

**Policies and Procedures of the Board of the Carlisle Council on Aging
Carlisle, Massachusetts**

The name of the organization shall be the Carlisle Council on Aging (COA), hereafter referred to as the Council, as established by the Town Meeting of Carlisle, Massachusetts on April 3, 1979. Town Bylaw Amended by Annual Town Meeting vote: 1989, 2014.

1. PURPOSES OF THE COUNCIL BOARD

1.1 The Board of the Carlisle Council on Aging shall act in an advisory capacity to the Director of the Carlisle Council on Aging Department.

1.2 To assist the Council in the following areas and other areas as needed:

1.2.1 To identify the needs of the senior population and to identify available resources to meet these needs.

1.2.2 To create, promote and implement local senior programs, and to coordinate existing area services for local use.

1.2.3 To educate the community on senior issues and to advocate for community support and participation in senior programs.

2. OFFICES

2.1 The office of the Council shall be located at the Town Hall of the Town of Carlisle, Massachusetts or any other building in Carlisle deemed more suitable.

3. MEMBERSHIP

3.1 The Council Board shall consist of nine (9) voting members appointed by the Carlisle Board of Selectmen, each serving a staggered, three-year term, and associate members, as appointed by the Council Board, each serving one-year terms. All members must be Carlisle residents.

3.1.1 All members shall be nominated by the nominating committee (as defined in Section 7 below) or be nominated by the Council Board at this meeting; they must be approved by a majority vote of the Council Board voting members. Members so nominated must inform the Selectmen through a letter of interest in serving on the Council Board. Then, said members will be duly appointed by the Board of Selectmen of the Town of Carlisle and take office on July 1.

3.1.2 Voting members may be nominated and serve for two consecutive terms, after

**Policies and Procedures of the Board of the Carlisle Council on Aging
Carlisle, Massachusetts**

which one year shall elapse before they may be re-nominated and reappointed as voting members to the Council Board.

3.1.3 Associate members must be re-nominated and appointed annually.

3.1.4 At least five voting members of the Council Board shall be sixty years of age or over.

3.1.5 The Council Board is empowered to provide for adjustments to term length as necessary or take any other action thereto.

4. VOTING RIGHTS OF MEMBERS

4.1 All voting rights shall be vested in the Council Board members and each member shall be entitled to one vote with respect to any question or matter that may come before a meeting of the members of the Council.

4.2 Associate Board members may participate in all activities that come before the Council Board, but shall have no voting privileges.

5. COUNCIL BOARD MEETINGS

5.1 Regular meetings of the Council Board shall be held once each month unless a majority of voting members vote to omit a regular meeting for any reason.

5.2 Notice of regular meetings shall be posted at Town Hall at least two (2) business days in advance.

5.3 Special meetings of the Council Board may be called at any time by the chairperson or a majority of the voting members. Every Council Board member must be notified of the meeting posted at the Town Hall at least two (2) business days in advance.

5.4 The Annual Meeting of the members of the Council Board shall be held in May for the purpose of electing officers and approving Council Board members as proposed by the nominating committee.

5.5 A quorum consisting of at least five (5) members entitled to vote shall be necessary and sufficient for the transaction of business at any Council Board meeting.

**Policies and Procedures of the Board of the Carlisle Council on Aging
Carlisle, Massachusetts**

5.6 Except as may otherwise be provided in these policies and procedures, the vote of at least the majority of the voting members present at any Council Board meeting shall be necessary and sufficient to decide questions or matters brought before the Council Board.

5.7 All meetings shall be conducted in accordance with Robert's Rules of Order.

5.8 Regular attendance is expected of all Council Board members. Should a member be absent from three meetings in a year, except for reasons of health or extenuating circumstances, duly reported to the Council, that member may be requested to resign with due notification to the Selectmen and Town Clerk.

5.9 Should a member wish to resign from the council board, he or she must notify the chairperson, Selectmen and Town Clerk in writing.

