

OAKLAND COUNTY SENIOR ADVISORY COUNCIL

BYLAWS

APPROVED and ADOPTED 10/17/2022

ARTICLE I NAME

This organization shall be known as the Oakland County Senior Advisory Council, hereinafter referred to as the Council, or the SAC interchangeably.

ARTICLE II MANDATE AND PURPOSE

The mandate is conferred upon the Council by the County Executive or his designated representatives. Its authority is limited to an advisory capacity and the Council will not become involved in administrative issues and disputes. The primary purpose of the Council shall be to inform the County Executive on older adult needs and services required by older adults and to point out gaps in the older adult network.

ARTICLE III MEMBERSHIP

SECTION 1 The Council shall consist of one member from each of the current Commissioner districts, and a maximum of four (4) members-at-large who have special expertise and knowledge.

SECTION 2 A minimum of two-thirds of the Council members shall be 60 years of age or older.

SECTION 3 **District membership** applications for a Council vacancy in a specific district shall be submitted through that district Commissioner for consideration and/or directly through the Board of Commissioners website or to the County Department of Health and Human Services Senior Advisory Council (SAC) Coordinator. The district commissioner will recommend and submit a candidate for consideration to the Board of Commissioners (BOC) Analyst. Candidates recommended by the Commissioner are forwarded to the County SAC Coordinator and Director of Health and Human Services. Member appointment to the Council is by the County Executive.

SECTION 4 At-Large members are those who do not represent a specific Commission District. At-Large membership applications are submitted to the SAC Coordinator through various channels, including the County BOC webpage, district Commissioners, and SAC members. An open pool of candidates is maintained at the County by the SAC Coordinator. Upon a vacancy of an At-

Large member, considered individuals will be interviewed by the SAC officer board. Candidates recommended by the SAC officer board are submitted to the SAC Coordinator and Director of Health and Human Services. Member appointment to the Council is by the County Executive.

- SECTION 5 Council members shall serve terms of two (2) years. District Council member terms are concurrent with their elected district Commissioner. Within thirty (30) days of a district Commissioner taking office, appointment of the representative district Council member must occur. At-Large Council member terms are concurrent with their date of appointment. Within thirty (30) days of the appointment expiration date, appointment of an "At-Large" council member must occur.
- SECTION 6 Council member vacancies shall be filled following the standards set forth in Section 3, or Section 4, pursuant to the vacancy type.
- SECTION 7 It is the responsibility of the Council member to advise the Council of membership status. Resignation of a Council member must be provided in writing by the member to the SAC County Coordinator with a copy to the Council Chairperson, and where applicable their district Commissioner.

ARTICLE IV FUNCTIONS, ACTIVITIES AND MEMBER RESPONSIBILITIES

- SECTION 1 The Council shall review and be aware of local, state, and federal agencies, their programs and services, and their impact on older adults.
- SECTION 2 The Council shall maintain knowledge of legislation affecting older adults and convey updates, information, and recommendations to the County Executive and/or designees through Council meetings.
- SECTION 3 The Council shall generate input and develop ideas and recommendations in compliance with these Bylaws and applicable Federal, State, and local directives and policies resulting in goals and objectives favorable to older adults.
- SECTION 4 Council members are committed to attend regular and ad hoc SAC, and committee meetings. Any member missing three (3) scheduled SAC meetings within a calendar year period may be subject to dismissal from the Council. After three (3) unexcused absences from any scheduled SAC meetings within a calendar year, a formal letter will be sent from the SAC board Recording Secretary to their District Commissioner with a copy to the SAC Coordinator, or the SAC Coordinator respectively, requesting member disposition and recommendation.
- SECTION 5 Council members shall participate in ad hoc committees and County initiatives to recognize issues of importance to older persons and prepare recommendations for subsequent Council information and/or action.

- SECTION 6 **DISTRICT Council members** shall:
- a) Report information from the community on older adult problems, issues, and concerns from within their district at each Council meeting.
 - b) Contact, visit and communicate with senior and community centers staff and members within their district to understand issues of importance to older persons, and to provide County authorized resource information to older adults.
 - c) Contact and communicate with their district Commissioner on issues of importance to older persons within their district, and SAC initiatives, goals, and business.
 - d) Endeavor to broaden community outreach to include new and expanding older adult resources within their district.
- SECTION 7 **AT-LARGE Council members** shall represent the SAC in a manner and capacity prescribed in writing by the SAC Coordinator to:
- a) Meet perceived need in balancing the Council to address certain important issues being studied.
 - b) Obtain representation from a particular group of older adults not represented through the district selection process.
 - c) Fill in for a Council member who is expected to miss meetings as the result of a prolonged illness.
 - d) Coordinate with district Council members to supplement contact, and visits with senior and community centers staff and members to understand issues of importance and provide County authorized resource information to older adults.
 - e) Endeavor to broaden community outreach to include new and expanding older adult resources within their district.
- SECTION 8 The right of a Council member to express their opinion on an issue will not be denied. Once recognized by the Chairperson, the member will have a maximum of five minutes to speak on the issue.
- SECTION 9 The status of each SAC member recommendation made to the County Executive will be reported back to the Council. A Council recommendation that has been rejected by the County Executive shall not be lobbied further by any Council member.
- SECTION 10 A member of the Council, duly appointed by officers of the board may attend appropriate Board of Commissioners' meetings to report and discuss the activities of the Council.
- SECTION 11 No Council member may represent an official Council position on a matter that has yet to be adopted by the Council.

