

BYLAWS AS REVISED AND APPROVED ON APRIL 26, 2023, REPLACING ANY AND ALL PRIOR BYLAWS AND STANDING ORDERS REGARDING ADVISORY COUNCIL ON AGING OPERATIONS. THIS DOCUMENT DOES NOT ATTEMPT TO DESCRIBE PROCESSES RELATED TO COUNTY GOVERNMENT OR OPERATIONAL PROCEDURES OUTSIDE THE SCOPE OF THE ADVISORY COUNCIL ON AGING ACTIVITIES. SNOHOMISH COUNTY CODE AND POLICY TAKES PRECEDENCE OVER BYLAWS.

PREAMBLE

The Snohomish County Advisory Council on Aging, mandated by the Older Americans Act of 1965, as amended, was established by Snohomish County as the Advisory Council to the County Executive and to the County’s Human Services Department (HSD), Aging and Disability Services (ADS) Division, Long-Term Care and Aging (LTCA) Unit.

ARTICLE I NAME

The name of the advisory board is the Snohomish County Advisory Council on Aging (COA).

ARTICLE II AUTHORITY

The COA was established in accordance with the Older Americans Act of 1965, as amended, and Snohomish County Code (SCC), Title 2, Chapter 2.450, “Snohomish County Council on Aging”. COA operation is outlined further in SSC, Title 2, Chapter 2.03 “Boards and Commissions”.

ARTICLE III PURPOSE

The purpose of the COA is to advise, assist, and advocate for older persons and adults with disabilities in Snohomish County. The COA’s purpose and implementation includes:

1. Keeping the County Executive and other elected officials apprised of the concerns and needs of older persons and adults with disabilities;
2. Assisting and guiding the work of the LTCA in fulfilling its stated mission(s), in compliance with the Older Americans Act; and
3. Support ongoing evaluation of program services and matters of policy involved in the implementation of the Snohomish County Area Plan on Aging.

ARTICLE IV ETHICS

The COA recognizes the importance of credibility, integrity, and trustworthiness. Therefore, we are committed to upholding ethical standards in all dealings. We value the principles of honesty, fairness, and respect for each individual and all communities. Members of the COA will perform their duties without discrimination, harassment, or intimidation based on race, color, national origin, religion, sex, age, disability, citizenship, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

ARTICLE V FUNCTION

The COA shall carry out advisory functions which further LTCA’s mission of developing and coordinating community-based systems of services for all older persons and adults with disabilities in the planning and service area. The COA shall advise LTCA relative to:

1. Developing and administering the Area Plan;

2. Conducting public hearings;
3. Representing the interests and advocating on behalf of older persons and adults with disabilities; and
4. Reviewing and commenting on community policies, programs, and actions which affect older persons and adults with disabilities with the intent of assuring maximum coordination and responsiveness to both constituencies.

ARTICLE VI MEMBERSHIP AND QUALIFICATIONS

Section 1: Composition

Members shall live in Snohomish County and shall represent the County's geographic, ethnic, social, racial, disabled, and economic groups. Membership shall include representatives of senior citizen organizations, local elected officials, and members of the general public, and at least fifty-one (51) percent of the members shall be aged sixty (60) years or older (SCC, Title 2, Chapter 2.450.030). Emphasis shall be to engage individuals who will help to enhance the COA's leadership role in advocacy which furthers LTCA's mission of developing and coordinating community-based systems of services for older persons and adults with disabilities.

Section 2: Term(s) of Service

The normal term of service is three (3) years. COA members may be appointed to a consecutive second three-year term. Subsequent terms may be considered after a one-year absence from the COA, with any two-term series having a one-year absence between them. If an individual is appointed to a first term on the COA on or before March 31, the remainder of that year will constitute the first year of that member's three-year term. If appointed to a first term on or after April 1, the first full three-year term will begin at the COA meeting in October.

Section 3: Recruitment

The COA Chair shall appoint an ad hoc Membership Recruitment Committee to solicit and screen potential COA members. The Committee shall submit nominees, and approved alternates, to the COA for approval at the regular meeting in June of each year. New or reappointed members will assume their seats on the COA in October, or as soon thereafter as approved. Incumbent members of the COA shall retain their seats on the COA until new members are seated.

