



TOWN OF UPTON, MASSACHUSETTS

ELDER & SOCIAL SERVICES

Policies and Procedures of The Upton Council on Aging Town of Upton, MA

ARTICLE I - ESTABLISHMENT

The Upton Council on Aging, hereinafter referred to as the COA or Council, was established by unanimous vote at an Upton Town Meeting held on March 17th, 1962 (see Attachment A).

ARTICLE II - PURPOSE

The COA board is primarily advisory. Its basic purposes include:

- a. identifying the total needs of elders in the community;
- b. educating citizens and enlisting the support and participation of all to meet the needs of elders, and recognizing such assistance;
- c. designing, advocating for, and/or implementing services to fill these needs, and/or coordinating existing services; and
- d. cooperating with the Massachusetts Executive Office of Elder Affairs, and the local Area Agency on Aging, and to be cognizant of state and federal legislation and programs regarding elders.

ARTICLE IV- MEMBERSHIP

The Council shall consist of nine (9) members.

Prospective COA members may be recommended by a majority of the existing members of the COA, and no person so recommended for COA membership is to serve on the Council until appointed by the Select Board and sworn in by the municipal clerk.

Such persons shall be appointed on a rotating basis so that three (3) (approximately one- third of all) members shall be appointed annually, each for a three-year term.

No person shall serve more than two terms in succession, plus any portion of an unfilled term. There shall be at least a one-year hiatus prior to re-appointment after the second full term is served.

Insofar as possible, COA membership shall reflect the makeup of the community at large and shall be composed of at least 51% of persons sixty years of age or older.

A member shall have served on the COA for at least one year prior to election as an officer. No person shall serve more than 3 years consecutively in a given officer position.

TOWN MANAGER

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Vacancies shall be filled by the Select Board. COA may provide recommendations. Such term shall expire at the end of the original term.

It is recommended that prospective candidates attend at least one COA board meeting prior to being recommended for and appointed as a COA board member.

The COA may appoint a non-voting liaison with the Friends of Upton Elders association.

ARTICLE V - VOTING RIGHTS OF MEMBERS

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

Council on Aging members are unpaid municipal employees. As 'municipal employees,' members shall not exercise his/her vote in violation of the state conflict of interest law (M.G.L. Ch. 268A, sections 1-3, 8-10, 17-23 [not 23A], 24, 25). COA employees are, of course, subject to conflict of interest laws.

ARTICLE VI – MEETING OF MEMBERS

Section 1 - Regular Meetings

Regular meetings of the members of the Council shall be held on the second Monday of each month at 1pm with the following exception:

- a. When Monday falls on a legal holiday, the meeting scheduled for that day shall be held on the following Monday afternoon.

Section 2 - Regular meeting notice; accompanying material

- a. In accordance with the provisions of the open meeting law, [Chapter 39, section 23B, M.G.L.] the Council shall provide at least forty-eight hour notice and posting of its meetings.
- b. The Council shall distribute to its members minutes of the previous meeting, and an agenda for the upcoming meeting.

Section 3 - Emergency meetings

Emergency meetings of the Council may be called at any time by the Chair or the request of 3 members of the Council. Adequate written and/or verbal advance notice shall be provided to each member of the Council, insofar as feasible.

Section 4 – Quorum

At all meetings of the members of the Council, the presence of a simple majority of the present total membership shall be necessary and sufficient to constitute a quorum for the transaction of any business. Votes shall be cast only by members in attendance.

Section 5 - Conduct of meetings

All meetings shall be conducted in accordance with Roberts' Rules of Order (see Attachment A)

Section 6 - Resignation

In the event that a member wishes to resign from the Council, he/she shall notify the Select Board and the Council in writing.

Section 7 - Attendance

As a matter of policy, regular attendance is expected of all members. In the event of absence of any member for three (3) consecutive meetings, except for reasons of health or extenuating circumstances as duly reported to the Chair in advance of Council meetings, the Council shall request resignation of that member through the Select Board following the process outlined in Section 6. On the occasion of six (6) absences during any calendar year, the Council shall recommend the Select Board dismiss such a member from the Council.

ARTICLE VII - OFFICERS

Section 1 - Background

The officers shall consist of a Chair, Vice-Chair and Secretary. Officers of the Council shall be elected during meeting time of the Council and shall take office upon election.

Election of officers to fill vacancies created by death, resignation, or other cause may take place at any regular or special/emergency meeting and shall be for the unexpired term of the previous incumbent; however, the office of Chair, if vacated, shall be filled by the Vice-Chair the unexpired term of the Chair's normal term of office. The position of Vice-Chair will then be filled by election. Please refer to Attachment B outlining the job description of a COA member

Section 2 - Chair

The Chair shall preside at all meetings of the Council. He/she shall prepare an agenda in conjunction with the Director, facilitate board meetings, summarize and present issues for board consideration, recruit, develop, and motivate board members, and attend conference and training programs. The Chair supports the Director to carry out policies and to ensure effective communications.

The Chair (or his/her designee) shall ensure that each member of the Council on Aging, upon being sworn in, be given a copy of **M.G.L. Chapter 39, section 23B** [the open meeting law]. State law requires dissemination of this material to all appointed or elected municipal

boards upon appointment for office.

Section 3 - Vice-Chair

During the absence or disability of the Chair, the Vice-Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and subject to all the restrictions of the Chair.

Possible duties may include meeting notification, invite guests/speakers, collate committee reports for distribution, etc.

Section 4 - Secretary

The secretary shall record all the proceedings of the meetings of members including attendance of council members.

Section 5 - Representation

No member of the Council shall make written or oral representations for the Council unless authorized by Council vote.

ARTICLE VIII - BOARD/STAFF RELATIONSHIP

The COA board is advisory; members shall refrain from supervisory and day-to-day management of operations.

Communication - other than emergencies-shall be directed to staff through the COA board chair. The board shall consult with the Director and other staff, if appropriate, in policy matters. Staff shall ensure the confidentiality of individual clients and staff records.

ARTICLE IX -AMENDMENTS

Amendments or alterations of these 'policies and procedures' may be considered at a regular meeting of the COA, notice of the general character of such action having been given in the call for the meeting. The proposed changes of the 'policies and procedures' must be approved by majority vote of the members of the Council. The 'policies and procedures' become effective following an affirmative vote of a majority of the Council members present.