

Prince William Commission on Aging Bylaws Index

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Distribution: These Bylaws are applicable to all jurisdictions within the Prince William area and one copy shall be provided each jurisdictional appointed member, each Prince William area member, the Agency on Aging, the City of Manassas Clerk, the City of Manassas Park Clerk and the Clerk of the Board of County Supervisors. This document shall be posted on the COA portion of the Agency Website and a printed copy shall be provided to anyone who so requests.

PRINCE WILLIAM COMMISSION ON AGING
BYLAWS

ARTICLE I – NAME

The name of this Commission shall be the Prince William Commission on Aging (hereinafter referred to as the COA).

ARTICLE II – AUTHORITY AND PURPOSE

Section 1. Authority.

a. Section 306(a)(6)(D), Title III of the Older Americans Act of 1965 (and subsequent Amendments) requires the Prince William Area Agency on Aging (hereinafter referred to as the Agency) to “establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans’ health care (if appropriate), and the general public, to advise continuously the area Agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the {area} plan.”

b. Virginia Code Section 2.2-703 Powers and duties to aging adults; Area Agencies on Aging.

c. Virginia Code Section 15.2-1411 Appointment of advisory Committees, committees and commissions; compensation and reimbursement of expenses.

d. Prince William County Resolutions 76-7-9 (Feb. 24, 1976); 77-24-4 (June 14, 1977); 77-24-5 (June 14, 1977)¹ and 91-961 (Dec. 10, 1991).

(1) Resolution 76-7-9 uses the word “members” and Resolution 91-961 uses the words “regular” and “alternate” to refer to refer to the appointees. All appointment documents since 1991 have used these terms.²

(2) This edition of the Bylaws, “regular members” are identified as “primary members” and shall have the same meaning.³

¹ in lit. Minutes of June 24, 2008; paragraph 3b

² *ibid.*

³ *ibid.*

Section 2. Purpose.

a. As established in 1976 by the Prince William County Supervisors (BOCS), and subsequently in 1977 with the Cities of Manassas and Manassas Park, the COA shall identify and promote a better understanding of the problems of older adults, advocate for older adults and serve as the Agency advisory council. The COA will also serve in an advisory capacity to the BOCS and the City Councils of Manassas and Manassas Park with respect to matters affecting older adults.

b. The COA is not organized for profit and shall have no capital stock, dues, or other assessments, and funding of the COA shall be appropriated by the BOCS as part of the Agency annual funding. The COA may appear before the BOCS and City Councils to advocate for financial support or contributions for funding programs for older adults and other COA activities as part of said annual funding.

c. The COA, in order to carry out its purpose, shall have as its aims and goals to:

i. Promote the general welfare and a better quality of life for the older adult and their caregivers located in Prince William County and the Cities of Manassas and Manassas Park.

ii. Cooperate with and advise the Agency and other organizations and groups in the furtherance of the general objectives and purpose of the Commission.

iii. Promote and support legislation, rules and regulations beneficial to older adults and potential older adults of the Cities and County.

iv. Report to the BOCS and City Councils on the needs, problems, and desires of older adults, e.g., health, housing, recreation, transportation, education and security.

v. Create and maintain a Policy and Procedures Manual to define, outline, and enable operations of the COA.

ARTICLE III – MEMBERSHIP

Section 1. Membership Description. The membership of the COA shall be comprised of Tri-Jurisdiction Appointed Members (TJAM). In addition, the COA shall recruit Prince William Area Members (PWAM) described in Section 3 below. Fifty percent of the membership will be age 60 and above in accordance with the Older Americans Act, and shall be as broadly representative of all lay and professional elements described in Article II, Section 1a above.

Section 2. Tri-jurisdiction Appointed Members. The TJAM, as formed in 1977 and expanded in 1991, shall consist of eleven (11) primary members with vote; and

eleven (11) alternate members who vote only in the absence of their corresponding primary member. The BOCS shall appoint two (2) members (a primary and an alternate) representing each Magisterial District and two (2) At-Large members (one primary and one alternate) for a total of eight (8) primary and (8) alternates. The City of Manassas shall appoint two (2) primary and (2) alternates. The City of Manassas Park shall appoint one (1) primary and one (1) alternate. All members, primary and alternate, shall serve at the pleasure of their respective governing bodies following the local jurisdiction's policy for either "term limit" or "without term" appointment.