Section 4: Vacancies

Vacancies may be filled as they occur and with as much expedience as possible. The COA may select one (1) of the alternates to recommend to LTCA for appointment, or the Chair may appoint an ad hoc Membership Recruitment Committee to solicit and screen potential COA members. The ad hoc Membership Recruitment Committee shall submit these nominees to the COA for approval. COA recommendations shall then be submitted to LTCA for submission to the County Executive.

Section 5: Compensation

COA members shall not be compensated for the performance of their duties but may be reimbursed for preapproved mileage or expenses in accordance with Snohomish County Code, Title 2, Chapter 2.03.070.

Section 6: Eligibility for Membership

- A. Any Snohomish County employee (SCC, Title 2, Chapter 2.03.060), or any officer or governing board member of a service provider or agency contracted with Snohomish County, may not serve as a member of the COA.
- B. For the avoidance of doubt, advisory board members, volunteers, or rank-and-file employees of a service provider or agency contracted with Snohomish County, who live in Snohomish County, may serve on the COA provided they comply with Article XIII in matters affecting their agency.

ARTICLE VII MEMBER RESPONSIBILITIES

Section 1: Member Responsibilities

It is the responsibility of each member to participate actively in the COA by:

- A. Monthly COA meetings
 - i. Regularly attending and participating in monthly virtual or in-person COA meetings.
 - ii. Notifying designated County Staff at least one (1) hour in advance if unable to attend a regular monthly meeting.
- B. Standing Committees
 - i. Serving on at least one (1) standing committee and regularly attending the standing committee virtual or in-person meetings.
 - ii. Notifying the Chair of the standing committee at least one (1) hour in advance if unable to attend a meeting.
- C. Events and activities
 - i. Attending COA-sponsored events.
 - ii. Attending Legislative Advocacy Week sessions as committed, as a presenter or observer.
 - iii. Notifying the event or activity organizer at least one (1) business day in advance if unable to attend an event or activity the COA member committed to attend.
- D. Attending all COA orientations if a new member.

- E. Appearing on camera in all virtual meetings, unless prevented by technology or disability.

Section 2: Unexcused Absences

After three (3) cumulative unexcused absences in a 6-month period at monthly COA meetings, standing committee meetings, and/or COA-supported events and activities, a member shall be considered to have resigned. The Chair of the Council on Aging will send a written notice to the member advising them of their resigned status. The COA member may not reapply to COA until the end of their current term plus one full calendar year. Exceptions can be made by review of the Executive Committee.

ARTICLE VIII OFFICERS

The officers of the COA shall be: Chair, Vice-Chair, and an Officer at Large. No person shall hold more than one (1) office at a time.

ARTICLE IX DUTIES OF OFFICERS

Section 1: Chair Responsibilities

The Chair shall:

- A. Schedule COA meetings, as required, on the fourth Wednesday of the month.
- B. Preside over all COA meetings and Executive Committee meetings.
- C. Approve agendas for all regular COA meetings.
- D. Appoint ad hoc committees as necessary to complete COA business.
- E. Appoint chairpersons to all standing and ad hoc committees, except for the Officer Nominations Committee.
- F. Serve as an ex-officio member of all committees, except the Executive Committee.

Section 2: Vice-Chair Responsibilities

The Vice-Chair shall:

- A. Assist the Chair in carrying out his or her duties.
- B. Perform all duties of the Chair in his or her absence.

Section 3: Officer At Large Responsibilities

The Officer at Large shall:

- A. Assist the Chair in carrying out his or her duties.
- B. Perform all duties of the Chair and Vice-Chair in their absence.

ARTICLE X ELECTION OF OFFICERS

Section 1: Election Time Period

Officers shall be elected at the regular August COA meeting each year.

Section 2: Officer Nominations

- A. The Chair shall solicit volunteers during a COA meeting for an ad hoc Officer Nominations Committee to solicit candidates to fill the three (3) officer positions. The Committee shall select their chairperson. At the July meeting, the ad hoc Officer Nominations Committee shall submit to the COA a slate containing at least one (1) nominee for each office.
- B. Nominations may also be made from the floor at any COA meeting and will be solicited at the July meeting. The Committee and individuals making nominations from the floor must have obtained the consent of persons being nominated prior to placing their name in nomination.

