

PAXTON COUNCIL ON AGING BYLAW

ARTICLE I – NAME ESTABLISHMENT OF COUNCIL ON AGING AND BOARD

~~The name of the organization~~There shall be ~~the Paxton a~~ Council on Aging (COA) ~~of the Town of Paxton and a COA Board~~ as established by ~~vote of the a~~Annual Town Meeting of May 5, 1975. ~~These bylaws are hereby established~~ in accordance with the provisions of ~~the Massachusetts~~ General Laws ~~of the Commonwealth of Massachusetts,~~ Chapter 40, ~~Section 8B.~~

ARTICLE II – PURPOSES

The purposes of the COA Board are to:

~~Section 1 — Perform duties and exercise powers and privileges as provided by this document.~~

Section 21 Evaluate, promote, and encourage services and programs for the senior population, 60 years of age and older, who live in Paxton, Massachusetts.

Section 32 Educate the community on the mission and purpose of the COA and encourage their support and participation.

Section 43 Work with the COA Director to implement existing and new programs for seniors.

~~Section 5 — Participate in a special Board meeting to interview applications for the Director's position.~~

ARTICLE III – OFFICES

The office of the COA shall be located at the John Bauer Senior Center, 17 West Street, Paxton, Massachusetts.

ARTICLE IV – MEMBERSHIP

Section 1 The COA Board shall consist of nine members who are Paxton residents. They shall be appointed by the Paxton Select Board for a term of three years. Reappointment for an additional three years may be requested by a current COA Board member.

Section 2 The COA Board ~~shall select the names of associate members or other residents,~~ ~~who have demonstrated their commitment to the COA over time, to replace those~~ ~~members who have resigned from the~~ may recommend to the Select Board candidates to

fill vacancies on the COA Board. ~~These names shall be submitted to the Paxton Select Board for appointment.~~

Section 3 ~~In the event of~~ The Select Board may fill any-a vacancy of an unexpired term, on the COA Board ~~shall select a replacement to fill the remainder of the term and advise the Selectboard of the~~ appointment to be made.

Section 4 Associate members are a source of future COA Board members and may be appointed at any time by the COA Board. There shall be no limit to the number of Associate members. Associate members may participate in COA Board meetings, but they may not vote. Outgoing Board members shall be eligible to be an Associate member.

ARTICLE V – VOTING RIGHTS OF BOARD MEMBERS

All voting rights shall be vested in the members and each individual member shall be entitled to one vote. A member must be present to vote. A majority vote shall prevail.

ARTICLE VI – MEETINGS OF MEMBERS

Section 1 Regular meetings of the COA Board shall occur once a month and are subject to the ~~Commonwealth of~~ Massachusetts Open Meeting Laws.

Section 2 Special meetings of the COA Board may be called at any time by the COA Board Chair or at the request of a majority of the members. The Clerk shall notify all members of such a meeting. Special meetings are subject to the ~~Commonwealth of~~ Massachusetts Open Meeting Laws.

Section 3 At all meetings of the COA Board, the presence of five Board members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.

Section 4 The COA Board Chair may call an Executive Session, open to only the COA Board, ~~the COA Director,~~ and additional parties selected by the COA Board, to discuss confidential matters in accordance with the Massachusetts Open Meeting Law. It may take place before, in the middle of, or at the end of a regular ~~Board meeting~~ as dictated by Massachusetts General Law.

ARTICLE VII – ATTENDANCE AND RESIGNATION

Section 1 Regular attendance is expected of all COA Board members. In the event of absence of any member for three consecutive meetings, except for reasons of health or extenuating circumstances, the COA Board may request the resignation of that member.

- b. ~~The Director recommends and hires all staff positions and oversees all volunteers.~~
- c. The COA Board is an advisory board to the COA Director. As such, the Board and its individual members shall refrain from ~~any supervisory and interfering in the~~ day-to-day operation of the COA.
- d. The Director is responsible ~~to for operating~~ the COA ~~for carrying out all policies, and its~~ programs, and initiatives services for the seniors in the Town of Paxton
- e. The Director is required to attend all monthly COA Board meetings.
- f. In order to discuss confidential matters, the Director may request that the COA Chair call an Executive Session, according to Article VI, Section 4 of ~~these this b~~Bylaws.
- g. The Director shall submit to the COA Board at monthly meetings a report of its finances.

