

OFFICIAL BYLAWS
CARROLL COUNTY COMMISSION ON AGING AND DISABILITIES

ARTICLE I NAME:

Section 1. The name of this organization shall be CARROLL COUNTY COMMISSION ON AGING AND DISABILITIES (hereinafter called “Commission”).

ARTICLE II MISSION STATEMENT:

Section 1. The mission of the Carroll County Commission on Aging & Disabilities is to represent the Bureau of Aging & Disabilities and to advocate for the needs of Carroll County’s older adults, individuals with disabilities and veterans to ensure they receive the highest level of service, assistance, and programs.

ARTICLE III RESPONSIBILITIES AND DUTIES:

Section 1. The responsibilities and duties of the Commission shall be to:

- a. Review, evaluate and comment on area plan objectives, as drafted by the staff.
- b. Serve as the Governing Body of the Senior Inclusion Program (SIP) on behalf of the Bureau of Aging and Disabilities.
- c. Serve as a steering committee for prioritization of programs and/or partnership development.
- d. Bring before the CCBOAD needs and issues of the older adults, individuals with disabilities and veterans of Carroll County.
- e. Develop positions on legislative and other issues of concern to the older adults, individuals with disabilities and veterans of Carroll County.

- f. Advise the County Commissioners on program and fiscal matters relating to the CCBOAD and funding of programs and services for older adults, individuals with disabilities and veterans in Carroll County.
- g. Review and comment on the annual CCBOAD budget prior to submission.
- h. Assist staff in developing strategies for coordination with service providers and other agencies.

ARTICLE IV APPOINTMENT AND TERMS OF MEMBERS:

Section 1. The Commission shall be composed of at least sixteen (16) members, who shall be residents of Carroll County unless granted an exception by the County Commissioners.

Section 2. All members shall be appointed and serve at the pleasure of the County Commissioners of Carroll County.

Section 3. Upon a vacancy, the Commission may provide a list of names of nominees to the County Commissioners from whom the County Commissioners may select appointees or the Commissioners may nominate their own appointees. The position of a Commission member with three (3) unexcused absences from consecutive regular meetings may be considered vacant for purposes of this section.

Section 4. All members shall be appointed for a term of three (3) years.

Section 5. If a member of the Commission resigns, or if a vacancy exists for any reason, his/her seat shall be filled in the same manner as outlined in this Article. The new member's term shall be for the remainder of the term of the person he/she is replacing. Any member appointed under this section to fill an unexpired term shall be eligible for appointment to a full term and reappointment as provided in Section 6 of this Article.

Section 6. Members may be reappointed to one (1) successive term unless granted an exception by the County Commissioners.

Section 7. In the event that the Chairperson is not eligible for another term, that person may remain on the Commission ex officio as immediate past chairperson in an advisory non-voting capacity in addition to the voting members for a term of one year in order to maintain continuity between Chairpersons.

ARTICLE V QUALIFICATIONS OF MEMBERS:

Section 1. All members of the Commission shall be persons who have demonstrated their interest in the issues of the older adults, individuals with disabilities and veterans for Carroll County and the solution of their concerns.

Section 2. Special qualifications of members shall be as follows:

- a. At least one member must be a Veteran connected with a Veteran's program or service in Carroll County.
- b. At least one member must be an individual with a developmental disability.
- c. At least one member must be a family member of an individual with a developmental disability.
- d. At least one member must represent adults with disabilities as a resident or an individual working in Carroll County.
- e. At least fifty percent (50%) of the members must be sixty (60) years of age or older.
- f. At least one member representing each of the nine community service planning areas of Carroll County: Hampstead, Manchester, Mt. Airy, New

Windsor, Sykesville/Freedom, Taneytown, Union Bridge, Westminster and Finksburg.

ARTICLE VI CONFLICTS OF INTEREST:

Section 1. Commission members are expected to act objectively without being or appearing to be motivated by private gain with respect to any action upon a matter before the Commission. Commission members must be free of outside influences and conflicts of interest.

Section 2. Members with actual or perceived conflicts of interest shall be prohibited from voting on such matters.

Section 3. Commission members are subject to the provisions of the Carroll County Ethics Ordinance, see Carroll County Laws and Ordinances, Chapter 18, Ethics.

ARTICLE VII OFFICERS:

Section 1. At the regular meeting in November of each year, the members of the Commission shall elect a Chairperson and Vice-Chairperson who shall serve for a period of one (1) year beginning in January.

