Caldwell County Council on Aging
By-Laws

Article I. Name

The name of this non-profit organization shall be

CALDWELL COUNTY COUNCIL ON AGING.

Article II. Mission

The mission of the Caldwell County Council on Aging is to serve as an advocate for older adults and organizations serving older adults in order to improve and promote the welfare of older adults in Caldwell County by:

1. bringing to public attention existing programs, services and activities.
2. being a means by which group consensus can be voiced and community efforts channeled in an organized way.
3. creating awareness of existing problems of older adults and then planning actions to correct these problems in the county.
4. actively promoting the development of programs of benefit to older adults in the areas of in-home services, transportation, housing assistance and repair, legal aid, education, volunteerism, health, mental health, social services and employment.
5. serving as a liaison between the older citizens of Caldwell County and the county commissioners by suggesting policy and making recommendations to the commissioners on the special needs of older adults.

Article III. Structure and Organization of the Council

1. The Caldwell County Council on Aging is an entity established by the Board of Commissioners of the county.
2. The Council on Aging will consist of up to eighteen (18) members who support and are interested in furthering the mission and objectives of the council. Members should be 60+ years old OR be employed or volunteer for an agency that directly supports older adults or caregivers. At least two-thirds shall not be employed by any agency whose funds are allocated by the Council on Aging. Members employed by any agency receiving grants through Council on Aging will abstain from voting on any budgetary or financial matters.
3. Council members will serve three-year terms that will expire on the last day of the third calendar year or fill the remainder of an unexpired term. No member may serve more than one expired term and three full terms consecutively.

4. The Council will propose names to the County Board of Commissioners for appointment to the Council when the Council deems it necessary to fill vacancies.
5. Any Council member absent for three consecutive regular meetings without cause shall be removed from membership.
6. One more than half of the voting members shall constitute a quorum.
7. Frequency of Meetings
    a. Meetings will be quarterly, with at least four meetings held per year.
    b. At least one meeting per year will be open to the public to receive ideas, suggestions, and concerns. Persons needing to appear at this meeting need to have their name on the agenda.
    c. Special meetings may be called at any time by the chairman or by any four (4) members of the Council.
    d. Council members shall be notified of meetings at least five (5) days in advance of the meeting, except in the case of special meetings.

Article IV: Termination of Council Membership

1. **Grounds for Termination**
   A Council member may be removed from their position for any of the following reasons:
   a. **Non-Attendance:** Failure to attend three (3) consecutive regular meetings of the Council on Aging without providing an excused absence, or repeated unexcused absences as determined by the Chair.
   b. **Voluntary Resignation:** Submission of a written resignation to the Chair. Resignations become effective upon receipt unless otherwise stated in the notice.
   c. **Misconduct or Breach of Duty:** Engaging in conduct deemed unethical, disruptive, or inconsistent with the purpose and values of the Council, or failing to perform assigned duties in good faith.
   d. **Change in Eligibility Status:** Any change in the member's status that results in noncompliance with the eligibility requirements for Council on Aging membership as established in these By-laws.
2. **Procedure for Removal**
   a. The Chair shall notify the member in writing of the grounds for potential removal.
   b. The member shall be given an opportunity to provide an explanation or appeal to the Council within thirty (30) days.
   c. Following review, a majority vote of the Council shall be required to

approve removal, except in cases of automatic disqualification due to eligibility status changes or written resignation.
d. The Chair will request the removal of the member to the County Commissioners for their final approval.

3. **Vacancies**
   Any vacancy resulting from termination, resignation, or ineligibility shall be filled in accordance with the procedures outlined in these By-laws.

Article V. General Powers

The Council on Aging will, periodically, set policies and state goals and objectives which will facilitate the accomplishments of the Mission (Article II) and which will serve as continuing guides to its activities and operations.

1. The Council will promote the development of programs to meet priority needs and seek resources to operate those programs.
2. The Council will, in consultation with agencies and other groups, do, or cause to be done, research leading to the definition and expression of needs of the elderly and the establishment of priorities in meeting those needs.
3. The Council will serve as an advisory group to the Caldwell County Commissioners for allocation of aging-related funds not allocated to a specific agency.

Article V. Officers

Section 1. Officers

The officers of the Caldwell County Council on Aging shall be Chairman, Vice-chairman, Secretary, Assistant Secretary, and such other officers as may be elected by the Council.

Section 2. Election and Terms of Office

The officers shall be elected by the Council on Aging at the October meeting and will begin their terms of office in January of the following year.

Section 3. Vacancies

A vacancy in any office may be filled for the unexpired portion of the term by a vote of the majority of Council members present.

Section 4. Chairman

The Chairman shall preside at all meetings of the Council on Aging. The chairman may sign, with any other officer of the Council authorized by the Council, any

contracts or other instruments which the Council has authorized to be executed. In general, the Chairman shall perform all duties incident to the office and such other duties as may be assigned by the Council from time to time.

Section 5. Vice Chairman
In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman and, when so doing, shall have the powers of the Chairman. Other duties may be assigned by the Council from time to time.

Section 6. Secretary
The Secretary shall keep a file of the Minutes of the Council on Aging, see that notices are sent out in accordance with these By-laws, and perform the usual duties of the secretary and any other duties assigned by the Council on Aging.

Section 7. Assistant Secretary
In the absence of the Secretary, the Assistant Secretary shall perform the duties of Secretary, and when so acting, shall have all the powers and be subject to all the restrictions upon the Secretary.

Article VI. Committees

A Home and Community Block Grant **Advisory Committee** composed of all non-provider members of the council shall be responsible for:

1. Planning and coordination in the development of the county funding plan.
2. Monitoring use of block grant expenditures by reviewing monthly reports on use of funds.
3. Recommendations to the County Commissioners concerning:
    a. services to be funded,
    b. amount of serviced allocation, and
    c. service provider designation.

A **Legislative Committee** will be named by the chairperson. This committee will be responsible for keeping the members informed of any legislation affecting senior citizens or the responsibilities of the council.

A **Nominating Committee** will be named by the chairperson each September and will present a slate of officers at the October meeting for the coming year. Officers will be elected at the October Council meeting and take office the following January.

The chairperson, upon recommendation of the Council members, will appoint **Ad Hoc Committees** for special tasks. Designated committee chairpersons will have

the prerogative of naming specific Council members or representatives of other agencies to serve on the committees.

Article VII. Amendments to By-laws

By-laws may be amended by a proposal for change by any council member by submitting the proposal in writing to the Council. The proposed amendment may be voted on at the subsequent Council meeting after the meeting at which the amendment was submitted and discussed. The approved amendment(s) will then be submitted to the County Commission for its review and approval.

Revisions approved January 23, 2014
Revisions approved July 25, 2024
Revisions approved January 22, 2026
By the Caldwell Council on Aging