Section 3. Prince William Area Members. The PWAM shall consist of non-voting members as described in Article II, Section 1a above; with primary emphasis on family members, caregivers, health care and allied health organizations/professionals, and aging services providers (for profit and nonprofit). These members shall not require formal appointment by a local government. The COA shall create a policy and procedure for recruitment of these area members to include related policies such as training and attendance.

Section 4. Qualification of Appointed Members. Appointed members shall be residents of their respective jurisdictions; qualified by knowledge of, and participation in, programs and activities that serve the needs of the older population of their jurisdiction.

Section 5. Compensation. All members shall serve without compensation. Expenditures related to purpose and functions of the COA shall be within amounts appropriated for such purposes within the Agency funding.

Section 6. Attendance at Meetings; Absence from Meetings; Record of Attendance.⁴

a. Each primary member shall attend at least nine (9) regular COA meetings per year. Primary members are expected to have no more than three (3) unexcused absences per year.⁵

b. Each alternate is expected to attend at least one (1) meeting per quarter for a total of four (4) per year,⁶ and is encouraged to attend all regular meetings, unless elected to an officer position whereby then the same requirement as a primary member has for attendance applies (see Article IV, Section 7).

c. Members who cannot attend should notify the Chair or the Secretary at the earliest possible time, and also notify their alternate to attend the meeting and vote on their behalf. The alternate should be briefed on current undertakings so informed decisions can be made by the alternate.⁷

⁴ in lit. Minutes of November 25, 2008; paragraph 5

⁵ ibid.

⁶ ibid.

⁷ ibid. These sentences were in the original August 28, 2007 Bylaws. Became a separate paragraph in Amendment 2 when this revision of Section 6 superseded Amendment 1 of this Section.

d. The Secretary shall keep a record of each member's attendance and shall provide to each PWC Supervisor and the two City Clerks a report of their appointees' attendance on a semiannual basis. This report shall be forwarded on or before January 10 and July 10 each year.⁸

Section 7. Resignation of Officer or Member. Any officer or member may resign his or her position at any time by delivering written notice to the appropriate governing body and the COA. Any resignation shall become effective when the notice is delivered, unless the notice specifies a later date.

Section 8. Member Vacancies. Whenever appointed vacancies occur, the new term of appointment for such unfulfilled or expired term will be set by the respective jurisdiction. The filling of vacancies shall be considered a community interest that is best served by filling any vacancy as soon as possible. Greater area membership vacancies will be filled following COA procedure.

ARTICLE IV – COA OFFICERS AND THEIR DUTIES

Section 1. Officer Positions. The officers of the COA shall consist of a Chair, Vice-Chair, Secretary and Information Support Officer who shall be elected by and serve at the pleasure of the COA. As pertains to these articles, the word Chair shall denote a title, not a gender. All elected officers shall be an appointed member of the Commission.⁹

Section 2. Duties of the Chair. The Chair shall:

- a. To preside at all meetings of the COA and Executive Committee.
- b. To appoint all committees or study groups deemed necessary for operation of the COA. This shall include any group to be formed at the request of the BOCS or City Councils.
- c. To work with the Agency Director.
- d. To keep the BOCS informed of the activities of the COA and work with members of the two cities to keep their respective councils informed.
- e. To appoint a parliamentarian for annual election of officers.
- f. To serve as ex-officio member of all committees with the exception of the Executive Committee and Nominating Committee or a committee formed at the request of a local jurisdiction. The Chair shall have no authority over the committees in which the Chair is attending as an ex-officio member and shall have no voting rights.

⁸ in lit. Minutes of November 25, 2008; paragraph 5

⁹ in lit. Minutes of June 24, 2008; paragraph 3b

g. To perform other duties determined by the COA.

