

RENO COUNTY COUNCIL ON AGING  
ADVISORY BOARD GUIDELINES

PURPOSE:

The purpose of the COUNCIL is to advise the Reno County Commission on policies and procedures affecting the efficient and accountable operation of the Reno County Department of Aging; review the level and quality of all programs, services and facilities provided for older persons in Reno County; review and recommend plans of action to the Reno County Commission; and review that the department has involved community agencies presently serving older persons in the comprehensive planning process.

SECTION 1 - MEMBERSHIP

There shall be nine members of the COUNCIL, all of whom shall reside in Reno County. Fifty-one percent (51%) of the COUNCIL shall be sixty (60) years of age or older. At least three (3) COUNCIL members shall reside within the corporate limits of the City of Hutchinson; at least four (4) members shall reside outside the city limits of Hutchinson; and two (2) members shall be employees of agencies within Reno County which serve older persons, such as, the County Health Department, Meals on Wheels, Retired Senior Volunteer Program, Aging Projects, Social Security, or licensed medical care providers.

The members of the COUNCIL shall be nominated by the Director of the Reno County Department of Aging with the advice of existing COUNCIL members. The final authority for all appointments and recommendations shall rest with the Reno County Commission.

The term of office for each membership of position on the COUNCIL shall be for a period of three (3) years. The terms shall be staggered so that the terms of one-third (1/3) of COUNCIL members shall expire annually commencing with December 31, 1988. Members may be appointed to one (1) successive terms.

In the event any member of the COUNCIL shall no longer meet the residency qualifications as set out, their position shall at once become vacant. Any member of the COUNCIL who is absent from three (3) consecutive meetings without satisfactory cause shall be deemed to have resigned his/her position on the COUNCIL. A majority of COUNCIL members shall determine what constitutes "satisfactory cause."

If any member's position becomes vacant, for any reason, the COUNCIL will decide if a replacement will be recommended for that year. If a replacement is to be nominated, the Director of the Reno County Department of Aging, with the advice of existing COUNCIL members, will make such nomination to the Reno County Commission where final authority for appointment rests.

## SECTION 2 - OFFICERS

The officer of the COUNCIL shall be elected at a regular meeting held during the fourth quarter to take office at the January meeting. The officer shall be elected to serve for one (1) year. They may serve three (3) consecutive terms. Officers may be replaced or vacancies filled by a majority vote of the COUNCIL at any time. Said elections shall be for the unexpired term of the predecessor. The only officer of the COUNCIL shall be the Secretary who shall keep the minutes of all COUNCIL meetings and provide them to the Executive Director.

## SECTION 3 - MEETINGS

The regular meetings of the COUNCIL shall be held on the third Monday of each month unless otherwise ordered by the COUNCIL. A written notice shall be mailed to each COUNCIL member at least seven (7) days in advance of the meeting. Matters not on the agenda may be considered upon agreement of the majority of a quorum.

The majority of appointed COUNCIL members shall constitute a quorum. All meetings shall be open to the public and all records and minutes of the proceedings shall be provided to any requesting party in accordance with the Kansas Open Records Act.

## SECTION 4 - COMMITTEES

Committees, standing or special, shall be appointed by the Department Director as deemed necessary.

## SECTION 5 - AMENDMENTS TO ADVISORY BOARD GUIDELINES

These Guidelines may be amended upon approval of two-thirds (2/3) of the appointed COUNCIL members at any regularly scheduled meeting. Any proposed amendment shall be submitted with the notice and agenda with consideration of amendment adoption taking place no sooner than the next regularly scheduled meeting.

Adopted: Febraury 15, 1999

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AMENDMENT TO SECTION 3 – MEETINGS

The regular meetings of the COUNCIL shall be held on the third Tuesday of every other month (January, March, May, July, September, November) unless otherwise ordered by the COUNCIL. A written notice shall be mailed to each COUNCIL member at least seven (7) days in advance of the meeting. Matters not on the agenda may be considered upon agreement of the majority of a quorum.

The majority of appointed COUNCIL members shall constitute a quorum. All meetings shall be open to the public and all records and minutes of the proceedings shall be provided to any requesting party in accordance with the Kansas Open Records Act.

Amended 8/2001