ARTICLE V OFFICERS

- SECTION 1 The elected officers of the Council shall be a Chairperson, First Vice Chairperson, Second Vice Chairperson, and Recording Secretary. Additional support will be supplied by the County Department of Health and Human Services.
- SECTION 2 Officers shall serve a two-year term and may be re-elected to a second consecutive two-year term in the same position.
- SECTION 3 Nomination of officers shall occur at the second SAC meeting following the seating of newly appointed SAC appointed members.
- SECTION 4 Nomination of officers shall be by and from Council membership, sent in writing to the nominating committee between the first and second SAC meetings. A written slate of all proposed officer nominees will be sent to SAC members prior to the second meeting along with other materials to be discussed at the meeting. Nominations can also be offered from the floor during the second meeting.
- SECTION 5 Election of Officers shall occur at the second or third meeting following the seating of newly appointed SAC members. Election of an officer shall require a quorum for conducting official Council business consisting of two-thirds (2/3) total Council membership, and a simple majority vote of the Council members in attendance. Newly elected officers shall begin their duties immediately.
- SECTION 6 All Council members are eligible for election to Council office.

ARTICLE VI OFFICER DUTIES

- SECTION 1 The Chairperson shall preside over all Council meetings, appoint ad hoc committees, offer testimony to hearing bodies or officials, and attend conferences or meetings on senior issues.
- a) The First Vice Chairperson, in the absence of the Chairperson, shall perform all the duties of the Chairperson; presiding over committees as appointed by the Chairperson and attending functions to represent the Council.
- b) The Second Vice Chairperson, in the absence of the Chairperson and the First Vice Chairperson, shall assume their duties.
- SECTION 2 The Recording Secretary will record the minutes of regular and special meetings, call the roll, keep attendance records, and create the initial draft of SAC meeting minutes.
- SECTION 3 An officer will attend, or duly appoint a member of the Council to attend, appropriate Board of Commissioners' meetings to report and discuss the activities of the Council.

- SECTION 4 An officer may resign by written notice to the SAC Coordinator with a copy to the Director of the Department of Health and Human Services.
- SECTION 5 If the Chairperson leaves or resigns his/her position prior to the end of their term, the first Vice Chairperson shall assume the Chairperson duties for the remainder of that term, with the second vice-chairperson assuming the duties of the first Vice Chairperson for the remainder of that term.
- SECTION 6 In the event a Council officer leaves or resigns his/her position and duties prior to the end of their term, the Chairperson shall appoint a new officer to serve out the remainder of that term.

ARTICLE VII CONDUCT OF COUNCIL MEETINGS

- SECTION 1 The Council shall meet on the third Monday of each month. In case of inclement weather or holiday, email notice of change or cancellation will be provided by the SAC Coordinator. Additional meetings may be called by the Chairperson, or at the request of a minimum of eight SAC members, with the SAC Coordinator providing email notice to the Council membership.
- SECTION 2 The Council shall operate according to the State Open Meetings Act.
- SECTION 3 Council meetings shall, to the extent reasonably possible, be conducted according to Robert's Rules of Order.
- SECTION 4 A quorum for conducting official Council business shall consist of two thirds (2/3) total Council membership. Motions require the concurring vote of a majority of the Council members present to pass.
- SECTION 5 The Council shall use a voice vote unless a roll call vote is requested by the Chairperson.

ARTICLE VIII AMENDING THE BYLAWS

- SECTION 1 The Council Bylaws may be amended by a two-thirds vote of those present at any meeting where a quorum for conducting official Council business is present.
- SECTION 2 Proposed amendments to the bylaws must be provided in writing by the SAC Coordinator to Council membership at least ten (10) days prior to a Council vote.
- SECTION 3 Amendment to the Bylaws shall become effective immediately upon adoption unless the motion to adopt specifies otherwise.

ARTICLE IX DEFINITIONS

Ad hoc:	For a specific purpose
BOC:	Board of Commissioners
Concerns:	To have influence on
Council/SAC:	Senior Advisory Council
Issue:	A matter that is in dispute
Problem:	A question raised for consideration or a solution (Merriam-Webster)
Quorum:	The number of members required to be present for business to be legally conducted (Merriam-Webster)