

**Mission:**  
**Represent the membership in a positive way and support Senior Center staff.**

**Bylaws**  
**Coppell Senior Center Advisory Committee**

**ARTICLE 1. PURPOSE.**

**1.1(a)** The Coppell Senior Center Advisory Committee (hereafter referenced as Committee) is a senior citizen's advisory committee organized primarily for the purpose of providing a forum for seniors to make suggestions or recommendations to the staff that will improve the Coppell Senior Center (hereafter referenced as the Center). The Committee shall assist with the development, promotion and implementation of senior and community programs.

**1.2 (b)** The purpose of this Committee is:

- (1) To act in an advisory capacity to the Center staff
- 2) To work toward improvement of the facilities and services including transportation, senior contact and assistance, and other items of senior interest
- (3) To encourage cooperation and interaction with other senior organizations
- (4) To act as a forum for the discussion of issues raised by seniors
- (5) To encourage all seniors to take an active interest and to participate in the programs and activities of the Center
- (6) To make the Center a place of learning, activity, friendship and entertainment
- (7) To promote the activities of the Center, recruit and welcome all eligible citizens of the community to the Center
- (8) Discuss and suggest new events and activities and make recommendations to Center staff

### **1.3 Roles and Responsibilities**

1.3 (a) The Committee is an advisory body that functions as a vehicle for participant involvement. Additionally, the Committee assists in the implementation of the Center's activities. Its main functions are to advise, support, and assist. At no time shall a committee member speak for the Center staff.

1.3 (b) The Committee will represent and speak for the participants and assist with the development of the Center's activities by:

- (1) Assisting with the planning and implementation of activities.
- (2) Cooperating and working with Center staff and participants.
- (3) Promoting good will and good fellowship among the participants and in the community.

## **ARTICLE 2. MEMBERSHIP.**

**2.1 Generally.** The Committee shall consist of eleven (11) members who are voted for by the Center membership. A person(s) receiving the most votes in any election will be elected to the Committee. The elected representatives must be participants who regularly attend the Center and who are able to regularly attend the meetings. Regular attendance shall mean participating in Center activities for at least six (6) months prior to elections.

**2.2 Term.** All member appointments shall be made for a term of two (2) years, January 1 through December 31 of the appropriate years. Members must confirm they will serve their second year. A person is eligible to serve on the Committee again after one year of absence unless there are insufficient candidates.

**2.3 Vacancies.** An appointment to fill any vacancy on the Committee shall be for the remainder of the unexpired term and voted on by the Committee. Completion of an unexpired term shall not be used to calculate the successive terms of a Committee member.

**2.4 Residency and Membership Requirements.** All members must be and remain a resident of Coppell, Texas and a Center member throughout the term.

**2.5 Member Absenteeism.** The Committee shall recommend the replacement of any member who has three (3) successive absences or six (6) absences within a rolling twelve-month period.

**2.6 Member Removal.** A Committee member can be removed by majority vote should his/her behavior be considered unethical or counter-productive on a consistent basis to the Committee's purpose. Examples of counter-productive behaviors

could include those that are perceived to be, but not limited to, obstructive (grand standing), argumentative, disrespectful, rude, disruptive, combative, or foul language. Unethical behavior would include, but not be limited to, lying, misrepresentation, stealing, or criminal conviction.

If a member is removed, serving on future Committees is prohibited.

### **ARTICLE 3. OFFICERS.**

**3.1 Election of Chair and Members.** In November of each year, the Committee in conjunction with the Center staff will hold an election. Interested candidates must complete a *Nomination Form*. Nomination forms must be submitted on or before November 15. Center staff will prepare the ballots, secure the ballot box, advertise the election and conduct background checks on candidates. Chair is the only officer position in the election; a commitment letter for this position is required by the Center. Others wishing to be elected will be general nominees.

On Monday through Saturday of the first week in December, elections will be held. Those eligible to vote must be members of the Center. Candidate's pictures and a resume will be near the ballot box. A ballot will be presented to a voter when voter's membership has been verified. After voting, the ballot will be placed in a locked ballot box. Voting will close on Saturday of the voting week. The ballots will be tabulated the next Monday. The counting of votes will be completed by two Committee members and Center staff. Write-in candidates will not be accepted. The candidate(s) receiving the largest number of votes will be declared the winner(s). The Secretary or Center Manager will notify all candidates of the results by phone and/or email. Then, the results of the election will be announced to the general membership.

The Chair and members will officially start their duties in January. Current and New members will meet in December. Retiring members are required to pass over all items belonging to the Committee. The Committee shall include a Chair, a Vice Chair, a Secretary, and eight (8) committee members.

At the January Committee meeting, the Vice Chair and Secretary positions will be elected for the following two (2) years. Any Committee member may place his/her name or another's name on the ballot. A secret ballot will be taken by members in attendance, and a simple majority of the votes determines these two positions.

**3.2 Chair.** Under the guidance of the Center Manager, the Chair shall preside at all Committee meetings. The Chair shall call special meetings with the approval of the Center Manager when required, and shall transmit reports, plans, and recommendations of the Committee to the Center Manager. The Chair shall act as a spokesperson for the

Committee and shall also have such other duties as are normally conferred on such officers by parliamentary procedure.

The Chair may appoint subcommittees (composed of the Committee members or Center members) whenever such subcommittees can be of value to the Committee and the Center. The Center Manager should have knowledge of any said subcommittees.