Section 3. Duties of the Vice-Chair. The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair and shall also perform duties assigned by the COA.

Section 4. Duties of the Secretary. The Secretary shall:

a. Keep, as permanent records, accurate minutes of all meetings of the COA and Executive Committee.

b. Keep a copy of the following records:

i. All Prince William County, Manassas and Manassas Park Resolutions related to the COA.

ii. COA Bylaws or Restated Bylaws and all amendments to them currently in effect;

iii. A list of names and addresses of the current members and officers. This list may include all contact information for COA members.

c. Provide copies of records requested by any member of the COA or other interested party within a reasonable time following such request in accordance with the FOIA.

d. Coordinate with the Agency Website Manager to ensure timeliness of the information on the COA portion of the Agency website. Provide the Agency with copies of agenda, minutes, reports and any other appropriate material to ensure compliance with the Virginia FOIA (VA Code Sec. 2.2-3700 et al.).

e. Maintain the COA Policy and Procedures Manual.

f. Ensure storage and maintenance of all original of records at the office of the Agency following Prince William County policy.

g. Perform other duties as requested by the COA.

Section 5. Duties of the Information Support Officer. The Information Support Officer shall:

a. Serve as the Training Liaison Officer to coordinate training needs or requirements with the Chair and the Agency Director. Assist with preparation as needed following guidelines contained in the COA manual.

b. Serve as the liaison for the COA to local jurisdictional agencies that are conducting programs related to the mission of the COA. Request, and receive to distribute to the COA, summary information regarding their activities.

c. Recommend to the COA studies or programs which respond to the needs and impact on the older adult population relating to government services, health services, social services and society in general.

d. Facilitate coordination with area public and private entities concerned with the older adult population.

e. Perform other duties as requested by the COA.

Section 6. Executive Committee. The Executive Committee shall consist of the elected officers, the Director of the Agency, and the immediate past Chair of the COA if the immediate past Chair is a current appointed member of the Commission.¹⁰

Section 7. Meeting Requirements for Officers. All officers are expected to attend all regular monthly meetings, all Executive Committee meetings, and all special meetings called by the Chair. Any officer failing to comply with the meeting requirements of Article III, Section 6 for at least nine (9) regular monthly meetings and nine (9) executive meetings shall be removed from office at the next regular monthly meeting, unless the voting members of the Commission vote to reinstate after a thorough review and discussion. A vote for immediate reinstatement shall reset the missed meetings count to zero (0).¹¹

Section 8.¹² Removal of an Officer. Any officer of the COA may be removed from office, with or without cause, at any time by a resolution passed by an affirmative vote of a majority of the COA appointed members. The meeting notice shall state the purpose, or one of the purposes, of the meeting is the removal of the officer.

ARTICLE V – NOMINATIONS, ELECTIONS, AND TERMS OF OFFICERS

Section 1. Election of Officers. The COA shall elect its officers in accordance with the Nominating Committee procedures as specified in Article VIII, Section 1 of these Bylaws.

Section 2. Term of Office. The term of office shall be for one year. The Chair will serve no more than three (3) consecutive full terms. A quorum must be present in order to constitute an election.

Section 3. Officer Vacancy. Any vacancy occurring in the offices shall be filled by the COA not later than the second (2nd) scheduled meeting after known vacancy.

¹⁰ in lit. Minutes of June 24, 2008; paragraph 3b

¹¹ ibid.

¹² ibid.

ARTICLE VI – MEETINGS

Section 1. Number of Annual Meetings. At least ten (10) regular meetings shall be held annually at a time and location determined by the COA. An Annual Meeting Calendar will be published as part of the Agency Annual Plan each July. The COA manual will contain procedures for developing, review and announcement of said calendar.

Section 2. When There Will Be No Meetings. The COA will not meet on holidays or any day when Senior Centers are closed because of hazardous road conditions.

Section 3. Special Meetings. Special meetings may be called by the Chair or upon written request from a COA member with notice of not less than five (5) business days prior to the meeting to allow for announcement. The agenda for such meetings shall be limited to the subjects identified in the call.

