

KILLEEN SENIOR CITIZEN ADVISORY BOARD

VISION

To provide a place for Killeen Seniors to engage, enrich and empower their lives through collaboration with local government by identifying and maintaining the most productive and beneficial use of services for Killeen Seniors.

MISSION

To provide recommendations and assistance to the Killeen City Council (hereinafter referred to as City Council) regarding senior services. To promote activities, recreation and opportunities for healthy aging, independence, well-being and opportunities to keep seniors involved in the life of the community.

BY-LAWS

ARTICLE I

Authority:

The Killeen City Council has established the Senior Citizens Advisory Board (hereinafter referred to as the Board) under the Code of Ordinances, Chapter 2, Article IV, Division I, Section 2-116 through 2-118. This reference sets forth the general provisions for all boards and commissions of the City.

ARTICLE II

Purpose and Objectives:

Section 1. The purpose of this Board is to promote and facilitate communications between the Board and the City Council in matters influencing the needs and interests of seniors (persons age 55 and over) and to better assist the City Council in being responsive and well-advised as to issues of particular relevance to seniors.

Section 2. The **objectives** of this Board are:

- a. To recommend guidelines and policies facilitating the most beneficial and productive use of Senior Centers.
- b. To make recommendations to the City Council on the needs and status of Seniors in the city and recommend how to meet their needs.
- c. To determine and assess existing resources in the city that seniors may use to meet their needs.
- d. To make recommendations regarding proposed programs, grants and other governmental activities that may affect the Senior community.
- e. Recommend policies, goals and objectives for the operation of the Senior Centers, through interaction with community seniors.
- f. Work in cooperation with city staff regarding policies, goals and objectives for the operation of senior activities; always maintaining a positive rapport.

Section 3. Report in writing annually, no later than August, to City Council, policies that have been put in place, projects the Board has been involved with. Also, to include any issue concerning seniors deemed prudent by the Board.

ARTICLE III Members:

Section 1. This Board shall consist of eleven members appointed to serve 3-year terms.

Section 2. No person may serve more than two consecutive terms. They may reapply after a one- year's absence from the Board.

Section 3. All Members of the board shall be members of the Killeen Senior Center.

ARTICLE IV Officers:

Section 1. The officers shall consist of a Chairperson and a Vice-Chairperson. The Board will elect all officers.

Section 2. Duties of the Chairperson:

- a. To preside at all meetings of the Board,
- b. To call special meetings by these By-laws,
- c. To publish a proposed agenda for all meetings to each Board member fourteen working days before any meeting to get their input.
- d. To sign all documents of the Board,
- e. To see that all actions of the Board are appropriately taken,
- f. To represent the Board in an official capacity.

Section 3. Duties of the Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the functions and be subject to all the responsibilities of the Chairperson and all other duties as assigned.

Section 4. Election of Officers:

The Board shall hold election of officers at the first meeting of the fiscal year (October) following the yearly appointment of new members and whenever officer vacancies occur.

ARTICLE V

Meetings:

Section 1. The Board shall hold regular meetings every month.

Section 2. The regular meeting will be on the third (3rd) Thursday of the month, at 3:30 p.m.

Section 3. A regular meeting may be canceled or rescheduled at a previous regular meeting. Special meetings may be held at the call of the Chairperson.

Section 4. At all meetings of the Board a quorum shall consist of a simple majority of the Board's currently appointed members.

Section 5. All meetings of the Board shall be open to the public.

Section 6. Minutes of all meetings shall be kept on file at the Lions Club Park Senior Center. Minutes are open to the public.

ARTICLE VI

Committee and Liaisons:

Section 1. Special and standing committees may be developed to address particular issues. Liaisons may be appointed to other groups as appropriate.

Section 2. Development of Committees.

- a. The process of committee formation may begin by any Board member.
- b. At the time of formation, the Board will determine committee make-up and length of operation.
- c. New Committees may be dissolved anytime with a majority vote by the Board.

ARTICLE VII

Amendment of By-Laws:

Section 1. The By-Laws may be amended at any regular meeting of the Board provided that written notice of the proposed amendment is given to each member in writing at least five days before the meeting.

Section 2. The affirmative vote of majority of the Board members present shall be required for the adoption of any proposed amendment to these By-Laws.