

RULES AND REGULATIONS  
COUNCIL ON AGING BOARD OF DIRECTORS  
WAREHAM, MASSACHUSETTS

**ARTICLE I            TITLE**

The Board shall be known as the Council on Aging Board of Directors.

**ARTICLE II           MISSION**

The mission of the Wareham Council on Aging Board of Directors is to coordinate the needs of Wareham's elders with the available resources and to support and promote all the programs designed to assist elders in Wareham.

**ARTICLE III          MEMBERSHIP**

The members of the Council on Aging Board of Directors shall be appointed by the Wareham Board of Selectman. The Board shall consist of nine (9) members, who shall be residents and registered voters of the Town of Wareham, three (3) members for three (3) years, three (3) members for two (2) years and three (3) members for one (1) year. Members may be reappointed for successive terms. The members of the Board shall serve without pay. Whenever a vacancy shall occur in the membership of the Board by reason of death, resignation inability to act or for any other reason, the vacancy shall be filled by appointment by the Board of Selectman for the remainder of the term. Members must abide by the By-Laws of the Town of Wareham and the Conflict of Interest Laws.

**ARTICLE IV          ORGANIZATION**

**Article IV: Section 1. Election**

The Board at each January meeting shall elect from its membership a Vice-Chairperson and Secretary. These officers shall hold office until the next election. The Chairperson shall hold office for a two year term with the election being held every two years at the Boards January meeting. In the event a vacancy occurs in any of the offices above, the Board shall hold a special meeting for the purpose of electing one of its members to fill such a vacancy.

**Article IV: Section 2. Duties of Officers**

Section 2. (a) Chairperson – The Chairperson presides at meetings, acts as spokesperson for the Board in its relations with the public. The Chairperson also appoints all committees, acts as Ex-Officio on all committees, develops agenda with the Executive Director for Boards Meetings and is the Board liaison to the Director of Council on Aging.

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(b) Vice-Chairperson – The Vice-Chairperson presides in the Chairpersons absence and performs the functions normally performed by the Chairperson.

(c) Secretary – The Secretary is responsible for arranging a time and place to meet, notifies members of the time and place of each meeting and for recording meetings. He/she also answers all correspondence and keeps records of the Boards actions.

### **ARTICLE V            MEETINGS**

#### **Article V: Section 1. Meetings**

Section 1. The Board shall meet as frequently and at such times and places, within the Town of Wareham, as it may deem necessary for the proper exercise of its powers and discharge of its duties. Members who cannot attend a given meeting of the Board **MUST** excuse themselves to the Chairman or the Executive Director beforehand. Three unexcused absences in any one year shall constitute cause for removal from the Board. After two (2) unexcused absences, the member will be contacted by letter and given the opportunity to correct the records. A copy of letter of notification to Board Member will be sent to the Wareham Board of Selectmen.

#### **Article V: Section 2. Quorum**

Section 2. A quorum shall consist of a majority of board members presently serving on the Board.

#### **Article V: Section 3. Order of Business**

Section 3. At the regular meeting of the Board, the following shall be the order of business.

- Call to order by the presiding officer.
- Roll call by Secretary of Board.
- Moment of Silence for the Sick & Departed
- Reading of the minutes of the previous meeting.
- Announcements
- COA Directors report
- Report of any committees
- Unfinished business
- New business
- Adjournment

Section 3. (a) Speaking time by Board members on any subject will be left up to the discretion of the Chairperson of the Board so the Board can cover all material on the agenda.

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(b) Guests may attend and speak at the end of any regular monthly meeting of the Council on Aging and may speak five (5) minutes per person. A request must be submitted to the Chairperson or the Council on the Executive Director.

### **Article V: Section 4. Records**

Section 4. (a) The Board shall keep and maintain a detailed record of its acts and proceedings.

(b) The Council on Aging Director shall prepare and submit in writing, an annual report of its activities to the Wareham Board of Selectmen and shall send a copy thereof to the Executive Office of Elder Affairs, the Town Administrator and a copy to the members of The Board of Directors, with such frequency and at such times as the Wareham Board of Selectmen may request.

(c) The Board shall present copies of their minutes of Board meetings to the Executive Director, the Board of Selectmen, Town Administrator, and the Wareham Free Library on a monthly basis.

## **ARTICLE VI DUTIES OF BOARD OF DIRECTORS**

The Council on Aging Board of Directors shall have the following DUTIES:

### **Article VI: Section 1. The Board Shall:**

- Counsel and advise the Executive Director -giving the benefit of its judgment, expertise and familiarity with the community.
- Consult with the Executive Director on all matters that the board is considering.
- Provide support to the Executive Director and staff in carrying out their professional duties
- Assist in identifying the total needs of the community's elderly population
- Assist in the design, promotion and implementation of services and programs provided for the elders in the community.

**Article VI: Section 2.** The Board shall cooperate with the Executive Office of Elder Affairs when informed of all state and federal legislation concerning funding, information exchange and program planning which exist for better community servicing for the elderly.

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## ARTICLE VII COMMITTEES

### Article VII: Section 1. Appointment

Section 1. The Chairperson shall appoint Committees of one or more members for such purposes as the business of the Board may require from time to time. The Committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

### Section 2. Reports

All Committees shall make a progress report to the Board at each of its meetings.

### Section 3. Powers

No Committee will have other than advisory powers unless by suitable action of the Board it is granted specific power to act.

## ARTICLE VIII OPEN MEETING LAW

All meetings of the Board shall be subject to the State's Open Meeting Law, as contained in Massachusetts General Laws, Chapter 39, Sections 23A-23C. In particular, all meetings are open to the public unless held in executive session under terms of the Law. A notice of all meetings, except in case of emergency, will be filed with the Town Clerk at least 48 hours beforehand and a copy of notice will be posted in the Town Hall. Further, all records of minutes will be available for public inspection.

## ARTICLE IX PARILMENTARY RULES

Except as provided for by these Rules and Regulations, the current edition of Robert's Rules of Order shall govern.

## ARTICLE X AMENDMENTS

These Rules and Regulations may be amended or repealed by a vote of two-thirds of the members of the Board present and voting at any meeting of the Board, notice of the Board, notice of the general character of such action having been given in the call for the meeting.

VOTED AND ACCEPTED: MARCH 6, 2007

REVISED: JANUARY 1999  
SEPTEMBER 2001  
MARCH 2007