Section 4. Closed Meetings. Closed meetings can be called by the Chair or requested by any COA member when the purpose meets the criteria of Virginia Code Sec. 2.2-3711. The COA manual shall contain both the criteria and procedure to close a regular or special meeting to the public.

Section 5. Meetings Where Two or More Commissioners Are Present. When more than two (2) COA members gather as an Executive Board or as a committee, the meeting must be announced three (3) days in advance. Additionally, when more than two (2) Commissioners attend a meeting, e.g. the Bluebird Committee, those meetings must also be announced three (3) days in advance. The notice shall be posted in the McCoart Building, the Agency office and also posted to the COA calendar on the Agency website to ensure compliance with the Virginia FOIA (VA Code 2.2-3700 et al).

Section 6. Public Meetings and Input Sessions. Public meetings shall be conducted as required by federal and state law and directives. The COA may also conduct public input sessions as it deems necessary to obtain feedback from the community.

Section 7. Quorum and Discussion Participation. Meeting procedures shall be included in the COA manual. The quorum for any meeting shall be not less than fifty (50) percent of the members eligible to vote, one of which is the Chair or Vice-Chair.

Section 8. Robert's Rules of Order. Meetings shall be conducted using *Robert's Rules of Order Newly Revised* to the extent they apply and are not inconsistent with COA meeting procedures.

Section 9. Preservation of Decorum and Order:

a. Decorum by COA members shall be maintained in order to expedite disposition of the business before the Commission. The Chair or designated presiding officer shall decide on questions of order. Decorum of adults other than COA members shall be

maintained by the Chair. The COA manual shall contain the procedures regarding decorum and use of personal privilege by the members.

b. Any member shall have the right to express dissent from, or protest against any, action of the COA, and have the reason therefore entered into the minutes. Such dissent or protest must be filed in writing using respectful language and presented at the next regular scheduled meeting. In the event the issue cannot be resolved internally, the written protest will be forwarded by the Chair to the Agency Director requesting assistance from the appropriate Prince William County government office or other jurisdiction as warranted.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. Composition. The elected officers of the COA, the Agency Director, and the immediate past Chair of the COA (if a current appointed member) shall constitute the Executive Committee of which the Chair and Secretary shall be respectively, Chair and Secretary.¹³

Section 2. Duties. It shall be the duty of this Committee to conduct the necessary business between meetings of the COA. When there is to be a Committee meeting, notice shall be given not later than three days prior to the meeting. All action taken will be brought to the next regular meeting of the COA and those items requiring consideration or ratification shall be so considered for same.

Section 3. It shall be the duty of this Committee to review and make recommendations or take action on all matters that relate to the COA's administration and training needs or requirements.

ARTICLE VIII – COMMITTEES AND LIAISONS

Section 1. Nominating Committee:

a. This Committee shall consist of at least three members. Not later than April of each year, the COA shall appoint members to this committee who shall present a slate of nominees at the May meeting. Nominations may also be made from the floor at that time.

b. This Committee shall conduct the election of officers at the June meeting following Article V, Section 2 of these Bylaws. Officers shall be installed as the last item of business at the same meeting.

Section 2. Other Committees:

¹³ in lit. Minutes of June 24, 2008; paragraph 3b

a. The Chair may appoint study groups, standing or ad-hoc committees as the work of the COA may require, and may designate which member shall act as Chair. These committees shall follow the procedures contained in the COA manual and be identified therein. These committees may include members of the greater Prince William Area as deemed appropriate.

Section 3. Prince William Housing Board Member. The COA has a permanent voting member on the Prince William County Housing Board. This member shall be nominated by the COA primary members, and appointed to the Housing Board by the BOCS. This member shall provide updates on the Housing Board activities at the regular monthly meeting.

Section 4. Liaisons. Liaisons with Prince William Area entities or activities which compliment the mission of the Agency and the COA is encouraged. Reports from these Liaisons shall be included in the regular monthly meeting when a standing relationship is established by the COA and identified in the COA manual.

