BYLAWS

Buncombe County HCCBG Advisory Committee

ARTICLE I. NAME AND PURPOSE

Section 1. ***Name:*** The name of this committee is the Buncombe County Home and Community Care Block Grant (HCCBG) Advisory Committee

Section 2. ***Mission*****:** The mission of the Committee shall be to review funding requests for HCCBG and County aging funding requests and make allocation recommendations to the Buncombe County Board of Commissioners.

Activities to be pursued in achieving the mission include:

- Review funding applications and provide County Commissioners with funding recommendations for aging services;
- Review monitoring reports regarding the delivery of services from the funded agencies;
- Consider and discuss new ways to improve/expand on aging services;
- Review aging plan and provide input; and
- Advocate for aging services on the local, state, and national levels.

ARTICLE II. MEMBERSHIP

Section 1. ***Voting Members:*** The Committee shall consist of no less than 5 and no more than 11 residents of Buncombe County appointed by the Buncombe County Commissioners. Membership by consumers of aging services, including unpaid caregivers is desired. Also, members shall be individuals who are supportive of the purposes of the Committee and who possess qualities of leadership to assist the Committee in reaching its stated purpose. One third (1/3) of membership shall be at least age 60 and may include the Senior Tar Heel Legislator (or alternate). Members may also be elected officials.

Section 1a. ***Conflict of Interest***: Within the past 12 months, no member of the Committee may have served on the Board of Directors or been a staff member of an applicant organization, or had any ownership, employment, fiduciary, contractual, creditor, consultative relationship, or served on any governing board or committee of the applicant organization. The Role of the committee members is to advocate for aging services as a whole. Members should be cautious in advocating for one agency. If any member has a relationship of any kind with a grantee, they must disclose this to the committee. To further eliminate appearance of a conflict committee members shall not be volunteers of funded agencies.

Section 2. ***Equal Opportunity:*** The membership shall be open to appointees without regard to age, race, sex, gender identity, creed, religion, color, national origin, or disability. All geographical regions of Buncombe County should be represented.

Section 3. ***Appointments:*** The Buncombe County Commissioners shall appoint the members to serve one-year terms. A vacancy may be filled at any time by the Buncombe County Commissioners. A voting member is limited to no more than six consecutive terms.

Section 3a. ***Vacancy*****:** The inability, for whatever reason, for an appointed member to complete their term of service, shall be reported in written form to the Committee and to the Buncombe County staff liaison for the appointment of a replacement.

Section 3b. ***Attendance:*** Voting members with three (3) unexcused absences per year from scheduled meetings may be deemed to have resigned from the Committee. Advance notification to either the county staff or Chairperson of the Committee of the expected absence is required. Excused absences may include but are not limited to illness, death in the family, planned vacation, or others at the discretion of the person determining if the absence is excused.

Section 4. ***Vote:*** Each voting member of the Committee shall have one vote upon any motion before the Committee. There shall be no proxy votes. At the discretion of the Committee, if the time does not allow for a face-to-face meeting, voting can be held via email, voice phone, or via other electronic methods, including but not limited to Zoom.

Section 5. **Quorum:** Fifty percent (50%) of the Committee's voting membership shall constitute a quorum. Vacant or unfilled positions do not count toward the quorum.

Section 6. ***Resignation:*** A member of the HCCBG Advisory Committee may resign by giving written notice to the Chairperson of the Committee. A resignation shall take effect at the time received by the Chairperson unless another time is specified therein.

ARTICLE III. OFFICERS

Section 1. ***Election of Officers:*** The officers may be the Chairperson and the Vice-Chairperson. The officers shall be elected to serve a one-year term and limited to 4 consecutive terms. The Chairperson may appoint a nominating committee, to present nominations. Additional nominations from the floor shall be permitted. Any members are eligible to serve as Chairperson or Vice-

Chairperson. The vacancy of any officer of the Committee may be filled for the balance of any term by majority vote of the membership.

Section 2. ***Chairperson:*** The Chairperson shall be the chief officer, shall preside at meetings, shall be ex-officio member of all committees, shall communicate all Committee recommendations and updates regularly to the Buncombe County staff liaison and shall perform other duties as appropriate.

Section 3. ***Vice-Chairperson:*** The Vice-Chairperson shall perform the duties of the Chairperson in the event of their absence, and perform other duties as assigned to him/her by the Chairperson or any committee.

ARTICLE IV. SUBCOMMITTEES

Section 1. The Chairperson may appoint committees to facilitate the work of the HCCBG Advisory Committee as needed.

ARTICLE V. MEETINGS

Section 1. ***Regular Meetings:*** Regular meetings of the Committee shall be held monthly with a minimum of six (6) per year. Meetings shall be subject to the rules of the NC Open Meetings Law, NCGS 143-318.10

Section 2. ***Place of Meetings:*** All meetings of the Committee shall be held at a place designated in the notice of meeting or agreed upon by a majority of the members. Meetings may be held entirely online.

Section 3. ***Special Meetings:*** The Committee shall meet from time to time in special meetings as necessary to conduct business matters at the request of the Chairperson or any other officer. Notice of such meetings shall be in compliance with NC Open Meetings Law, NCGS 143-318.10, and shall include the purpose of the meeting and the items to be discussed.

Section 4. ***Notice of Meetings:*** Written notice, stating the time and place of all meetings shall be mailed or emailed to each member at least four (**4**) days before the meetings are to be held. Notice of meetings shall be posted on the appropriate Buncombe County web site.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

Section 1. ***Amendments to the Bylaws:*** These Bylaws may be amended by a majority (51%) vote of the total membership of the Committee at any regularly scheduled meeting of the Committee. The Buncombe County Board of Commissioners must subsequently approve amendments.