

153. Senior Citizen Advisory Board - Amended By-Laws.

Motion by Councilwoman Mills, supported by Councilwoman Johnston, that the report from the Senior Citizen Advisory Board to amend the By-laws be approved, as follows:

ARTICLE I        NAME OF ORGANIZATION

The name of the organization shall be known as the Madison Heights Senior Citizen Advisory Board.

ARTICLE II       BACKGROUND & PURPOSE

The Advisory Board was originally formed with the support of the Madison Heights City Council to serve in an advisory capacity to the Senior Citizen Centers' Staff, City Administration and to City Council regarding the needs, interest, and concerns of senior citizens (55 or older) in Madison Heights. The Advisory Board shall be recognized as a non-profit organization located in the City of Madison Heights.

ARTICLE III      BOARD MEMBERSHIP

- A. The Advisory Board shall consist of not more than nine (9) voting members. These nine (9) members shall be residents of the City of Madison Heights and shall be over the age of 55.
- B. A representative of the City Council and a representative of the administration shall serve as ex-officio "non-voting" members of this Board.
- C. Any members of the Board who shall be absent from three (3) or more consecutive meetings without good cause, shall be replaced, subject to the approval of the Board followed by a letter from the Secretary.
- D. In the event of a resignation or death, the Board shall appoint the person who received the next highest votes in the last election and will complete the term of the resigned person. All letters of resignation are to be submitted to the Chairman or Secretary.

## ARTICLE IV

APPOINTMENTS, ELECTIONS, TERMS, COMPENSATION

- A. Three (3) members of the Advisory Board shall be appointed by a majority of members of the City Council. Said members of the Board shall be appointed for a 3 year term and not exceed a total of 6 years of service. City Council shall appoint one (1) member each year for a 3 year term.
- B. The remaining six (6) members of the Board shall be elected by the senior citizens, whose terms shall consist of a three (3) year term. Two (2) new members shall be elected each year and may serve no more than a total of 6 years, the person must sit out 1 year before being elected for another term.
- C. Elections for the 2 positions shall be held the first week of June for two (2) days. Nominations will take place the last ten (10) days in May. Absentee ballots may be obtained from the staff prior to the election if so desired. The ballot must be returned in a sealed envelope to a staff person.
- D. Members of this Board shall serve without compensation.

## ARTICLE V

ORGANIZATION

- A. All officers of the Advisory Board shall be elected among the majority of members to serve for a one year term. Election of officers shall take place each September.
- B. The Chairperson shall preside at all meetings and has a right to a vote.
- C. The Vice-Chairperson shall serve in this capacity in the absence or at the request of the Chairperson.
- D. The Secretary shall record the minutes & activities of all regular and special meetings and shall conduct all correspondence.
- E. The Treasurer shall be the custodian of Board funds; and shall make bank deposits as needed. A committee of three (3) shall work with the Treasurer to balance the accounts and review and assist the Treasurer as requested.
- F. All checks shall be signed by an authorized Board member.

## ARTICLE VI

MEETINGS

- A. The Madison Heights Senior Citizen Advisory Board shall meet monthly, on the third Tuesday of the month at 1 p.m., at the Senior Citizen Center, and shall be open to the public.
- B. Special meetings may be called, when needed, by a Board Officer.
- C. A quorum for conducting an official meeting must consist of at least five (5) voting members.

**ARTICLE VII      POWERS & DUTIES**

- A. The Advisory Board shall be charged with the responsibility of representing the concerns and needs of the senior citizens of the City of Madison Heights and serve in an advisory capacity to Senior Staff and the City Council.
- B. The Board shall recommend programs and priorities for service directly related to the needs of the senior citizens.
- C. The Board shall forward Minutes and Agendas of its' meetings to the City Council for review and to the City Clerk for permanent file.

**ARTICLE VIII     SCOPE OF AUTHORITY**

- A. The Madison Heights Senior Advisory Board is a non-administrative Board serving solely in an advisory capacity to the Senior Center Staff and to the City Council.

**ARTICLE IX       RULES AND REGULATIONS**

- A. The Board shall adopt a set of Rules and Regulations to ensure safety and well being while participating in activities at the Center. The Board as well as the Senior Citizen Staff shall be responsible for enforcing the rules.

**ARTICLE X        AMENDMENT OF BY LAWS.**

- A. The by-laws may be amended by a 2/3 of the voting Advisory Board members as needed and shall be reviewed by a subcommittee on an as needed basis.

**Yeas:** Mills, Pearce, Russell, Stema, Suarez, Johnston and McGillivray.

**Nays:** None.