6. OFFICERS OF THE COUNCIL BOARD

6.1 Definition of officers:

6.1.1 The officers of the Council Board shall consist of a chairperson, vice-chairperson, secretary, and treasurer, and may include co-positions as needed, and shall take office on July 1.

6.1.2 Officers of the Council Board shall be elected at the Annual Meeting in May by a majority vote of the members present and shall take office on July 1.

6.1.3 Election of officers to fill vacancies created by any cause may take place at any Council Board meeting and shall be for the period of the unexpired term of the previous incumbent, except for the office of chairperson; if vacated, it shall be filled by a vice-chairperson for the unexpired portion of the chairperson's current term of office.

6.2 The chairperson shall be the chief executive officer of the Council Board and, subject to the directions of the Council Board members, shall have general charge of the business affairs and property of the Council Board in its general operations. The chairperson shall set the agenda and, when present, preside at all Council Board meetings. The chairperson may serve two (2) consecutive terms of one year each after which at least one (1) year must elapse before he/she may be eligible for re-nomination and reappointment to that office.

6.3 The vice-chairperson shall exercise all the functions of the chairperson during the chairperson's absence or disability, and when so acting, have all the powers of and be subject to

**Policies and Procedures of the Board of the Carlisle Council on Aging
Carlisle, Massachusetts**

the same restrictions as the chairperson. Should the vice-chairperson assume the role of chairperson for an extended period, this shall not be considered as serving as any portion of a subsequent term as chairperson.

6.4 The secretary shall record all proceedings of Council Board meetings. A copy of any Council Board meeting minutes shall be conveyed to the Town Clerk and Council Director upon approval by the Council Board.

6.5 The treasurer shall assist the COA Director in the planning and execution of financial activities relating to the COA. These activities may or may not include the following items depending on the Director's needs, capabilities, and time constraints.

6.5.1 Assist with the preparation of the annual budget and presentation to the Finance Committee and Board of Selectmen.

6.5.2 Review the Director's monthly Income and Expense reports to the level of detail required to assure adequate controls on spending.

6.5.3 Assist with the development of spending priorities and process involving the Friends of the Carlisle COA and other grant-disbursing organizations.

7. PROCEDURES

7.1 Nominating Committee

7.1.1 The nominating committee is mandated to describe scope and duties of the Council Board to potential members, outlining the requirements of membership.

7.1.2 The nominating committee for the subsequent year will consist of three members.

7.1.2.1 One nominated at the Annual Meeting by the existing nominating committee from its group to become the chair of the new committee

7.1.2.2 One nominated from the floor at the Annual Meeting

7.1.2.3 One nominated by the incoming chairperson by July 1

7.1.2.4 Should any member vacate their position during the fiscal year, the Board shall name a replacement

**Policies and Procedures of the Board of the Carlisle Council on Aging
Carlisle, Massachusetts**

7.1.3 The nominating committee will, at the April Council Board meeting, present its proposed slate of new members and officers. At this time nominations will also be accepted from current Council Board members present.

7.1.4 At the Annual Board Meeting in May the nominating committee will preside over the election and inform the Selectmen of the results.

7.2 Policies and Procedures Review

7.2.1 It is recommended that the policies and procedures be reviewed/updated at least every five years. Each new member shall receive a copy of the Council Board's policies and procedures.

8. AMENDMENTS

8.1 The Council Board shall have power to amend these policies and procedures in the following manner: the proposed amendment or alteration of the Policies and Procedures shall be approved by the affirmative vote of two-thirds of the voting members present at any Council Board meeting.

9. EFFECTIVE DATE

9.1 The effective date of these policies and procedures shall be the date on which the policies and procedures (or amendments) shall have been approved by an affirmative vote of at least two-thirds of the voting members present. Approval of these policies and procedures was voted on August 14, 1979.

As amended in October 1989

As amended in October 1992

As amended in June 1997

As amended in April 2001

As amended in January 2006

As amended in June 2008

As amended in October 2010

As amended in October 2013; accepted by Annual Town Meeting 2014

As amended in December 2014

As amended in October 2019