings;
- b. Notifying designated County Staff if unable to attend a regular monthly meeting;
- c. Serving on at least one committee;
- d. Attending COA sponsored events and hearings; and
- e. Attending all COA orientations if a new member.

Section 2. After a total of four unexcused absences from monthly COA or their primary committee's meeting during their three year term on the COA, a member shall be considered to have resigned. Exceptions can be made by review and approval of the Executive Committee.

Article VIII - Officers

The officers of the COA shall be: Chair, Vice-Chair, and an Officer at Large. No person shall hold more than one office at a time.

Article IX – Duties of Officers

Section 1. The Chair shall:

- a. Schedule COA meetings, as required, on the fourth Wednesday of the month.
- b. Preside over all COA meetings and Executive Committee meetings.
- c. Approve agendas for all regular COA meetings.
- d. Appoint ad hoc committees as necessary to complete COA business.
- e. Appoint chairpersons to all standing and ad hoc committees, except for the Officer Nominations Committee.
- f. Serve as an ex-officio member of all committees, except the Executive Committee.

Section 2. The Vice-Chair shall:

- a. Assist the Chair in carrying out his or her duties.
- b. Perform all duties of the Chair in his or her absence.

Section 3. The Officer at Large shall:

- a. Assist the Chair in carrying out his or her duties.
- b. Perform all duties of the Chair and Vice-Chair in their absence.

Article X – Election of Officers

Section 1. Elections: Officers shall be elected at the regular August COA meeting each year.

Section 2. Officer Nominations: The Chair shall solicit volunteers during a COA meeting for an ad hoc Officer Nominations Committee to solicit candidates to fill the three officer positions. The Committee

SNOHOMISH COUNTY ADVISORY COUNCIL ON AGING BYLAWS

shall select their chairperson. At the July meeting, the ad hoc Officer Nomination Committee shall submit to the COA a slate containing at least one nominee for each office.

Nominations may also be made from the floor at any COA meeting and will be solicited at the July meeting. The Committee and individuals making nominations from the floor must have obtained the consent of persons being nominated prior to placing their name in nomination.

Section 3. Election Process:

- a. COA members who are unable to attend the August meeting may submit a signed absentee ballot no later than the day preceding the August COA meeting.
- b. There shall be no voting by proxy.
- c. Voting shall be by written ballot.
- d. When all ballots are collected, they shall be counted by the chairperson of the Officer Nominations Committee (or designee) together with one member of LTCA staff.
- e. Results shall be reported to the COA during that same meeting.
- f. An officer candidate must receive a majority of the votes to be elected. The Chair will direct that new ballots be distributed for those offices for which no candidate attained a majority. Balloting will continue until a candidate receives a majority.
- g. The chairperson of the Officer Nominations Committee shall not be a candidate for an officer position.

Section 4. Term of office: The term of all officer positions shall be one year or until their successors are elected. Officers may be re-elected for the same position for one consecutive additional term, if eligible. Subsequent terms may be considered after a one year absence. Officers shall assume their office at the end of the September meeting.

Section 5. If an elected officer vacancy occurs during the year, the Executive Committee shall take action on the vacancy. When a replacement officer is selected, a term of less than one year shall not count toward the two year limit.

Article XI – Committees

Section 1. Standing Committees are needed in order for the COA to conduct its ongoing business.

Section 2. Committees shall have a minimum membership of three. The COA Chair shall not chair any committee other than the Executive Committee. Any COA officer who chairs a committee or any COA member who chairs more than one committee shall have only one vote in the Executive Committee.

Section 3. The Standing Committees are:

- a. The Executive Committee includes the officers of the COA and chairpersons of the Standing Committees. The Executive Committee shall be empowered to transact routine business and act in emergencies between regular meetings of the COA.
- b. The Advocacy and Diversity Committee seeks to effect positive changes to quality of life issues for the diverse population of seniors and adults with disabilities.

SNOHOMISH COUNTY ADVISORY COUNCIL ON AGING BYLAWS

- c. The Senior Center Committee seeks to help identify strategies to support area senior centers and their outreach to populations of older adults and find ways to adapt to community needs and serve multiple generations.
- d. The Healthy Aging Committee is charged with increasing the awareness of health issues affecting older persons and adult persons with disabilities in Snohomish County.
- e. The Communications and Outreach Committee is charged with promoting the efforts of the COA and promoting the visibility of the Area Agency on Aging via education, research, and facilitating the understanding of programs, agencies, and organizations that affect older adults and adults with disabilities.
- f. The Probation Committee is charged with evaluating viability of any new standing committee. When potential new standing committees are suggested by any COA member, said new standing committee shall be under this Probation Committee until its viability is confirmed. Once confirmed, these Bylaws will be amended to reflect said new standing committee.
- g. Ad hoc committees shall be appointed by the Chair when deemed necessary.

Section 4. Members of committees will include self-selected COA members. Interested citizens and providers acceptable to the committee chairperson shall serve as ex-officio members.

Article XII – Meetings

Section 1. Monthly COA Meetings: There shall be monthly meetings of the COA held on the fourth Wednesday of each month, except in December, unless otherwise ordered by the COA. Under inclement weather or other unusual circumstances, the Chair will coordinate with LTCA as to the practicality of conducting a scheduled meeting, and may decide to cancel or reschedule the meeting if conditions so dictate.

Section 2. Public Attendance: The public is welcome to attend and participate in COA and standing committee activities. Meeting agendas shall provide opportunity for new business to be introduced from the floor and from the public.

Section 3. Quorum Requirements: A quorum for full COA meetings shall consist of a majority of the voting membership of the COA.

Section 4. Conduct of Meetings: The Chair has the authority to appoint a parliamentarian, if desired. Roberts' Rules of Order, Newly Revised (latest edition) shall apply on all questions of procedures and parliamentary law not specified in these Bylaws or special rules.

Article XIII – Conflict of Interest

Any COA member having or appearing to have a conflict of interest may speak to the matter at issue, but shall abstain from voting on such matters. Said matter, and abstention, shall be noted in the Minutes.

Article XIV – Amendments

Amendments to these Bylaws shall be submitted in writing to COA members at least thirty days prior to the meeting at which the amendments are to be acted upon. Such amendments shall be adopted by the

SNOHOMISH COUNTY ADVISORY COUNCIL ON AGING BYLAWS

COA at any regular or called meeting subject to a two-thirds affirmative vote of the members of the COA in attendance.