

BY LAWS  
TRURO COUNCIL ON AGING BOARD  
APPROVED September 14, 2010

ARTICLE I: TITLE

The Council shall be known as the Truro Council on Aging Board.

ARTICLE II: PURPOSE

To identify the total needs and interests of the community's elderly; to educate the community and enlist support and participation of all citizens concerning these needs and interests; to design; promote; carry out programs; and coordinate existing services within the community that address these needs and interests.

ARTICLE III

Section I: MEMBERSHIP

The members of the Council on Aging Board shall be appointed by the Truro Board of Selectmen. The members of the Board may make recommendations on applications for Board membership. The Board shall consist of eleven members, each serving three-year terms, which shall be staggered as much as possible so that not more than four appointments shall be made in any year (except when necessitated by the filling of a vacancy that occurs during an unexpired term of a Board member). The members of the Board shall serve without pay. If a Board member is absent for three or more consecutive meetings without notifying the Chair or COA office, the position may be deemed vacant at the discretion of the Board.

Whenever a vacancy shall occur in the membership of the Board by reason of resignation, inability to act, or for any other reason, the vacancy shall be filled by the Board of Selectmen for the remainder of the term. If the vacancy is not filled within forty-five days of the notification of the vacancy by the Chair, the vacancy shall be filled by the remaining members of the Board.

Section 2: MEETINGS

a) Regular meetings: The Board shall hold regular meetings in a public building on such dates and at such times as determined by the Board members and in accordance with the Open Meeting Law.

b) Annual Meeting: The first regular meeting of the fiscal year shall be considered the Annual Meeting. Election of officers and any other business as necessary, will constitute the Annual Meeting.

c) Special Meetings: A special meeting may be called by the Chair or at the written request of three or more Board members.

d) Quorum: A quorum of the Board shall consist of a majority of members (six).

### Section 3: OFFICERS

a) The officers shall consist of a Chair, Vice-Chair, Secretary and Treasurer.

b) The officers shall be elected for a term of one year at the Annual Meeting and shall assume office at the conclusion of the meeting. They may serve more than one term if so elected by the Board, except that the Chair shall not serve more than three consecutive terms.

### Section 4: DUTIES

a) Chair: The Chair presides at all of the Board meetings of the Council, shall appoint committees and shall be an ex-officio member of those committees, excepting the Nominating Committee. The Chair shall also be responsible, when requested, for reporting to the Board of Selectmen policies and activities initiated by the Board

b) Vice Chair: In the absence or disability of the Chair, the Vice Chair shall preside at Board meetings and perform all duties normally performed by the Chair.

c) Secretary: The Secretary shall be responsible for notifying each Board member of the time and place of Board meetings, shall be responsible for all correspondence of the Board, shall keep complete minutes and records of each meeting and, when approved, shall file the original with the Town Clerk.

d) Treasurer: The Treasurer shall work in conjunction with the COA Director to keep an accurate record of all financial receipts and expenditures. The Treasurer shall also monitor and present to the Board budgetary questions on pertinent fiscal matters. The Treasurer has primary responsibility in conjunction with the COA Director for the preparation of the Annual Council on Aging budget. A sub-committee may be formed to assist in this.

## Section 5: NOMINATING COMMITTEE

At least two months before the Annual Meeting, the Chair shall appoint a Nominating Committee, of at least three Board members who shall prepare a slate of officers for election at the Annual meeting and make recommendations for new members of the Board. This Committee shall be a Standing Committee.

## ARTICLE IV

### Section 1: FISCAL YEAR

The Fiscal Year is July 1 through June 30.

### Section 2: AMENDMENTS

The foregoing By-laws may be amended by a majority vote of the members of the Board at any regular or special meeting. Notice of the general character of such action shall be given in the call for the meeting.