Section 3: Election Process

- A. COA members who are unable to attend the August meeting may submit a signed absentee ballot or cast their vote via the COA member's County email address no later than the day preceding the August COA meeting.
- B. There shall be no voting by proxy.
- C. Voting shall be by written ballot if the August meeting is held in-person. If the August meeting is held virtually, the voting shall be by voice vote and recorded in minutes, or by secret ballot via the virtual meeting platform or via the COA member's County email address, at the discretion of the Officer Nominations Committee.
- D. When all ballots/votes are collected, they shall be counted by the chairperson of the Officer Nominations Committee (or designee) together with at least one (1) member of LTCA staff.
- E. Results shall be reported to the COA during that same meeting.
- F. An officer candidate must receive a majority of the votes to be elected. The Chair will direct that voting will continue for those offices for which no candidate attained a majority. Voting will continue until a candidate receives a majority. Voting will continue at the next monthly COA meeting if needed.
- G. The chairperson of the Officer Nominations Committee shall not be a candidate for an officer position and also collect ballots.

Section 4: Term(s) of office

The term of all officer positions shall be one (1) year or until their successors are elected. Officers may be re-elected for the same position for one (1) consecutive additional term, if

eligible. Subsequent terms may be considered after a one-year absence. Officers shall assume their office at the end of the September meeting.

Section 5: Vacancies

If an elected officer vacancy occurs during the year, the Executive Committee shall take action on the vacancy. When a replacement officer is selected, a term of less than one (1) year shall not count toward the two-term limit.

ARTICLE XI STANDING COMMITTEES

Section 1 Purpose

Standing Committees are needed in order for the COA to conduct its ongoing business.

Section 2: Existing

The Standing Committees are:

- A. The Executive Committee includes the officers of the COA and chairpersons of the standing committees. The Executive Committee shall be empowered to transact routine business and act in emergencies between regular meetings of the COA.
- B. The Advocacy, Outreach, and Diversity Committee seeks to effect positive changes to quality-of-life issues for the diverse population of older persons and adults with disabilities and is charged with promoting the efforts of the COA and promoting the visibility of the Area Agency on Aging (AAA) via education, research, and facilitating the understanding of programs, agencies, and organizations that affect older persons and adults with disabilities.
- C. The Senior Center Committee seeks to help identify strategies to support area senior centers and their outreach to populations of older adults and find ways to adapt to community needs and serve multiple generations.
- D. Ad hoc committees shall be appointed by the Chair when deemed necessary.

Section 3: COA Member Participation

Members of committees will include self-selected COA members. Committees shall have a minimum membership of three (3) COA members. The COA Chair shall not chair any committee other than the Executive Committee.

Section 4: Non-COA Member Participation

Members of committees may include non-COA members who live in Snohomish County. Interested and eligible individuals (See “Membership and Qualifications” section) who are acceptable to the committee chairperson may serve as non-voting ex-officio members. Only COA members may be the chairperson.

ARTICLE XII MEETINGS

Section 1: Monthly COA Meetings

There shall be monthly meetings of the COA held on the fourth Wednesday of each month, except in December, unless otherwise ordered by the COA. Under inclement weather or other

unusual circumstances, the Chair will coordinate with LTCA staff as to the practicality of conducting a scheduled meeting and may decide to cancel or reschedule the meeting if conditions so dictate. These meetings shall be conducted in person, virtually, or a combination of both.

Section 2: Public Attendance

The public is welcome to attend and participate in COA and standing committee activities. Meeting agendas shall provide opportunity for new business to be introduced from the floor and from the public. Only members of the COA may vote on issues before the COA.

Section 3: Quorum Requirements

A quorum for full COA meetings shall consist of a majority of the current voting membership of the COA.

Section 4: Conduct of Meetings

The Chair has the authority to appoint a parliamentarian, if desired. Robert's Rules of Order, Newly Revised (latest edition) shall apply on all questions of procedures and parliamentary law not specified in these Bylaws or special rules.

ARTICLE XIII CONFLICT OF INTEREST

Any COA member having or appearing to have a conflict of interest may speak to the matter at issue but shall abstain from voting on such matters. Said matter, and abstention, shall be noted in the Minutes. The Executive Committee shall make a determination before votes are cast if the conflict or potential conflict is unclear. A voting quorum will be the COA members eligible to vote on an issue.

ARTICLE XIV AMENDMENTS

Amendments to these Bylaws shall be submitted in writing to COA members at least thirty (30) days prior to the meeting at which the amendments are to be acted upon. Such amendments shall be adopted by the COA at any regular or called meeting subject to a two-thirds affirmative vote of the members of the COA in attendance.