

# Chapter 21

## Council on Aging

**State law reference** - Establishment of Council on Aging, G.L. c. 40, Sec. 8B.

**Cross reference** - Council on Aging, Secs. 2-63 - 2-67.

### Article I. The Council

#### Section

- 21-1. Authorization.
- 21-2. Name of Council.
- 21-3. Purpose.

### Article II. Officers

- 21-4. Officers.

### Article III. Duties of the Officers

- 21-5. Duties of the Chairman.
- 21-6. Duties of the Vice Chairman.
- 21-7. Duties of the Secretary.

### Article IV. Committees

- 21-8. Committees.

### Article V. Meetings

- 21-9. Special Meetings/Quorum.

### Article VI. Director

- 21-10. The Director as an Appointee.

### Article VII. Publicity

- 21-11. Publicity Approval.

**Article VIII. Grievances**

21-12. Grievances.

**Article IX. Date of Bylaws**

21-13. Effective Date of Regulations.

**Article X. Amendments**

21-14. Power to Amend the Regulations.

**Article I. The Council**

**State law reference** - Council on Aging, G.L. c. 40, sec. 8B.

**Cross reference** - Secs. 2-63, 2-64.

**Sec. 21-1. Authorization.**

The Council derives its authority from Article XII, Secs. 2-63, 2-64 of the Town Bylaws.

**Sec. 21-2. Name of Council.**

The name of the Council shall be the *Stoneham Council on Aging*.

**Sec. 21-3. Purpose.**

The purpose of the Council is:

- To identify the needs of the community's elderly population.
- To educate the community and enlist support and participation of citizens concerning these needs.
- To design, promote, and implement services to fill these needs, and coordinate present existing services in the community.
- To promote and support any other programs which are designed to assist elderly programs in the community.

The Council shall cooperate with the Commonwealth of Massachusetts Office of Elderly Affairs, and shall be cognizant of all state and federal legislation concerning funding, information exchange, and program planning which exists for better community programming for the elderly.

The Council shall give an annual report to the Select Board with a copy of that report directed to the Commonwealth of Massachusetts Office of Elderly Affairs.

The Council shall hold an annual public informational meeting for the expressed purpose of establishing dialogue between senior citizens and the Council. The meeting is to be held at a convenient time and place. Notices of said meeting shall be published two weeks in advance.

## **Article II. Officers**

### **Sec. 21-4. Officers.**

The officers of the Council shall be the Chairman, Vice Chairman, and Secretary.

## **Article III. Duties Of The Officers**

### **Sec. 21-5. Duties of the Chairman.**

The duties of the Chairman are:

1. The Chairman shall preside at all meetings of the Council.
2. The Chairman shall appoint committees.
3. The Chairman shall be an ex-officio member of all committees except the nominating committee.

### **Sec. 21-6. Duties of the Vice Chairman.**

The duties of the Vice Chairman are:

1. The Vice-Chairman shall preside at all meetings in the absence of the Chairman.
2. The Vice Chairman shall perform all the duties of the Chairman in the absence of the Chairman.

### **Sec. 21-7. Duties of the Secretary.**

The duties of the Secretary are:

1. The Secretary shall record all proceedings of every Council meeting.
2. The Secretary shall give the minutes of the previous meeting.
3. The Secretary shall issue any correspondence at the discretion of the Council.

4. The Secretary shall prepare an agenda with the assistance of the Chairman.
5. The Secretary shall post notices and give out news releases that have been sanctioned by the Chairman.

**Article IV. Committees**

**Sec. 21-8. Committees.**

Committees and standing committees may be formed by the Chairman at the discretion of the Council as the need arises.

**Article V. Meetings**

**Sec. 21-9. Special Meetings/Quorum.**

A special meeting may be called by the Chairman if he/she deems it necessary. The Chairman will notify all members of the Council as to the date, time, and place of said meeting. Council meetings will be conducted according to Robert's Rules of Order. A simple majority of members shall constitute a quorum for the purpose of conducting a meeting.

**Article VI. Director**

**Sec. 21-10. The Director as an Appointee.**

The Director is an appointee of the Town Administrator. He/she is not under the jurisdiction of the Council.

**Article VII. Publicity**

**Sec. 21-11. Publicity approval.**

Publicity shall be issued to newspapers only with the approval of the Chairman of the Council. Individual Council members are to refrain from releasing any statements on behalf of the Council on Aging that do not have the approval of the Council Chairman.

**Article VIII. Grievances****Sec. 21-12. Grievances.**

Any grievance concerning the Center which cannot be reconciled between the Director and the Chairman of the Council shall be referred to the Town Administrator. All grievances must be submitted to the Chairman of the Council in writing.

**Article IX. Date of Bylaws****Sec. 21-13. Effective date of regulations.**

The effective date of these regulations shall be the date of that meeting at which the Bylaws have been approved by a two-thirds vote of the Council.

**Article X. Amendments****Sec. 21-14. Power to amend the regulations.**

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

The proposed amendment or alteration of the regulation shall be approved by the majority vote of the members of the Council, for which there has been given to the body a fourteen (14) day notice prior to such meeting and a full text of the changes also given to the Council fourteen (14) days prior to that meeting.