

Greenfield Council on Aging Bylaws DRAFT *for review/approval*

Created Feb. 27, 2024

Article 1. Name of Organization

The organization, as established by Town Meeting of the Town of Greenfield Massachusetts on March 18, 1967, is named Greenfield Council on Aging and hereinafter referred to as COA.

Article 2. Mission Statement

The Greenfield Council on Aging connects seniors from all backgrounds and their caregivers to supportive resources and meaningful social engagement. With community partnerships, we foster overall well-being and independence through education, recreation, physical activity, cultural offerings, and volunteer opportunities.

Article 3. Location

The Greenfield Senior Center is located at the John Zon Community Center, 35 Pleasant Street.

Article 4. Membership

The COA consists of a minimum of three (3) and maximum of seven (7) members including the chair. All members must reside in Greenfield. Appointments to the COA are made by the Mayor and must be approved by city council.

A. Terms of Service

The term of service is three years and may be renewed by the Mayor.

B. Attendance

Regular meeting attendance is expected. Absences should be reported to the COA Chair or Director.

C. Resignations

Resignations should be submitted in writing to the Mayor.

Article 5. Voting

Members must be present to vote. A quorum is defined as a simple majority. A quorum must be present to conduct business (vote) on any matter. Bylaws changes require a two-thirds majority.

Article 6. Officers, Elections, and Terms

Officers are: Chair, Vice Chair, Secretary, and Treasurer.

Officers may also include Assistant Secretaries and Assistant Treasurers as the COA deems advisable. Officers are elected annually in June by a simple majority vote and assume office July 1. Officers serve for one fiscal year, July 1 – June 30.

A. Chair

The Chair presides at COA meetings and is an ex officio member of all committees. The Chair will appoint committees as the need arises. Committees will serve in their role until their purpose is fulfilled. The Chair works closely with the COA Director.

B. Vice Chair

During a temporary absence or disability of the Chair, the Vice Chair serves as the Chair, with all associated powers. If the office becomes vacant the Vice Chair will serve as Chair until the end of the fiscal year. If the office of Chair becomes vacant before January 1, the COA may call for an election.

C. Secretary

The Secretary reads COA correspondence at meetings and takes meeting minutes.

D. Treasurer

The Treasurer counts petty cash monthly and reports to the COA.

Article 7. Relationship to Director

The COA members' duty is to support the COA Director in implementing the mission statement. The Director, not the COA, is responsible for the administration of the Senior Center including supervision of employees, subject to the direction of the Mayor, and in accordance with COA bylaws and the personnel policies, procedures, and practices of the City as administered by the Department of Human Resources.

Article 8. Meetings

All COA meetings are posted in accordance with Massachusetts Open Meeting Law. Regular meetings are held monthly, however the COA may choose to suspend meetings periodically. Special meetings may be called by the Chair or the Secretary in accordance with Open Meeting Law. Meetings will be conducted so as to facilitate productive discussion in a respectful, civil, and orderly manner. Robert's Rules of Order (revised) is used as a general guideline. Members of the public may speak during the time allocated on the agenda and at the discretion of the Chair.

Article 9. Amendments

These bylaws, or any section thereof, may be amended, revised or repealed by a two-thirds majority vote. Written notice of proposed changes will be presented to each member at least ten (10) calendar days prior to the vote. Changes take effect immediately upon approval.