

Council on Aging Guidelines

A. AUTHORITY

1. The Council on Aging (COA) shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The COA shall coordinate activities with the COA Director relative to the needs of the Senior community including the Senior Lunch Program and senior issues such as health services, transportation and other related services.
 - b. Any funds raised by the COA to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.
 - c. Additional ad hoc powers and duties may be requested from the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The COA shall consist of three (3) members appointed for three (3) years in staggered terms.
2. The COA shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all COA meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the COA shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the COA's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the COA and will file meeting Minutes with the Town Clerk after COA approval. The Secretary will also maintain any necessary files and records of the COA.
5. When a member voluntarily vacates his/her position in the COA, the following procedures shall be followed:
 - a. The COA will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the COA and brought before the Board of Selectmen for an interview.
 - c. Should a COA member have more than six (6) absences within a consecutive 12 month period without cause, the COA Chair shall notify the Town Clerk, who shall mail a notice to the COA member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The COA shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The COA shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All COA members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the COA shall follow Open Meeting laws.
4. The presence of two (2) members shall constitute a quorum. Endorsement of a motion requires a vote of at least two (2) members.