

**DAUPHIN COUNTY AREA AGENCY ON AGING  
COUNCIL ON AGING**

*BY-LAWS*

**ARTICLE I**

The name of the organization shall be:

**DAUPHIN COUNTY COUNCIL ON AGING**

**ARTICLE II**

**PURPOSE AND FUNCTION**

1. The Council shall advise the Dauphin County Commissioners on all matters relating to the Dauphin County Area Plan of Services to the Aging.
2. Major functions of the Council will include but not be limited to:
  - a. Assist in the assessment of the needs of older persons and advise the County Commissioners in the development and implementation of plans to address those needs.
  - b. Assist in the determination of the elements required for independent living of older persons and assisting in the development and implementation of plans to foster independence.
  - c. Assist in the establishment, review and revision, as needed, of priorities in services to older persons.
  - d. Assessment of community resources, human and financial, and the development and implementation of plans to use those resources.
  - e. Assisting in the development of the annual service plan, providing for its implementation, encouraging public understanding and support, and evaluating the results.
  - f. Other functions as may be agreed upon by the County

Commissioners and the Council.

**ARTICLE III**

**MEMBERSHIP**

1. Members shall be residents of Dauphin County; with at least one member selected to serve from each of the residential districts which have been designated by the Council as follows:

District 1: Upper Dauphin

District 2: Middle Paxton-Dauphin-Susquehanna-Lower Paxton-Penbrook.

District 3: Harrisburg-Steelton-Paxtang

District 4: Swatara-Lower Swatara-Highspire-Middletown

District 5: West Hanover-East Hanover-South Hanover-Derry-Hummelstown-Londonderry-Royalton-Conewago

Districts are outlined on maps which are attached to and are part of the bylaws.

Members may be representatives of major public and private organizations related to older persons; local government officials except County Commissioners; public citizens knowledgeable regarding the special needs of older persons or interested in problems relating to older persons.

2. The Council shall consist of nineteen (19) members. One member shall be from each district, as described in Article III, Paragraph 1. The additional fourteen members shall be members-at-large selected from the general population of Dauphin County.

More than 50% of the members shall be participants or eligible to participate in County Services for the Aging. Low income and minority older persons shall be represented on the Council in proportionate numbers to their representation in the eligible general public if their representation in the general public equals or exceeds 5%.

3. Members of the Council shall be selected from a list of nominees supplied to the County Commissioners by the Council or from names available to the County Commissioners from other sources. The County Commissioners shall appoint each selected member to the Council for a term of three (3) years or, if the appointment is to fill an uncompleted term, the

new appointment shall be for the remainder of the term for which the appointment is made. Members shall be informed of, accept and adhere to all membership provisions of these By-Laws.

4. No member shall serve more than two (2) consecutive three-year terms. Former Council members may be reappointed to the Council after a one year absence.
5. A member missing three (3) consecutive regular meetings of the Council without notifying the Secretary of the anticipated absences in advance of the meetings shall be considered as resigning and the County Commissioners shall fill the vacancy in its normal method.
6. Vacancies occurring at any time shall be filled by appointment by the County Commissioners for the unexpired terms as they occur. Whenever possible vacancies shall be filled within sixty (60) days of the occurrence of any vacancy. The nominees shall be screened by the Nominating/Volunteer Committee. Applicants to fill vacancies will be recruited through newspaper advertisements in a paper of general circulation and by current members and Agency staff.
7. The Council, by majority vote of all members, may designate a person or persons to be Honorary Member(s). Persons so designated shall receive all meeting notices and materials distributed to regular members, be encouraged to enter into all discussions, be eligible to accept appointment to standing or special committees and task forces. The Honorary Members shall be exempted from the provisions of Article III, Section 5, and their attendance shall not be included in the quorum determination. Honorary Members shall not vote in standing, special, task force or Council meetings.
8. A Council member must absent himself/herself from all deliberations concerning programs or funding for projects with which his/her organization is directly involved. Any voting member of the Council who is directly involved with the development and/or implementation of a proposal or contract to be funded by the Agency will declare a potential conflict of interest at each Council meeting on the subject. This declaration will be stated and recorded as part of the minutes and will include refraining from any discussion, comments, or voting on matters pertaining to the program or contract.

**ARTICLE IV**

**MEETINGS**

1. The Council shall meet six (6) times a year at a time and place determined by the Chairperson in consultation with the Council.
  - a. The January meeting shall be designated as the Annual Meeting.
  - b. All meetings of the Council are open to the public.
2. Public Hearings and Special Meetings shall be held as needed.
  - a. To provide input into the creation of the Plan of Service of the Dauphin County Area Agency on Aging.
  - b. To encourage comment on the completed Plan prior to its formal presentation to the County Commissioners and to the Pennsylvania Department of Aging.
3. Upon the written request of any five (5) members, the Chairperson shall convene the Council to discuss and act upon the concerns of the initiators. At least a five-day notice of such meetings shall be given to each member, such notice to announce the specific purpose for which the meeting is called. No business other than that for which the meeting has been called shall be acted upon at the called meeting.
4. At least fifty-one percent of the currently filled membership shall constitute a quorum of the Council.