Section 5. Legislation Advocacy. Legislation advocacy shall be coordinated with the Agency Director and through the PWC Legislative Director. The COA may also collectively comment, when requested to do so, on legislative platforms of local, regional and national organizations which compliment the mission of the Agency and COA.

ARTICLE IX – BYLAWS AND AMENDMENTS

Section 1. Voting and Notification Procedure. These Bylaws may be adopted, amended, altered, changed, or repealed by a two-thirds vote of the COA members present at a regular or special meeting. Members will be given at least one (1) month's written notice of any proposed changes.

Section 2. Review Period of Bylaws. These Bylaws shall be reviewed by the Executive Committee for possible revision at periods of not less than two (2) years beginning with August 2009, and every other year from that date forward.

Section 3. Superseding Previous Bylaws. These Bylaws supersede all previous versions and amendments. Future revisions to these Bylaws shall be recorded in this section by Article and Section number, with annotation as to purpose of modification.

Section 4. Amendments.

a. Amendments of June 27, 2008, incorporated throughout document as denoted by footnote. Amendments became effective immediately upon acceptance by uniform agreement.¹⁴

¹⁴ in lit. Minutes of June 24, 2008; paragraph 3b

b. Amendment of November 25, 2008, revised Article 3, Section 6 adding a new Section Title; breaking the paragraph into four (4) specific paragraphs; clarifying only primary members are required to attend nine (9) regular meetings a year; revising attendance policy for alternates; and adding requirement for attendance report. Changes became effective January 1, 2009.¹⁵

ARTICLE X

Nothing in these Bylaws shall be construed to waive or limit in any way the applicability of sovereign immunity.

For the Record:

Notice given for change: The Chair placed revision of the Bylaws on the regular meeting agenda for May 22, 2007. Time constraints prevented more than announcing the effort must be made to schedule a meeting to perform the revision. Action was moved to the regular meeting agenda on June 26, 2007 where Raymond Beverage, as Secretary, proposed to assume the task of performing a complete revision to bring the Bylaws up to current format and in line with current law, regulation and procedures. The Chair tendered discussion and, with no discussion, assigned the task. The regular meeting agenda on July 24, 2007 again provided opportunity for discussion and then setting of the date in August 2007 for a special meeting to review, edit and finalize a revision of the existing COA Bylaws (as amended through December 20, 2005).

Draft COA Bylaws presented at a Special Meeting held at the McCoart Building on August 14, 2007. Motion made by Jo Anne Westhoff to accept draft - as revised - as the final version, without further modification, for vote at the next regular meeting on August 28, 2007. Seconded by Mary Shufelt. Motion carried by unanimous vote of all eight (8) members present.

Final version distributed to COA members and Agency Director on August 22, 2007 via electronic mail (12 members and Director) and by regular mail (3 members) for reading prior to meeting.

Presented for adoption at the regular COA meeting on August 28, 2007 with a quorum present: 10 primary present (1 absent) and 4 alternate present of the 15 appointed members.

Motion made by Raymond Beverage to rescind the current COA Bylaws with all revisions through December 20, 2005. Seconded by Mary Jo Shufelt. No discussion. Unanimous aye voice vote. **Motion carried.**

¹⁵ in lit. Minutes of November 25, 2008; paragraph 5

Motion made by Raymond Beverage to adopt the final August 14, 2007 COA Bylaws. Seconded by Mary Jo Shufelt. No discussion. Unanimous aye voice vote. **Motion carried.**

Bylaws adopted for immediate implementation on August 28, 2007.

