

CITY OF OAK RIDGE, TENNESSEE
SENIOR ADVISORY BOARD

BYLAWS

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OFFICE OF THE CITY CLERK

- I. Name. The name of the organization is: Senior Advisory Board
- II. Membership. The number of Board members is established by resolution of City Council. Additionally, by resolution City Council establishes a list of designated groups or organizations that are represented on the Board because of their connection to seniors or senior issues, and also designates the number of at-large members from the community. Although a member may be elected as a representative from a particular senior organization, he or she serves on the Board as a representative of all senior citizens of Oak Ridge. Each member is elected for a three-year term of office. Any vacancies occurring during the year will be filled in accordance with current city policies and procedures.
- III. Functions and Powers. The function of the Board shall be to advise and assist the City Council in the continual development and reassessment of the program of Senior Activities and Services.

In performance of its functions, the Board is authorized to:
 - a. Conduct any studies or reviews it deems worthwhile regarding development and maintenance of a program of activities and services which meet the needs and wishes of senior citizens in Oak Ridge.
 - b. Cooperate with any group or organization in any way that it judges will aid in fulfilling its functions.
 - c. Make recommendations regarding a policy for (1) use of the Senior Center by non-senior citizens and (2) the reserving of certain hours for exclusive use by senior citizens.
 - d. Adopt any rules and procedures it feels advisable for the conduct of its meetings.
 - e. Act as a sounding board for senior citizens in the community who seek new or altered opportunities for activities, education, policies, and services.
 - f. Support the use of the Senior Center as a source of education and programming for senior health, nutrition, and safety.
- IV. Meetings.
 - A. The Board shall meet the first Monday of each month at the Senior Center, unless it is a city holiday and then the Board shall meet on the second Monday of the month.
 - B. Special meetings may be called upon the request of the Chairperson or any three members of the Board. The notice of a special meeting shall be given at least 24 hours prior to the meeting and shall state the subject matter to be considered and no other matter shall be before the Board.
 - C. In the event there is no matter to be considered, the Chairperson may dispense with a meeting by notifying the Board's staff liaison and each Board member at least 24 hours prior to the time set for the meeting.
- V. Quorum. A majority of the Board shall constitute a quorum for the transaction of business, and all actions shall require the concurring vote of a majority of members present.
- VI. Absences. Absences shall be treated in accordance with the established City Council attendance policy for boards and commissions.
- VII. Officers. At the regular January meeting after all newly-elected or reelected members have taken the oath of office, the Board shall elect a Chairperson and a Vice Chairperson for one-year terms beginning immediately. A member shall be eligible for reappointment to one of these offices as long as he or she remains on the Board.

Duties of Officers

The Chairperson shall preside at all meetings of the Board, decide all points of order, appoint membership to such temporary committees as deemed necessary, sign documents on behalf of the Board, and call regular or special meetings of the Board.

The Vice Chairperson shall assume all the duties of the Chairperson in his or her absence.

The Board's staff liaison will record the minutes of the meeting and be responsible for their distribution to Board members and appropriate city offices.

- VIII. Agenda. At least 48 hours prior to each meeting, the members shall be furnished with an agenda reflecting items to be considered. The Board's staff liaison is responsible for preparation and distribution of the agenda and the minutes of the previous meeting, as well as any other materials relative to the upcoming agenda. The order of business of all regular meetings shall be as follows:

1. Call to Order
2. Approval of Minutes
3. Reports
4. Unfinished Business
5. New Business
6. Announcements
7. Adjournment

Under each heading shall be listed the items scheduled for consideration at the meeting. (See attached example.)

- IX. Notice. Adequate notice of all meetings and matters to be discussed shall be given to the public and appropriate City offices, and shall be posted at the Senior Center. All meetings shall be open to the public.
- X. Annual Report. The Board will prepare an annual written report of its activities and recommendations for submission to City Council by June 30 of each year.
- XI. Amendment. These bylaws may be amended by majority vote of the members of the Board. An amendment to the bylaws shall be voted on at the next regular meeting after the regular meeting at which the amendment is proposed.

APPROVED BY THE SENIOR ADVISORY BOARD

Elizabeth J. Batchelor
Chairperson

April 1, 2013
Date of Meeting

Approved by City Council by Resolution 4-25-2013
Effective Date for Bylaws: 4-8-2013

Attachment: Sample Agenda

EXAMPLE OF AGENDA FOR SENIOR ADVISORY BOARD

1. Call to Order - Chairperson _____
2. Approval of Minutes - January 8, 2013
3. Appearance of Citizens (Items not on the Agenda)
4. Reports
 - a. Senior Center Manager's Report
 - b. Secretary's Review of Correspondence or other Actions
 - c. Recent Actions of City Council
 - d. Oak Ridge Senior Foundation Report
5. Unfinished Business
Construction of New Senior Center
6. New Business
New Funding Opportunities
7. Announcements
8. Adjournment