### 3.2 (a) Subcommittees

- (1) The chair of each subcommittee shall be appointed by the Chair.
- (2) At least one member of the Committee shall serve on each subcommittee. This member will encourage and assist the chair of the subcommittee in fulfilling the subcommittee's objectives and goals.
- (3) Subcommittee members are not required to be Committee members and shall be Center members for at least six (6) months.
- (4) All subcommittee assignments shall terminate when the assignment is completed.

**3.3 Vice Chair.** Under the guidance of the Chair, the Vice Chair shall serve as Chair during the temporary absence or disability of the Chair. In the event of the Chair's permanent absence, due to resignation or other causes, the Vice Chair shall perform the Chair's duties until such time as the Committee shall elect a new Chair by secret ballot.

**3.4 Secretary.** Under the guidance of the Chair, and with the assistance of other staff as may be available, the Secretary shall prepare, distribute, and maintain the minutes and records of the Committee and assume such other duties as are normally carried out by a Secretary. In case of the temporary absence of both the Chair and Vice Chair at any meeting, the Secretary shall serve as Chair. In case of the temporary absence of the Chair, Vice Chair, and Secretary at any meeting, the Committee shall elect a temporary Chair for such meeting.

**3.5 Committee Members.** Under the direction of the Chair, these members discuss, recommend and vote when appropriate.

**3.6 Ex-Officio Representative.** The Ex-Officio Representative is a member of the Center staff and serves as the liaison to the Committee members during meetings. An Ex-Officio Representative can be anyone of the Center staff and must be present at each meeting. The Ex-Officio Representative has the right to intervene during meetings and table a discussion if the discussion should be discussed by the Chair, Vice Chair and the Center Manager before allowing the Committee members to discuss.

## **ARTICLE 4. MEETINGS.**

**4.1 Frequency.** The regular meeting of the Committee shall be held on the (4th) Tuesday of each month at 10:00 am in the Center, located at 345 W. Bethel Rd, Coppell, Texas 75019. If for any reason Center staff sees fit to change the day or time, Committee members will be notified. The Chair may elect to cancel scheduled meetings or recommend a meeting to be held elsewhere. In either case, Committee members will be notified immediately after Center staff approval is given.

**4.2 Voting.** Routine votes such as acceptance of Meeting Minutes, motions or other issues presented.

**4.3 Agenda Topic Time Limits.** Agenda topics will be limited to 15 minutes of meeting time, unless requested, allowed or approved by the Chair.(e.g. presentations, critical subjects, Bylaws) Those requiring more time will be tabled to the next meeting, addressed by a sub-committee or other action as deemed necessary by the Chair. The Chair or Vice Chair will assume this Timekeeper role.

**4.4 Agenda.** Agenda items should be submitted in writing to the Secretary at least three (3) days before the meeting. Agenda items can be submitted by any Committee member, Center member, or Center staff member.

**4.5 Special Meetings.** Special meetings may be called by the Chair, provided that reasonable advance notice is given to each Committee member and prior approval from the Center Manager.

**4.6 Order of Business.** The order of business at regular meetings shall be:

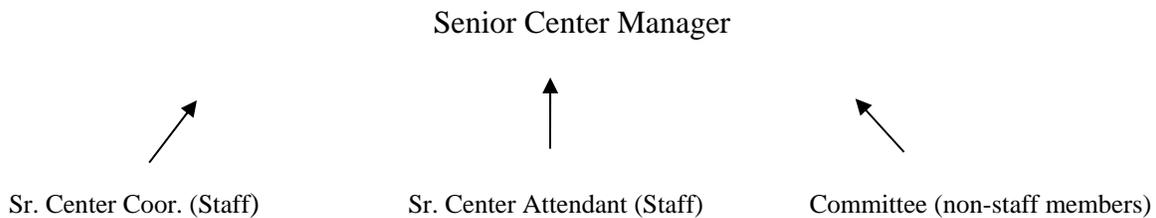
- (1) Roll Call
- (2) Approval of Previous Minutes
- (3) Unfinished Business
- (4) Agenda/New Business
- (5) Discussion Items
- (6) Adjournment

**4.7 Quorum.** A quorum shall consist of a simple majority of members present, with a minimum of six (6) members, and every action and decision rendered by the Committee must be approved by the quorum. All agenda items shall be discussed. A motion shall then be made to vote where it is appropriate to do so. If a motion fails, discussion may continue.

**4.8 Minutes.** The minutes of all meetings shall be kept by the Secretary. Copies shall remain on file in the Center office and posted by Center staff. Copies of all written advisory opinions issued by the Committee shall also remain on file with the Center.

**4.9 Rules of Order.** Robert’s Rules of Order, the most recent edition, shall provide guidelines in conducting all meetings of the Committee.

**ARTICLE 5.ORGANIZATIONAL CHART.**



**ARTICLE 6. AMENDMENTS TO BY-LAWS.**

**6.1 Amendments.** Amendments to the Bylaws may be submitted to the Committee in writing (30) days prior to the next monthly meeting and members shall have read the changes by the next Committee meeting; however, all amendments require a majority vote of the Committee members. All amendments to the Bylaws shall be approved by the Center Manager.

A copy of the revised Bylaws shall be filed with the Center and made available for any Center members review.

The Bylaws for the Committee, as stated above, are hereby approved by the Committee.

Signature of Chair

\_\_\_\_\_

Date \_\_\_\_\_

Signature of Senior Center Manager

\_\_\_\_\_

Date \_\_\_\_\_

*This Committee shall be non-discriminatory in regard to race, sex, national origin, religion, age, color, creed, disability, martial status or public assistance status.*