ARTICLE X – AMENDMENTS

~~The COA Board shall have the power to amend these bylaws in the following manner:~~

~~After being approved by a two-thirds vote of a full COA Board, the amendment(s) shall be presented at the next Town Meeting for approval by a majority of voters. When presented to the Town Meeting, the notice must be accompanied by a full text and the purpose of the proposed amendment.~~

~~After Town Meeting approval, the Town Clerk shall forward a copy of the amended bylaw to the Paxton Select Board. A copy shall also be sent to the office of the Massachusetts Attorney General for approval. The COA Board may propose amendments to this Bylaw to the Select Board for possible inclusion on a Town Meeting warrant.~~

ARTICLE XI – EFFECTIVE DATE

~~The effective date of these bylaws shall be the date approval is received from the Massachusetts Attorney General.~~

PAXTON COUNCIL ON AGING BYLAW

ARTICLE 1 - ESTABLISHMENT OF COUNCIL ON AGING AND BOARD

There shall be a Council on Aging (COA) of the Town of Paxton and a COA Board as established by vote of the Annual Town Meeting of May 5, 1975 in Accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 8B.

ARTICLE II - PURPOSE

The purposes of the COA Board are to:

- Section 1 Evaluate, promote, and encourage services and programs for the senior population, 60 years of age and older, who live in Paxton, Massachusetts.
- Section 2 Educate the community on the mission and purpose of the COA and encourage their support and participation.
- Section 3 Work with the COA Director to implement existing and new programs for seniors.

ARTICLE III - OFFICES

The office of the COA shall be located at the John Bauer Senior Center, 17 West Street, Paxton, Massachusetts.

ARTICLE IV - MEMBERSHIP

- Section 1 The COA Board shall consist of nine members who are Paxton residents. They shall be appointed by the Paxton Select Board for a term of three years. Reappointment for an additional three years may be requested by a current COA Board Member.
- Section 2 The COA Board may recommend to the Select Board candidates to fill vacancies on the COA Board, including a vacancy due to the resignation of a Board member.
- Section 3 Associate members are a source of future COA Board members and may be appointed at any time by the COA Board. There shall be no limit to the number of Associate members. Associate members may participate in the COA Board meetings, but they may not vote. Outgoing Board members shall be eligible to be an Associate Member.

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- Section 1 Regular meetings of the COA Board shall occur once a month and are subject to the Massachusetts Open Meeting Laws.
- Section 2 Special meetings of the COA Board may be called at any time by the COA Board Chair. The clerk shall notify all members of such a meeting. Special meetings are subject to the Massachusetts Open Meeting Laws.
- Section 3 At all meetings of the COA Board, the presence of five Board members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.
- Section 4 The COA Board Chair may call an Executive Session, open to only the COA Board and additional parties selected by the Board, to discuss confidential matters in accordance with the Massachusetts Open Meeting Laws. It may take place before, in the middle, or at the end of a regular Board meeting.

ARTICLE VII - ATTENDANCE AND RESIGNATION

- Section 1 Regular attendance is expected of all COA Board members. In the event of absence of any member for three consecutive meetings, except for reasons of health or extenuating circumstances, the COA Board may request the resignation of that member.
- Section 2 In the event a member wishes to resign from the COA Board, they shall notify the COA Board and the Town Clerk in writing. The COA Board shall notify the Select Board of such resignation and recommend a replacement.

ARTICLE VIII – OFFICERS

- Section 1 Election and Term of Office
- a. The officers of the COA Board shall consist of a Chair, Vice Chair and a Clerk.
 - b. Officers of the COA Board shall be elected annually at the July COA Board meeting by a majority vote of the members present and shall take office upon election. Terms of office shall be for one year.
 - c. Election of officers to fill vacancies may take place at any regular or special COA Board meeting and shall be for the period of the unexpired term.
- Section 2 Chair

- a. The Chair shall preside over all meetings of the COA Board.
- b. During the absence of the Chair, the Vice Chair or Clerk will, in that order, exercise the function of the Chair.
- c. In consultation with the COA Director, the Chair shall prepare an agenda for each monthly meeting.
- d. The Chair or appointee shall post the agenda with the Town Clerk as required by Massachusetts General Laws.

Section 3 Vice Chair

The Vice Chair shall assist the Chair in their duties and shall perform the duties of the Chair in their absence.

Section 4 Clerk

- a. The Clerk shall record all meeting minutes and submit them for approval at the following meeting.
- b. In the absence of the Clerk, the Chair may appoint a Board member as Clerk for said meeting.

ARTICLE IX - COA DIRECTOR

- a. The COA Director reports to the Paxton Town Administrator.
- b. The COA Board is an advisory board to the COA Director. As such, the Board and its individual members shall refrain from interfering in the day-to-day operation of the COA.
- c. The Director is responsible for operating the COA and its programs and services for the seniors in the Town of Paxton.
- d. The Director recommends individuals for staff positions and coordinates volunteers.
- e. The Director is required to attend all monthly COA Board meetings.
- f. In order to discuss confidential matters, the Director may request that the COA Chair call an Executive Session, according to Article VI, Section 4 of this bylaw.
- g. The Director shall submit to the COA Board at monthly meetings a report of its finances.

ARTICLE X – AMENDMENTS

The COA Board may propose amendments to this Bylaw to the Select Board for possible inclusion on a Town warrant.

