

**BYLAWS OF THE SEDGWICK COUNTY ADVISORY COUNCIL
ON AGING & PHYSICAL DISABILITIES**

ARTICLE I

DUTIES OF THE ADVISORY COUNCIL

SECTION 1. The duties of the Sedgwick County Advisory Council on Aging and Physical Disabilities shall include the following:

- A. Make recommendations for meeting the identified needs of seniors and individuals with disabilities in Sedgwick County.
- B. Assist the Sedgwick County Division on Aging in the development of a plan for a comprehensive, coordinated system of delivering services to the elderly citizens of Sedgwick County.
- C. Make recommendations concerning expenditure of Sedgwick County Aging Mill Levy funds.
- D. Act as advocates on behalf of seniors and individuals with physical disabilities in Sedgwick County.
- E. Participate as annual observers in annual evaluations of aging and physical disability program providers in Sedgwick County.
- F. Elect members from the Sedgwick County Advisory Council to serve as members of the Central Plains Advisory Council on Aging.
- G. Make recommendations to the Division on Aging for services provided to seniors and individuals with physical disabilities.
- H. Advocate for the ability of older persons to secure and maintain a high degree of independence and dignity in the community.
- I. The Sedgwick County Advisory Council will establish a standing Bylaws Committee to meet annually in February to review the bylaws.
Amended bylaws will be submitted by the Division on Aging to the County Commission for approval.

- J. Keep minutes of each meeting to be recorded by a staff member of the Division on Aging. These minutes shall be approved by the membership and made available to the general public upon request. A copy of the minutes is sent to the Board of County Commissioners. A copy of all minutes shall be maintained at the office of the Division on Aging.
- K. Elect, at the first meeting of each calendar year, a Chair and Vice-Chair.
- L. Conduct a periodic review of the procedures of the Council.
- M. Address issues and complaints as they arise.

ARTICLE II

COMPOSITION OF ADVISORY COUNCIL

- Section 1. The Advisory Council shall be composed of fifteen (15) members, three (3) appointed by each County Commissioner.
- Section 2. Council members shall serve a term of four (4) years. Council members may serve multiple terms if so appointed. In the event the commissioner appointing a member leaves office for any reason, the Council member's term shall expire, except that the member may continue to serve until a successor has been duly appointed. A vacancy shall be filled only for the unexpired term of the member in the same manner as the original appointment.
- Section 3. Vacancies on the Advisory Council will be filled by the County Commissioner who appointed the vacated position. Recommendations to fill the vacated position may be presented in writing by the Council to the County Commission. The Chair shall be informed of these recommendations and shall follow up with the County Commissioner responsible for filling the vacancy.

ARTICLE III

MEETINGS OF THE ADVISORY COUNCIL

- Section 1. *Regular meetings* of the Council will be held on the second Wednesday of every month at a time set by Council Chair, at a place to be announced on the Meeting Agenda unless otherwise ordered by the Council.

- Section 2. *Special meetings* of the Council may be called by the Chair at any time by giving suitable notice of the time and place of such meetings to all the members thereof, and may also be called upon the request of five members.
- Section 3. *A quorum* shall consist of 40% of the appointed positions.
- Section 4. All meetings of the Council shall be conducted in accordance with *Robert's Rules of Order, Revised*, except insofar as modified by these bylaws and the rules and procedures as adopted by the Council.
- Section 5. To avoid the possibility of *conflicts-of-interest*, an Advisory 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 Advisory Council who is directly involved with the development and/or implementation of a proposal or contract to be funded by the Division on Aging will declare a potential conflict of interest at each Advisory 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.
- Section 6. Each Advisory Council member is required to attend regular and special meetings whenever possible. If an Advisory Council member has three (3) consecutive unexcused absences from regular meetings, the Chair of the Council shall notify the appointing County Commissioner of the member's inactivity and request the member's resignation.
- Section 7. Each Advisory Council member is invited to attend a minimum of three (3) annual Provider site reviews as scheduled with the Mill Levy Program Coordinator.
- Section 8. *An agenda* for Council meetings shall be prepared by the Division on Aging staff and the Chair of the Council. Any Council member may submit an item for inclusion in the upcoming regular meeting agenda to the Chair and Division on Aging staff. Agenda items must be received a minimum of 10 business days prior to the meeting.

ARTICLE IV

OFFICERS AND THEIR DUTIES

Section 1. The Council shall elect one member as its Chair and one member as its Vice-Chair at the first annual meeting of the Council. The Sedgwick County Division on Aging shall serve as staff to the Council and shall keep a proper record of all proceedings before the Council. If, at any meeting of the Council, the Chair and Vice-Chair are absent, a staff member shall preside to elect an acting Chair for that meeting.

Section 2. The duties of the Chair:

- A. Prepare, along with Division on Aging staff, the agenda for all Council meetings and monitor adherence to the agenda and its rules at all Council meetings.
- B. Assist and follow up with the filling of vacancies on the Advisory Council.
- C. Serve as a representative on the Central Plains Advisory Council on Aging.
- D. Appoint committees as needed.
- E. May serve as a member on all special committees.

Section 3. The duties of the Vice-Chair:

- A. Assume the duties of Chair in the Chair's absence.

ARTICLE V

COMMITTEES

Section 1. Central Plains Advisory Council on Aging:
Three (3) representatives from the membership of the Sedgwick County Advisory Council on Aging and Physical Disabilities will be designated as representatives to the Central Plains Advisory Council on Aging and will serve for a term of two (2) years.

Section 2. The Nominating Committee:
The Chairperson will appoint a Nominating Committee with the approval of the Council at the December meeting. The Nominating Committee shall report in January. Officers shall be elected by ballot at this regular meeting of the Council. All officers may serve for one year or until their successors are elected. Their terms shall begin at the close of the meeting at which they were elected.

Section 3. Other committees:

Other committees may be designated by the Chair as deemed advisable and such committees shall have powers and authority as the Council shall entrust to them. Each committee shall consist of at least three (3) Council members who shall be appointed by the Chair. The Chair of each committee will be appointed by the Chair of the Advisory Council. The Council Chair may serve as an active member of all such committees. Any other committees, including committees mentioned in the bylaws, shall be open to the public in accordance with the Kansas Open Meetings Act (KOMA).

ARTICLE VI

CHANGE TO BYLAWS

Section 1. The Council may, by a majority vote of the members present, amend these bylaws or any provisions or sections thereof, at any time subject to the approval of the Board of County Commissioners. Notice of the changes is furnished to the Council members and the Division on Aging staff no less than ten (10) days prior to the meeting which said amendments are to be considered.

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The above and foregoing bylaws are hereby adopted as the bylaws of the Sedgwick County Advisory Council on Aging and Physical Disabilities, Wichita, Kansas and will be filed with the office of the Sedgwick County Clerk.

Dated, this 7th day of Nov, 2018.


Chair of Advisory Council


Annette Graham, Director
Sedgwick County Division on Aging

BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS

David T. Dennis, Chairman
Commissioner, Third District

DATE: _____

APPROVED AS TO FORM:

ATTEST:



Michael L. Fessinger
Assistant County Counselor

County Clerk
DATE: _____