Section 2. The Chairperson shall preside over all Commission meetings and shall act as chief executive of the Commission. The Chairperson and Vice-Chairperson may be elected to a successive one-year term, consistent with and in conformity to the provisions of Article IV.

Section 3. The Vice-Chairperson shall act at the direction of the Chairperson and shall assume the duties of the Chairperson in his/her absence.

ARTICLE VIII COMMITTEES:

Section 1. There shall be an Executive Committee consisting of the Chairperson, Vice-Chairperson, Immediate Past Chair and Director of Citizen Services and/or Bureau Chief of the Bureau of Aging and Disabilities, Carroll County Bureau of Aging and Disabilities.

Section 2. The Executive Committee may appoint committees, as required, from the membership of the Commission. The responsibilities of these committees shall be assigned by the Chairperson.

Section 3. The Commission may establish Ad Hoc Committees, which may include non-members, to deal with special Commission concerns. The chairperson of the committee must be a member or former member of the Commission approved by the Commission. The Ad Hoc Committee Chairperson, if a non-member, would be entitled to attend all Commission on Aging and Disabilities meetings as a non-voting member.

ARTICLE IX MEETINGS/VOTING:

Section 1. A regular meeting of the Commission shall be held every other month unless otherwise agreed upon by the membership at a previous regular meeting. Meetings will be held in the months of January, March, May, July, September, and November. At least one week's notice of meeting date, time and location will be communicated to the Commission by CCBOAD staff and will be posted on the Carroll County Government website.

Section 2. A special meeting of the Commission may be called by the Chairperson at any time and must be called at the request of not less than three (3) members of the Commission. Normally five (5) days' notice shall be given to all members of the Commission of the date, time, place and reason for such special meeting.

Section 3. A quorum for each meeting shall be composed of a simple majority of the total members of the Commission.

Section 4. Any meeting that cannot be held due to lack of a quorum shall be rescheduled if necessary and all members of the Commission shall be notified of the new date, time, and place of such meeting.

Section 5. Each member shall be entitled to one vote.

Section 6. Unless otherwise stated in these Bylaws, a vote of at least the majority of voting members composing the quorum shall be necessary to approve any motion, resolution or any other action of the Commission.

Section 7. The minutes of all Council meetings, including a record of attendees shall be kept by a staff member of the CCBOAD and copies of such minutes shall be sent to all members of the Commission prior to the next meeting and posted on the Carroll County Government website.

Section 8. As an official body appointed by the Board of County Commissioners, the Commission is subject to the Open Meetings laws of the State of Maryland and must fully comply with all requirements of the law as amended.

ARTICLE X ORDER OF BUSINESS:

Section 1. The order of business shall be:

- a. Call to Order
- b. Minutes
- c. Commissioners Time
- d. Bureau of Aging and Disabilities
- e. Old Business
- f. New Business
- g. Next Meeting Date

Section 2. The Chairperson may adopt other procedures as are necessary to conduct the meetings upon approval by a majority of the quorum present.

ARTICLE XI

AUTHORITY AND AMENDMENTS:

Section 1. These Bylaws shall take effect and be in force when executed by an affirmative vote of a majority of voting Commission members and by an affirmative vote of the County Commissioners.

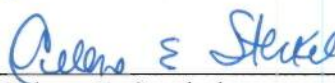
Section 2. These Bylaws may be amended at any meeting of the Commission by an affirmative vote of at least three-quarters (3/4) of the voting members of the Commission, provided the amendment has been submitted in writing and distributed to all voting members of the Commission. Such amendments shall then be submitted for approval to the County Commissioners. Approval by the County Commissioners is necessary before any amendments may take effect.

Approved this 4th day of December, 2020, by the Carroll County Commission on Aging and Disabilities.

Approved this 11th day of Dec, 2020, by the Carroll County Board of County Commissioners.

CARROLL COUNTY COMMISSION ON AGING AND
DISABILITIES


James McCarron, Chairperson


Celene E. Steckel,
Director of Citizen Services

COUNTY COMMISSIONERS OF CARROLL COUNTY



Stephen A. Wantz, President



Edward C. Rothstein, Vice President



C. Richard Weaver, 2nd Vice President

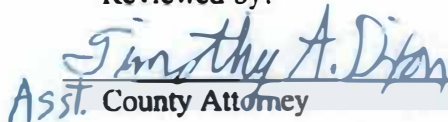


C. Eric Bouchat



Dennis E. Frazier

Reviewed by:


Asst. County Attorney