

**COMMISSION ON AGING  
BYLAWS**

**Article I. Name**

The official name of this organization shall be the “City of Jackson Commission on Aging,” also known as the “Commission On Aging.”

**Article II. Objectives**

The mission of the Commission On Aging is to bring awareness of the seniors in the community and help develop strategies for reducing poverty, inequality, and addressing other quality of life concerns among the aging population in Jackson, TN. The Commission On Aging will work in partnership with the Mayor’s Office and City Council to implement policies and programs that will further this mission.

The duties of the Commission On Aging shall be to study, develop, recommend, implement, and evaluate plans for improving the health, wellbeing, safety, educational and economic outlook of the senior citizens of Jackson. The Commission On Aging will work closely with the City of Jackson and external social service agencies to address poverty and other quality of life concerns in the City and otherwise promote senior citizen wellbeing in the City. Nothing herein, however, shall be constructed to abridge or change the powers and duties of other commissions, departments, boards and like agencies of the City of Jackson.

**Article III. Membership**

**Section 1 Commission On Aging Members**

- A. The Commission On Aging shall consist of a minimum of 6 community members with a maximum of 12 members, to be appointed by the Mayor and approved by the City Council from a slate presented to them by the Nominating Committee.
- B. The City of Jackson Staff Coordinator shall be an Ex-Officio member and will not be included in the number of community members.

**Section 2 Responsibilities of the Board**

- A. Shall not miss more than four meetings annually, and shall not miss two or more consecutive meetings, unless due to emergency/extenuating circumstances to be reviewed and approved by the Mayor.

- B. Participate in one standing committee and attend 75 percent of scheduled committee meetings.
- C. Attend at minimum one annual event sponsored or co-hosted by the Commission On Aging.

### Section 3 Terms of Office

Members shall serve three year terms with 1/3 of the members to be replaced each year. Members can be re-elected for an indefinite number of terms. Of the original board members, 1/3 shall serve a one-year term, 1/3 shall serve a two-year term, and 1/3 shall serve a three-year term. Membership will correspond with the fiscal year July 1 to June 30.

### Section 4 Meeting and Voting

- A. The Commission On Aging shall meet monthly for a minimum of ten times a year. The regular meetings shall be held at such time, date and place as the Commission On Aging may determine.
- B. Special meetings may be called at the request of the Chair or at the request of three or more members of the Board. All special meetings shall be given at least three days' notification prior to the meeting.
- C. Business shall be transacted by a majority of members present. A quorum shall consist of those members in attendance at the meeting.
- D. All meetings shall be conducted in accordance with Roberts Rules of Order or by any procedure acceptable to the Board.

### Section 5 Absences and Vacancies

Absence of any Board member from five meetings within a fiscal year shall be construed as a resignation. Vacancies by resignation, or for other reason, in the Board may be filled by the Mayor with recommendations from the Board for the remainder of the unexpired term. Serving an unexpired term shall not disqualify a person from election to a full three-year term.

## **Article IV. Staff Coordinator**

The Staff Coordinator shall be selected and supervised by the Mayor. The Staff Coordinator serves as the liaison between the Commission On Aging and the Mayor's Office, City Council, and other City of Jackson Departments.

## **Article V. Officers**

### **Section 1 Number**

- A. The officers of the Commission On Aging will be Chairman, Vice-Chairman, and Secretary. The Commission On Aging has the option to elect a Treasurer if funding opportunities are pursued or made available by the Mayor and City Council. They shall be installed at the Annual Review Meeting which shall be in June of each year. The officers will serve for a term of one year. No officer shall serve in that capacity for more than three consecutive years. Special elections may be held outside of the Annual Review Meeting to fill vacancies or upon the creation of new executive positions.
- B. Vacancies in the office of Chairman shall be filled by a designation by the Mayor and with approval by majority vote of the Commission On Aging. Vacancies in the office of Vice Chairman and Secretary shall be filled immediately by regular election procedures. Those appointed or elected shall serve until the Annual Review Meeting.
- C. The Chairman shall preside at all meetings. The Vice-Chairman shall act in the absence, and with the same powers, of the Chairman. The Secretary shall keep the minutes of the meeting, keep up-to-date copies of those minutes and take care of all correspondence of the Commission. The Treasurer is responsible for tracking and reporting all fundraising activities and account balances, if applicable, and will work directly with the City of Jackson Accounting Department.

### **Section 2 Duties**

The duties of the officers shall be such as usually pertain to their respective offices or prescribed and assigned to them respectively by the Commission On Aging.

## **Article VI. Committees**

### **Section 1 Executive Committee**

The Executive Committee shall consist of the officers, staff coordinator, and immediate past Chairman and shall serve terms of one year. It may meet monthly between meetings of the Commission On Aging, or as needed. It shall have and exercise in the intervals between meetings of all the powers of the Commission On Aging.

## Section 2 Nominating Committee

The Commission On Aging shall appoint the Nominating Committee for a term of one year. The Committee shall entertain suggestions for officers and members of the Commission On Aging for the following terms and propose candidates for either election or appointment.

## Section 3 Standing Committee

The standing sub-committees shall be reflective of the following areas of the community: employment and business opportunities, education/skills training, quality, affordable housing, thriving neighborhoods, and health and wellness. Other topical sub-committees may be determined as needed.

A special committee for the programming of volunteer and fundraising events shall be determined by the Commission On Aging and its members as needed.

The Chairman of each special and sub-committee shall be appointed by the Chairman of the Commission On Aging.

## **Article VII Reporting**

### Section 1 Fiscal Year

The fiscal year shall begin July 1 and end June 30.

### Section 2 Financial Reports

Financial reports shall be made to the Commission On Aging as needed or requested.

## **Article VIII Funding**

All funds shall be administered in accordance with the City Ordinance to establish this organization, or any subsequent Ordinance that grants the Commission On Aging fundraising and financial administration powers.

## **Article IX Amendments**

The City of Jackson Commission On Aging may amend these bylaws by a vote of the majority of the membership present at a regular meeting as long as it is not inconsistent with the provisions of the Ordinance. The proposed amendment shall be brought before the members at the preceding regular meeting and a written notice of the proposed

amendment shall be sent to all members at least 15 days before the regular meeting at which the amendment shall be voted upon.