

**OFFICIAL BYLAWS  
CARROLL COUNTY COMMISSION ON AGING  
June, 2009**

ARTICLE I

NAME:

Section 1.

The name of this organization shall be CARROLL COUNTY COMMISSION ON AGING (hereinafter called "Commission").

ARTICLE II

PURPOSE:

Section 1.

The purpose of the Commission is to advise the Carroll County Bureau of Aging (hereinafter called "CCBOA") on all matters relating to development and administration of the area plan and operations conducted thereunder.

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 a steering committee for prioritization of programs to be funded.
- c. Bring before the CCBOA needs and issues of the senior citizens of Carroll County, including comments on resources available.
- d. Develop positions on legislative and other issues of concern to the senior citizens of Carroll County.
- e. Suggest overall direction to the CCBOA staff on assessing and evaluating programs and services funded by the CCBOA.
- f. Advise the County Commissioners on program and fiscal matters relating to the CCBOA and funding of programs and services for senior citizens in Carroll County.
- g. Review and comment on the annual CCBOA 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 fifteen (15) members, who shall be residents of Carroll County.

##### 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 (3) unexcused absences from consecutive regular meetings shall be considered vacant for purposes of this section.

##### Section 4.

All members shall be appointed for a term of three (3) years beginning on January 1. Members' terms shall be staggered such that the terms of five (5) members shall expire each year. For the purposes of this section the terms of the members shall expire as follows and successive three (3) year terms for each group's term would thereafter apply:

##### *Terms expiring in 2009:*

*Finksburg*

*(incumbent ineligible for reappointment)*

*New Windsor*

*(incumbent eligible for reappointment)*

*Nutrition*

*(incumbent eligible for reappointment)*

*Mt. Airy*

*(incumbent ineligible for reappointment)*

*Westminster*

*(incumbent term shortened by one year and eligible for reappointment twice)*

##### *Terms expiring in 2010:*

*Union Bridge*

*(incumbent eligible for reappointment)*

*Sykesville*

*(incumbent eligible for reappointment)*

*Westminster*

*(incumbent eligible for reappointment)*

*Westminster*

*(incumbent ineligible for reappointment)*

*Hampstead*

*(incumbent term extended by one year and eligible for reappointment)*

##### *Terms expiring 2011:*

*Taneytown*

*(incumbent ineligible for reappointment)*

*Sykesville*

*(incumbent ineligible for reappointment)*

*Program & Services*

*(Incumbent ineligible for reappointment)*

*Westminster*

*(incumbent term extended for one year and ineligible for reappointment)*

*Manchester*

*(incumbent eligible for reappointment)*

Section 5. If a member of the Commission resigns, or if a vacancy exists for any reason, his/her seat shall be filled by a person with the same or similar qualifications as the member who is being replaced; and 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 senior citizens 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 person connected with the operation of the nutrition program within the County.
- b. At least one member must be a person connected with a program or service other than nutrition provided for the senior citizens in Carroll County.
- c. At least fifty percent (50%) of the members must be sixty (60) years of age or older.
- d. 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.

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-Chair person maybe 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 Chief; Carroll County Bureau of Aging.

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. There shall be a nominating committee consisting of three members appointed by the Chairperson.

Section 4. 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 meetings as a non-voting member.

## ARTICLE IX

### MEETINGS/VOTING:

- Section 1. A regular meeting of the Commission shall be held on the second Wednesday of each month unless otherwise agreed upon by the membership at a previous regular meeting.
- 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 CCBOA and copies of such minutes shall be sent to all members of the Commission prior to the next meeting.
- 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
  - 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 at a previous meeting 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 11th day of February, 2009, by the Carroll County Commission on Aging.

CARROLL COUNTY COMMISSION ON AGING

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Charles H. Wheatley, III, Chairperson

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Richard W. Steinberg, Chief

COUNTY COMMISSIONERS OF CARROLL  
COUNTY

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Julia W. Gouge, President

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Dean L. Minnich, Vice President

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Michael D. Zimmer, Secretary

Reviewed by:      Assistant County Attorney