

**BYLAWS OF THE COUNCIL ON AGING  
OF THE TOWN OF NORTH BROOKFIELD, MASSACHUSETTS**

**ARTICLE I - NAME**

The name of the organization shall be the North Brookfield Council on Aging (NBCOA) hereinafter referred to as the Council, established at the May 9, 1975, Town Meeting (Article 24 of Town Warrant) of the Town of North Brookfield, MA.

**ARTICLE II - PURPOSES**

The basic purpose of the Council shall be:

- A. To identify the total needs of the Senior Citizens in North Brookfield.
- B. To design, promote or implement services to meet the needs of the Senior Citizens and to coordinate existing services to Senior Citizens.
- C. To seek support and participation of the citizens of North Brookfield in meeting the needs of Seniors.
- D. To keep the community informed and educated of Council activities.
- E. To seek funds when necessary to carry on programs to aid Seniors.
- F. To operate in accordance with all established laws in the state of MA.

**ARTICLE III - MEMBERSHIP**

The Council shall consist of five (5) active members and two (2) alternate members.

Potential Council Members and alternates shall be nominated by the Council. The names of these nominees shall be presented to the North Brookfield Board of Selectmen who in turn will appoint the number of members and alternates needed to fill Council vacancies. An alternate position indicates that the alternate wishes to become a member when an opening occurs. When an opening occurs, the vacancy shall be filled by the first alternate for the remainder of that term.

All Council Members and alternates shall be sworn in by the Town Clerk within fifteen (15) days from their notice of appointment. No member or alternate shall participate in Council activities until officially sworn in.

The North Brookfield Board of Selectmen appoint Council members for staggered three-year terms beginning each July. Potential Council Members and alternates are nominated by the Council and presented to the North Brookfield Board of Selectmen who in turn appoint the number of members and alternates needed to fill Council vacancies.

**ARTICLE IV - OFFICE**

An office will be maintained in the Senior Center at 29 Forest Street, North Brookfield, MA, for purposes of conducting the business of the Council.

## **ARTICLE V - VOTING RIGHTS OF MEMBERS**

All voting rights shall be vested in the members. Each individual member shall be entitled to one (1) vote with respect to any questions or matters which may properly come before a meeting of the Council. There will be no voting by proxy.

At any meeting, a simple majority of members entitled to vote shall constitute a quorum. Except as may otherwise be provided in these Bylaws, the vote of at least a simple majority of the members present shall be necessary and sufficient to decide business matters. An alternate will not vote at a Council Meeting unless there is not a quorum.

## **ARTICLE VI - MEETINGS OF MEMBERS**

### **Section I - Annual Meeting**

The annual meeting of the Council shall be held at our regular June meeting for the purpose of installing officers. A slate of officers will be compiled by the nominating committee during the April meeting in order to be presented and voted on at the May meeting.

### **Section II - Regular Meetings**

Regular meetings shall be held on the second Monday of each month with the following exceptions:

- A. When Monday falls on a legal holiday, the meeting scheduled shall be held on the following Monday.
- B. In order to accommodate the schedule of an invited Town Official or other guest of the Council.
- C. When it conflicts with Town Meetings.
- D. If a meeting is to be canceled or changed, the Chair will notify all council members by phone or e-mail stating the reason for the cancellation and the rescheduled date.

### **Section III - Special Meetings**

Special meetings may be called by the Chair or Secretary at the request of three (3) or more voting members stating the time, place, date, and purpose of such meetings.

### **Section IV - Notice**

Notice of all meetings shall be posted forty-eight (48) hours prior to or in accordance with MA State Law and posted at the Senior Center, Town Clerk's Office, and the Selectmen's Office by the Secretary or Chair.

Written notice of the annual meeting shall be posted in the Senior Center, Town Clerk's Office, and the Selectmen's Office, at least ten (10) days before said meeting and will state the time, place, date, and agenda of the meeting. The Secretary will post this notice at the request of the Chair.

## Section V - Conduct of Meetings

All meetings shall be conducted in accordance with MA Open Meeting Law first and Robert's Rules of Order as governing the actual meeting.

## Section VI - Attendance

- A. In the event a member, or an alternate, wishes to resign from the Council, that member must notify in writing the Board of Selectmen and the Council giving effective date of resignation.
- B. In the event of an opening for a Council Member due to resignation, the Council shall recommend to the Selectmen for the purpose of regular membership the name of the first alternate.
- C. Regular attendance is expected of all members. In the event of absence of any member or alternate member for three (3) consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Chair in advance of the Council Meeting, the Council shall request resignation of that member (members) through the Selectmen.
- D. A member or an alternate member should notify the Chair or the office when not able to attend a meeting.

## **ARTICLE VII - OFFICERS**

### Section I - Number, Election and Term of Officers

- A. The officers of the Council shall consist of a Chair, Vice Chair, Secretary.
- B. Officers of the Council shall be elected at the annual meeting of the Council by a majority vote of the members present and shall take office on July 1 for one year.
- C. Election of officers to fill vacancies created by death, resignation or other cause may take place at any regular meeting and shall be for the unexpired term of the previous incumbent.

### Section II - Chair

The Chair shall be the Chief Executive Officer of the Council and, subject to the direction of the members of the Council, and shall have general charge of business affairs and property of the Council in its general operations.

The Chair in conjunction with the Director will prepare and submit an annual budget to the Council for approval. Copies will also be submitted to the Board of Selectmen and to the Finance Committee.

### Section III - Vice Chair

The Vice Chair shall assist the Chair, assume the Chair in the absence of the Chair, take the minutes in the absence of the Secretary, and perform such other duties as prescribed by the Council and Chair.

### Section IV - Secretary

The Secretary shall record all proceedings of the Council Meetings, cause all notices to be duly posted in accordance with the provisions of the Bylaws as may be required by statute, and carry out all correspondence work.

### **ARTICLE VIII - AMENDMENTS**

The Council shall have the power to amend the Bylaws in the following manner:

- A. The proposed amendment or alteration of the Bylaws shall be approved by a majority vote of the Council Members present at a regular meeting, discussed and tabled until the next regular meeting at which time it shall be brought to the floor for further discussion and a vote.
- B. If passed by a majority vote of the Council Members present, it becomes effective immediately.

### **ARTICLE IX - AGE ELIGIBILITY**

The recognized age for Senior Citizen participation in Council projects is sixty (60) years and above and spouses of any age.

### **ARTICLE X - PROGRAM ELIGIBILITY**

Programs instituted by the Council are open to all Seniors of the Town of North Brookfield, MA.

- A. Nutrition programs provided with State or Federal Funds are not limited to Seniors of North Brookfield.
- B. If vacancies exist in vehicles used for trips, out-of-town Seniors may attend providing they pay the full fare. A waiting list will be used and three (3) days before the trip those on the waiting list will be notified of space availability. An exception to this would be a trip primarily designed to provide medical services which would be limited solely to North Brookfield residents.

### **ARTICLE XI - EFFECTIVE DATE**

An annual review of the Bylaws will be conducted during the February meeting. The effective date of these Bylaws shall be the date of that meeting in which the Bylaws have been approved as hereinbefore set out by a majority affirmative vote of the Council Members. The effective date on which this approval was voted is January 12, 2009. Revised date: