

COUNCIL ON AGING PRINCETON, MASS

ROLES AND RESPONSIBILITIES

The Council on Aging (COA) exists for the benefit of its seniors and operates under the “best practices” for councils on aging endorsed by the Massachusetts Executive Office of Elder Affairs. The following are roles consistent with those best practices.

- **Council on Aging (COA or Council)** – Acts in an advisory capacity; focuses on identifying the needs of the senior population; educates the community on the issues and advocates on their behalf. The COA does not direct the director.
- **Chairperson of the COA** – Facilitates meetings and the work of the COA and serves as liaison between the COA and the Director. The COA Chair does not direct the Director.
- **Director of the COA** – Manages day-to-day operations, supervises staff, and develops programs to meet COA objectives. Acts as liaison to the Friends of the COA if such organization exists. Works with the Chair of the Council to develop meeting agendas.
- **Selectboard (SB)** – The SB appoints the Council.
- **Town Administrator (TA)** – The TA supervises the Director.

MEMBERSHIP

The Council shall consist of seven (7) members, including the Chairperson. Council members shall be appointed by the Selectboard and shall not serve on the Council until so appointed.

All members shall be sworn in by the Town Clerk within fourteen days of their appointment, unless an exception is granted by the Town Administrator for good cause.

Membership shall be composed of at least 51% of persons sixty (60) years of age or older.

Such persons shall be appointed on a rotating basis, each for a three (3) year term. At the end of the term, such person may seek reappointment; however, all members shall serve a maximum of three (3) three (3) year consecutive terms. At the end of the third three (year) term, the member must remain off the board for at least one (1) year. Such person may seek re-appointment at that time. Term limits take effect beginning with appointments made for July 1, 2018. Members appointed with a one-year term expiring on June 30, 2019 shall not have this year counted towards their maximum term limit. Members appointed with a two-year term expiring on June 30, 2020 shall be counted as serving one-full term.

Vacancies shall be filled by the Selectboard.

VOTING RIGHT OF MEMBERS

All voting rights shall be vested in the members, and each individual member shall be entitled to one vote, through a call of the roll or written ballot, with respect to any question or matter, which may come before a meeting of the members of the Council.

OFFICERS

The officers of the Council shall consist of a Chairperson, Vice Chairperson, and a Secretary.

Officers of the Council shall be elected at a meeting, in July, of the Council by majority vote of the members present, and shall take office upon election.

Election of officers to fill vacancies created by death, resignation, or other cause, may take place at any regular or special meeting and shall be for the period of the unexpired term of the previous incumbent.

1. Chair

The Chair shall:

- a. Work with the Council on Aging Director to create and post an agenda for each meeting per the Open Meeting Law and the Town's established procedures on agendas.
- b. Preside at meetings of the Council.
- c. Act in concert with the Director to carry out COA policies and the ensure effective public communications.

2. Vice Chair

During the absence or disability of the Chair, the Vice-Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.

3. Secretary

The Secretary Shall:

- a. Record meeting minutes of all meetings of the Council per the Open Meeting Law and Town's established procedures on meeting minutes.
- b. Submit approved minutes to the Town Clerk for posting and record retention purposes.

MEETINGS OF MEMBERS

Section 1 - Regular Meetings

Regular meetings shall be held at the COA offices at PO Place, unless otherwise designated by the Chairperson. Regular meetings of the members of the Council shall be held once a month on the first Tuesday with the following exceptions:

- a. When Tuesday falls on a legal holiday, the meeting scheduled for that date shall be held on the following Tuesday.
- b. In order to accommodate the schedule of an invited Town Official or other guests of the Council.
- c. When it interferes with town meetings.
- d. May be changed if agreeable to the majority of the members.
- e. All meetings must follow the Open Meeting Law and be posted through established procedures.

Section 2 - Emergency/Special Meetings

Emergency/Special Meetings of the members of the Council may be called at any time by the Chairperson, Vice Chairperson, or the request of a majority of the members and due notice be given

to each member of the Council. In accordance with the provisions of the open meeting law, (Chapter 39, section 23B, M.G.L.) the Council shall provide (at least) forty-eight business hour notice and posting of its meetings.

Section 3 - Quorum

At all meetings of the members of the Council on Aging, the presence of a majority of the board members shall be necessary and sufficient to constitute a quorum for the transaction of business. No deliberation or voting shall take place without a quorum.

Section 4 - Voting

The vote of at least a majority of the Council on Aging Board members present shall be necessary and sufficient to decide such question or matter, except as may otherwise be provided in this document.

Section 5 - Resignation

In the event that a member wishes to resign, the member must notify both the Chairperson and the Selectboard in writing (email is sufficient).

Section 6 - Attendance

Regular attendance is expected of all members. In the event of absence by any board member, for three (3) consecutive meetings, or four (4) absences during any calendar year, except for reasons of health or extenuating circumstances, as duly reported to the Chairperson in advance of Council Meetings, the Council should request resignation of the member through the Chairperson.

HONORARY ASSOCIATE MEMBERS

Any Princeton resident previously serving on the Council on Aging wishing to contribute to the welfare of the community and upon request will be presented to the Council on Aging for consideration as a non-voting Honorary Associate Member. The Council should send its recommendation to the SB, who will consider appointing such individual(s) to the Council as an Honorary Associate Member at an upcoming meeting. While associate members have no voting power, their input is always encouraged.