**ARTICLE V**

**OFFICERS**

1. At the Annual Meeting, Officers will be elected by majority vote of the members of the Council in attendance to serve for terms of one year or until their successors are duly qualified. Officers shall be a Chairperson, a Vice Chairperson, and a Secretary.
2. The Chairperson shall:
  - a. Preside at all meetings of the Council.

b. Decide all points of order on procedure or, in lieu of making such procedural decisions, the Chairperson may appoint a Parliamentarian whose responsibility shall be to advise the Chairperson and the Council of the correct Points of Order. In the absence of the appointed Parliamentarian at a meeting of the Council, the Chairperson may appoint a temporary Parliamentarian whose responsibility shall be to make decisions on points of order for that meeting and advise the Chairperson and the Council of the correct Points of Order. When such questions arise, "Robert's Rules of Order" shall be followed.

c. Appoint all Committees necessary to conduct the business of the Council.

3. The Vice Chairperson shall assume the duties of the Chairperson when necessary.
4. The Secretary shall be the official recorder of the Council.
5. Staff support will be provided to the Council by the Dauphin County Area Agency on Aging and shall include:
  - a. Recording of Minutes of Meetings and Hearings.
  - b. Issuances of notices.
  - c. Preparation of advertisements.
  - d. Maintenance of files.
  - e. Such other staff services as are necessary.

## **ARTICLE VI**

### **EXECUTIVE COMMITTEE**

1. The Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Secretary, and the Chairpersons of the Standing Committees.
2. The Executive Committee shall meet a minimum of six (6) times a year at the call of the Chairperson.
3. The Executive Committee is empowered to act for the Council in all matters arising between regular meetings and when the Chairperson determines that a Special Meeting is impractical. Decisions of the Executive Committee except those of an

emergency nature, shall require a confirming vote of the Council at its next regularly scheduled meeting.

## ARTICLE VII

### COMMITTEES

1. The Chairperson shall annually appoint Standing Committees and their Chairpersons. The Standing Committees and the number of members of each shall be designated annually by the Executive Committee from the following list:

a. Consumer Affairs - The duties and functions of this committee are to become knowledgeable about current consumer affairs issues as they occur or change and affect seniors. Some of these issues include, but are not limited to, insurance, fraudulent sales practices, administrative remedy for consumer/vendor errors, and legislation which affects seniors. The Committee devises methods for addressing these issues with seniors in Dauphin County.

b. Nominating/Volunteer - The duties and functions of this Committee are to submit a slate of candidates for Chairperson, Vice Chairperson, and Secretary to the Executive Committee. If one of these positions becomes vacant prior to the expiration of the established term, the Committee, upon notification by the Chairperson or Acting Chairperson, will submit a candidate to fill the vacant position at the next regular Council meeting.

In order to ensure that the Council maintains a complement of 19 members, as outlined in Article III, Paragraph 2, of the Bylaws, the Committee will continually recruit new members to be submitted to the Board of Commissioners for approval.

To ensure the viability of the Agency's large volunteer program, the Committee will become knowledgeable about the volunteer needs of the Agency. The Committee will assist the Agency in identifying volunteer opportunities for older persons, including inter-generational programs, and works with staff in recruiting volunteers.

c. Senior Center Operations - The duties and functions of this Committee are to visit centers and interview

participants, management and volunteers in each center to 1) ascertain level of satisfaction (for programs, meals, transportation), 2) make recommendations on increasing senior interest in center activities, and 3) determine the viability of each center.

2. Special Committees and Task Forces and their Chairpersons, as needed, shall also be appointed by the Chairperson, to serve until assignment is completed.
3. Only members of the Council may be named Chairpersons of Standing Committees. If non-members or Honorary Members of the Council are appointed Chairpersons of Special Committees or Task Forces, they shall be given ex-officio status, without voting privileges, for the duration of the appointments.

## ARTICLE VIII

### AMENDMENTS

1. Proposed amendments to these Bylaws shall be submitted in writing to each member of the Council.
2. Action on amendments may occur at a Special Meeting no less than fifteen (15) days after the postmarked date of the announcement of the proposed amendments or at the next regular meeting after the minimum time and proper notice requirements have been fulfilled.
3. A majority of all the members shall be required for the adoption of any amendments.
4. The Executive Committee shall review suggested amendments and submit to general membership for vote.