

CITY OF OAK RIDGE, TENNESSEE
SENIOR ADVISORY BOARD

BYLAWS

- 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. Members of the Board shall share a concern for the senior members of the community and a preference for membership to reflect a variety of ages as well as knowledge and background in senior interests such as health, safety, recreational activities, and transportation. 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 provide advice to City Council on senior related issues including but not limited to: health, nutrition, safety and security, recreational activities and facilities, transportation, and intergenerational interaction, all in order to enrich and enhance the quality of life for seniors in Oak Ridge.

In performance of its functions, the Board is authorized to:

- a. Recommend and conduct, as required, any studies or reviews as advised regarding assessment of needs, development, and maintenance of a program of activities and services which meet the needs and wishes of senior citizens in Oak Ridge so that seniors may continue to contribute, participate, and share in the life of the community.
 - b. Cooperate with any group or organization in any way that will aid in fulfilling its functions to enhance senior lifestyles.
 - c. Make recommendations regarding policies for (1) use of the Senior Center 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, safety and security, recreational activities, transportation, and intergenerational interaction.
 - g. Engage senior citizens programs in activities that will enhance intergenerational action such as literacy, tutoring, or mentoring programs.
- 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 OAK RIDGE CITY COUNCIL

(signature on file)

Mayor

October 13, 2014

Date of Meeting

Approved by City Council by Resolution 10-100-2014
Effective Date for Bylaws: 10/13/2014

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