

Colchester Commission on Aging 2022

Article I - Commission Meetings

- A. Regular meetings of the Commission shall be held each month. The time and place for the meetings shall be set by the Commission each November.
- B. The annual officer election meeting shall be held in June. Nominations for officers shall be given to the Commission members by the Nominating Committee at least ten (10) days prior to the annual election meeting.
- C. Special meetings may be scheduled, as required, by notification to each member by the Chairperson, and posting the agenda, date, and time with the Town Clerk at least 24 business hours prior to the meeting.
- D. At all regular and special meetings, an attendance of at least four (4) members shall constitute a quorum.
- E. Alternate members shall attend all meetings and take the place of a regular member when a regular member is absent from a meeting. When taking the place of a regular member, such alternate member shall be counted toward a quorum and shall have all voting rights of the absent member. The chairperson shall rotate alternates to serve in this capacity as needed.

Article II – Officers

- A. The officers of the Commission shall be: Chairperson, Vice Chairperson, Corresponding Secretary, and Treasurer.
- B. **Chairperson:** The chairperson shall preside at all meetings of the Commission, appoint committees, and shall have the duties normally conferred by parliamentary usage on such officer.
- C. **Vice-Chairperson:** In the absence of the Chairperson, or in the event of that person's inability to act, the Vice-Chairperson shall assume the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the restrictions imposed upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.
- D. **Corresponding Secretary:** The Corresponding Secretary shall be responsible for any correspondence and shall perform all other duties incidental to the office of the Corresponding Secretary.
- E. All minutes of Commission business will be recorded by the clerk selected by the Town.

Colchester Commission on Aging 2022

- F. **Treasurer:** The Treasurer will accept, on behalf of the Commission, the monthly revenues report received from the Director of Senior Services for bus usage designated as recreational, appointment, and errand usage. The Treasurer will also keep track of any monies and expenditures for Commission events.
- G. **Eligibility:** In order to be nominated for an office on the Commission on Aging, the nominee must be an active member of the Commission for at least one year prior to nomination. In the event there is no member willing to serve, this By-Law may be suspended by majority vote of the Commission members.
- H. **Tenure of Officers:** Officers will be elected for a term of one year. No person shall serve in the same office for more than three consecutive terms.

Article III - Committees

- A. **Nominating Committee:** The nominating committee shall consist of three (3) Members of the Commission with at least one member who is not an officer when possible. The Committee shall choose a Nominating Committee Chair to preside and report the nominations.
- B. **Other Committees:** Any other committees of the Commission can be established as need arises. Such committees may include Program Committee, Legislative Committee, By-Laws Committee, or Project Committees. Commission members may volunteer to serve on such committees, shall elect a Chairperson, and shall report to the Commission at regular or special meetings.

Article IV - Rules of Order

- A. Robert's Rules of Order shall apply at all meetings.

Article V - Reporting

- A. The Commission Chair, or designee, will prepare and deliver the quarterly report to the Board of Selectmen.

Colchester Commission on Aging 2022

- B. The Commission Chair, in collaboration with the officers, will prepare an Annual Report and Budget each November. This report and budget will be presented to the Commission prior to delivery to the Board of Selectmen.

Article VI - Amendments

- A. Except as otherwise required by law, these By-Laws may be amended for acceptance by the Commission on Aging at any Regular or Special Meeting provided that written notice of the proposed amendment(s) is given to each member of the Commission at least ten (10) days prior to such meeting. Such amendment(s) shall require a majority vote. Upon acceptance of amendments, the proposed changes will be submitted to the Board of Selectmen by the Commission Chair.