

## **COLCHESTER COMMISSION ON AGING BY-LAWS**

As authorized by the Ordinance establishing a Commission on Aging adopted at a special Town of Colchester meeting on August 18, 1977 and subsequently revised on June 30, 1994 (Vol. 7, Pg. 69), the following By-Laws are herewith established to enable the Commission to function in fulfilling its duties.

The Articles included in these By-Laws are intended to augment the Ordinance, and shall not be construed or interpreted to negate or amend any authority or function stipulated or limited by the Ordinance.

### **ARTICLE I - COMMISSION MEETINGS**

- A. Regular meetings of the Commission shall be held at 1:00 p.m. on the second Monday of each month.
- B. Annual election meeting shall be held in June, place and time to be determined by the Executive Board. Nominations for officers shall be presented by the nominating committee one (1) month prior to the annual election meeting.
- C. Special meetings may be scheduled as required by notification to each member by the Chairperson.
- D. At all regular meetings an attendance of at least four (4) members shall constitute a quorum. Annual election and special meetings shall have at least five (5) members in attendance for transaction of business.
- E. Alternate members may attend all meetings and shall 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 the 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. The officers of the Commission shall be the Executive Board.
- 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.

B. Vice Chairperson - In the absence of the Chairperson, or in the event of that person's inability or refusal to act, the Vice-Chairperson shall assume the duties of the Chairperson, and when so acting, shall have all the powers and be subject 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 correspondence and all proceedings of the Commission and shall perform all other duties incidental to the office of Corresponding Secretary.

E. Treasurer - The Treasurer shall keep records of all funds, receipts and disbursements, State and Federal funds, organization and private donations, trusts and any other funds received in the name of the Commission, and shall balance with Town expenditure records at least quarterly.

F. Tenure of Officers - Officers shall be elected for a term of one year. No person shall serve in the same office for more than three (3) consecutive terms.

### ARTICLE III - COMMITTEES

A. Nominating Committee - The nominating committee shall consist of three (3) Members of the Commission other than members of the Executive Board. The Chairperson of the Commission shall appoint the members of the nominating committee and its Chairperson.

### ARTICLE IV - RULES OF ORDER

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

### ARTICLE V - AMENDMENTS

A. Except as otherwise required by law, these By-Laws may be amended at any special meeting of the Commission called for that purpose, provided that written notice of the proposed amendment shall have been given to each member of the Commission at least thirty (30) days prior to such meeting. Such amendment shall require affirmative vote of at least five members of the commission.