* * * ORIGINAL SIGNED * * *

Raymond M. Beverage, COA Secretary

Commission on Aging Bylaws – Glossary of Terms

<u>Term</u>	<u>Definition</u>
Advisory	The term refers to providing advice, consultation, recommendations and information on the concerns, issues, problems, programs and services of or for the Prince William area older adults, family caregivers and other parties generally identified, but not limited to those in Article II, Section 1a of these Bylaws. This advisory duty is to the greater community, AAA and the local governments and their agencies.
Advocate (Advocacy)	Seeking support for the aging programs and services from local governments, businesses and organizations. Advocacy to the Federal and State governments is in coordination with the AAA and Prince William County Legislative Office. Advocacy includes aging concerns of both individuals and groups.
Agency (Area Agency on Aging/AAA)	The term refers to the Prince William Area Agency on Aging which provides programs and services under the Older Americans Act, the Virginia State Code and Virginia Department for the Aging.
Agency Website Manager	The employee in the Agency responsible to maintain and update information on the Prince William County website for the Agency. The Secretary shall assist this employee with timeliness of COA information placed on the site.
Aging Services	Refers to the requirements of programs and services as stated in the Older Americans Act and Virginia Code 2.2-703. Specifics shall be in the Area Plan.
Area Plan	Describes the scope of services and programs to be provided by the Agency with funding from the US Agency on Aging, the Virginia Department for the Aging, and tri-jurisdictional sources.
Caregiver	<p>An individual who has the responsibility for the care of an older individual, either voluntarily, by contract, by receipt of payment for care, or as a result of the operation of law and means a family member or other individual who provides (on behalf of such individual or of a public or private agency, organization, or institution) compensated or uncompensated care to an older individual. (Title I, Older Americans Act)</p> <p>The term ‘family caregiver’ means an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with</p>

	Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. (Title III, Older Americans Act)
COA	Prince William Commission on Aging. Referred to in the Bylaws also as the Commission.
COA Member	An adult individual who is either a tri-jurisdiction appointed member or is a volunteer individual or representative of a business or organization from the Prince William county area recruited to serve on the COA. See Article III of these Bylaws.
Commissioner	An appointed member of the COA.
Elderly	A term used to describe an older adult age 75+. This is the age where the older adult most often begins using the services of the Agency, e.g. congregate meals and in-home (U.S. Agency on Aging definition). See “older adult” definition below.
Entities	Refers to government agencies/offices, public and private organizations or activities, and both for profit and nonprofit businesses or organizations.
FOIA	Virginia Freedom Of Information Act (VA Code Sec. 2.2-3700 et al.).
Health	Refers to disease prevention and health programs or services conducted by the Agency, area health providers or allied health professionals and institutes of higher learning to include mental health. Also includes evidence-based health promotion/education programs for chronic disease and overall preventive health education as related to age-related infirmities; physical activity and nutrition.
Interested Party	Refers to an individual, group, organization and other entities which have an interest in aging issues or the activities of the Commission.
Older adult	As defined in Title I of the Older Americans Act, an older adult means an individual who is 60 years of age or older. The Act uses the term “older individual” which shall mean the same as “older adult” throughout these Bylaws.
Potential Older Adult	A term used to define, for short-term planning (1 to 3 years) and near-term planning (3 to 5 years), older adults age 55 – 59. For long-term planning (5 years plus), is considered to refer to the 77

million “Baby Boomers” when planning for providing aging services.

Senior	The term in common usage which refers to an adult age 65+ and is based on the traditional/historical retirement age. Older adult/individual and elderly are now being used more frequently in aging services. See definitions above for older adult and elderly.
Senior Center	Defined in Title I of the Older Americans Act as “a community facility providing a broad spectrum of services which shall include provisions for health (including mental health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals”.
Term Limit	A jurisdiction appointment of a member for a specific period of time; normally of four years. The term may be less if the member is appointed to fill an unexpired term of a previous member who has resigned from the Commission or the governing body limits the term to best serve their interest.
Tri-Jurisdiction	The local governments of Manassas, Manassas Park and Prince William County. The term “governing body” within these Bylaws also refers to these jurisdictions as individual entities. This term used in place of the 1977 “multi-jurisdictional” and shall mean the same.
Without Term Limit	This term applies to the recruited Prince William Area Members (see the manual under “Membership” section for additional information) and may apply to a tri-jurisdiction appointed member. There is no specific period of time as with “term limit”. An appointed member “without term” serves at the pleasure of the government board or council per the appointment letter or document.