

BRANCH-ST. JOSEPH AREA AGENCY ON AGING (IIIC)

**ADVISORY COMMITTEE
BY-LAWS**

ARTICLE I.

Name and Area of Service

The name of this entity shall be the Advisory Committee to the governing Board of the Branch-St. Joseph Area Agency on Aging (IIIC) [AAA], hereinafter referred to as the Committee. The planning and service area in which this entity shall operate shall be in the geographic boundaries of Branch and St. Joseph Counties.

ARTICLE II.

Purpose

The Committee is a representative group of individuals and providers whose goal it is to provide the AAA with a community's perspective on activities and goals related to the agency. The Committee will advise the AAA on matters relating to the development and administration of the area plan and operations conducted thereunder to foster a comprehensive and coordinated service system for the aging.

ARTICLE III.

Function of the Committee

The specific duties and responsibilities of the Committee are subject to the provisions of the Older Americans Act (OAA), the Older Michigianians Act (OMA) and the Rules and Regulations of the Michigan Bureau of Aging, Community Living, and Supports (ACLS). The Committee and the AAA function as the primary link between the Board of Health and the recipients and providers of services in the community. The Board of Health is the AAA Policy Board, which serves to review recommendations and set policy. Therefore, the function of the Advisory Committee is to:

1. Assist AAA staff in the completion and submission of the Multi-Year and Annual Implementation Plans to the Board of Health.
2. Review and comment to the Board of Health on any proposed substantive amendments to said plans.
3. Identify issues of need or concern within the community and advocate for services, policies, and programs to meet those needs.
4. Review state and federal proposals or policies which may impact on the local community and provide recommendations for action to the Board of Health.

5. Review and comment on proposed AAA policy changes to be submitted to the Board of Health.
6. Stimulate ideas for program development and for opportunities concerning older adults and their caregivers within the region.
7. Other tasks as requested by the Board of Health.

ARTICLE IV.

Membership

A. Composition

The Committee shall be comprised of not more than 16 members. Members must be residents of, or employed within the boundaries of Branch or St. Joseph County.

Committee composition should ideally be as follows:

	<u>Branch County</u>	<u>St. Joseph County</u>
Focal Point Representative *	2	2
Human Service or Social Service Representatives (i.e. MDHSS, CMH)	1	1
Health Services Representative (i.e. hospital, physician's office)	1	1
Consumers, Volunteers, or Community Leaders (i.e. elected official, advocate, caregiver of someone 60+)	4	4
<i>TOTAL</i>	8	8

Not less than fifty (50) percent of the committee must be comprised of persons aged 60 or older. In the event that membership falls below the 50% threshold for any reason, the Board of Health shall actively and continuously recruit nominees for said vacancies until such time that the Committee once again meets this requirement.

* A focal point is defined as a facility or entity established to encourage the maximum co-location and coordination of services for older individuals. Based on this definition, the organizations that best serve as focal points are the counties two Commissions On Aging.

B. Selection

Prospective members shall submit their names for consideration not less than two (2) months before the end of the calendar year (October 31), or when an advertised vacancy exists. Prospective members must submit their names in writing to the Board of Health

via completion of the "Advisory Committee Citizen Interest Form" or other members may nominate individuals in a like fashion.

Upon receipt of such nominations the AAA staff shall:

- 1) Contact the nominee to assure her/his interest,
- 2) Identify the nominee's county of affiliation, organizational affiliation (if any), and whether the person is age 60 or older,
- 3) AAA staff shall present this information to the Board of Health at a regularly scheduled meeting.

The Board of Health may request additional information from the applicant if they so desire before rendering a determination. Appointments or denial of appointments shall take place through a voice vote of the Board of Health. Notification of appointment or denial with reason stated will be made within 10 days by the AAA Director following the Board of Health meeting at which the decision was rendered.

C. Terms of Membership

Appointment to the Committee shall be for a minimum of two (2) calendar years commencing January 1 (or immediately following the appointment date if a vacancy appointment) and terminating December 31. Appointments may be extended or re-authorized at the discretion of the Board of Health. Barring voluntary resignation or removal for cause, at least 50% of the committee shall be re-appointed to ensure continuity of Committee functioning.

D. Standards of Attendance

If any member fails to attend three consecutive meetings without providing a reasonable excuse, the Committee Chairperson shall advise the member in writing. If, following the written notice, a member fails to attend the next consecutive meeting without providing a reasonable excuse, the position may be considered vacant and shall be filled in the same manner as initial appointments. If the member is an agency representative, written notice will also be given to the agency director and/or the agency's board chairperson.

E. Standards of Conduct

Members of the Committee shall be bound by the Code of Ethics adopted by the Board of Health on September 26, 1996. Violations of these standards may result in removal of members from the Committee or other action as deemed appropriate by the Board of Health.

F. Removal of Members

All members of the Committee serve at will of the Board of Health and may be removed from the Committee, with or without cause, by majority vote of the Board of Health.

ARTICLE V.

Officers

A. Selection

The Committee shall nominate and select a Chairperson and a Vice-Chairperson from its membership on an annual basis. Such selection shall take place at the last scheduled meeting of the calendar year. Election of officers shall require a majority vote of members present.

B. Duties

1. Chairperson

- a) To preside over all Committee meetings
- b) To review and sign any official correspondence of the Committee
- c) To work with AAA staff to set agendas for meetings

2. Vice-Chairperson

- a) To assume all duties of the chairperson in her/his absence

C. AAA Staff Role

Staffing functions including meeting agenda, minutes, supporting materials, etc. for Committee meetings are the responsibility of AAA staff, as designated by the AAA Director.

ARTICLE VI.

Meetings

A. Meetings shall operate within compliance of the Open Meetings Act (PA 267).

B. The Committee shall determine their meeting schedule at their first meeting of the calendar year. Meetings shall rotate between St. Joseph and Branch Counties and take place not less than six (6) times per year.

C. There is no quorum requirement of the Committee.

ARTICLE VII.

Amendments

A. Recommendation for an amendment to these by-laws shall be submitted to the Advisory Committee in writing prior to the regularly scheduled meeting at which they will be discussed.

- B. Recommendation for amendment(s) shall require a majority vote among members present at a regularly scheduled meeting (or special meeting as called by the Chairperson).
- C. Such recommendation for amendment(s) shall be presented to the Board of Health at a regularly scheduled meeting for final review and approval.

* * * * *

Approved by action of the Branch-Hillsdale-St. Joseph Board of Health at their January 23, 1997 meeting.

Amended by action of the Branch-Hillsdale-St. Joseph Board of Health at their January 25, 2001 meeting.

Amended by action of the Branch-Hillsdale-St. Joseph Board of Health at their April 27, 2023 meeting.

ATTACHMENT: "AAA IIIC Advisory Committee Citizen Interest Form"



 Chairperson
 BHSJ CHA Board of Health

4/27/2023

 Date



 Chairperson
 AAA IIIC Advisory Committee

5/16/2023

 Date



 Laura Sutter, Director
 Branch-St. Joseph Area Agency on Aging (IIIC)

4/27/2023

 Date