

Approved and Voted on by Board  
of Selectmen on June 13, 2011

Chapter 219

COUNCIL ON AGING BYLAWS

[HISTORY: Adopted by the Council on Aging of the Town of Great Barrington 7-20-1972.  
Amendments noted where applicable.]

GENERAL REFERENCES

Council on Aging established — See Ch. 10.

ARTICLE I

Name

§ 219-1. Official name.

The name of the organization shall be the "Council on Aging," hereinafter referred to as the "Council," as established by Town Meeting of the Town of Great Barrington, Massachusetts.<sup>1</sup>

ARTICLE II

Purpose

§ 219-2. Purposes enumerated.

The basic purposes of the Council are to:

- A. Identify the total needs of the elderly population of the community.
- B. Educate the community and enlist support and participation of all citizens about these needs.
- C. Design, promote or implement services to fill these needs or to coordinate existing services.

ARTICLE III

Office

§ 219-3. Principal office.

The principal office of the Council shall be located at the Claire Teague Senior Center 917 Main Street of the Town of Great Barrington, Massachusetts, to which office or to the address of the Chairman of the Council mail shall be delivered.

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1. Editor's Note: See Ch. 10, Council on Aging.

**§ 219-4. Additional offices.**

The Council may also maintain offices at such other places as a majority of its members may from time to time determine.

**ARTICLE IV  
Members**

**§ 219-5. Number.**

The number of members of the Council shall be 15 of which up to three (3) may be non-residents of the Town of Great Barrington inclusive of the Chairman of the Council.

**§ 219-6. Nomination; appointment.**

Members shall be nominated by a majority vote of the existing members of the Council at the annual meeting, and no member so nominated for Council membership is to serve on the Council until appointed by the Town Manager<sup>2</sup> of the Town of Great Barrington.

**§ 219-7. Terms.**

The terms of membership for members of the Council shall be for one, two or three years, and nominations of prospective members shall provide for the expiration of the term of members of approximately 1/3 of the total membership each year in order to ensure continuity.

**§ 219-8. Continued absence; filling of vacancies. [Added 9-18-1975]**

A member who is absent from meetings of the Council for two (2) consecutive months shall receive a letter inquiring about his/her absence. After three (3) unexcused absences, he/she shall be deemed to have resigned his/her membership on the Council and the vacancy thereby created shall be filled in the manner outlined in 219-6 for the annual nomination of members. This clause, however, shall not be applicable in the case of a member who has applied to the Council and has been granted a leave of absence for a definite period.

**ARTICLE V  
Voting Rights**

**§ 219-9. Rights stated.**

All voting rights shall be vested in the members, and each individual member shall be entitled to one vote with respect to any question or matter which may come before a meeting of the members of the Council.

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<sup>2</sup>. Editor's Note: The members of the Council on Aging were originally adopted by the Board of Selectmen. With the adoption of the Charter (Ch. 184, Acts of 1992) the power to appoint members of the Council was given to the Town Manager. See Section 6C, Subsection 3, of the Charter.

## **Meetings**

### **§ 219-10. Regular meetings.**

Regular meetings of the members of the Council shall be held once a month on a regularly scheduled date as determined by a majority vote of the members.

### **§ 219-11. Special meetings.**

Special meetings of the members of the Council may be called at any time by the Chairman and shall be called by the Chairman or Secretary at the written request of a majority of the members.

### **§ 219-12. Annual meeting.**

The annual meeting of the members of the Council shall be held during the month of June for the purpose of nominating members and electing officers and for the transaction of such other business as may properly come before the meeting. Notwithstanding the general intent to nominate members at the annual meeting, members may be nominated at any regular or special meeting if necessary to fill vacancies created by resignation, death or other cause.

### **§ 219-13. Notice of annual meeting.**

Notice of the annual meeting of members, stating the purpose for which the meeting is called and the time and place where it is to be held, shall be sent by mail not less than 10 days before the meeting to each member entitled to vote at such meeting.

### **§ 219-14. Quorum.**

At all meetings of the members of the Council, the presence of 51% of the appointed members shall be necessary and sufficient to constitute a quorum for the transaction of any business.

### **§ 219-15. Voting.**

- A. Except as may otherwise be provided in this chapter, the vote of at least a majority of the members present at a meeting with respect to a question or matter brought before such meeting shall be necessary and sufficient to decide such question or matter.
- B. Each member entitled to vote shall vote only in person.

### **§ 219-16. Rules of order.**

Meetings shall be conducted in accordance with Robert's Rules of Order.

## **ARTICLE VII Officers**

**§ 219-17. Number; qualification; filling of vacancies.**

- A. The officers of the Council shall consist of a Chairman, a Vice Chairman, a Secretary and a Treasurer and may also include such number of Assistant Secretaries and Assistant Treasurers as the Council may from time to time deem advisable.
- B. Officers of the Council shall be elected at the annual meeting of the Council by majority vote of the members present and shall take office upon election, except that any previous nonmember of the Council who is nominated for membership on the Council and elected as an officer at the same meeting shall not take office until he has been appointed to the Council by the Town Manager.
- C. Election of officers to fill vacancies created by death, resignation or other cause may take place at any regular or special meeting and shall be for the period of the unexpired term of the previous incumbent, except that the office of Chairman, if vacated, shall be filled by the Vice Chairman for the unexpired portion of the Chairman's normal term of office.

**§ 219-18. Chairman.**

The Chairman shall be the chief executive officer of the Council and, subject to the direction of the members of the Council, shall have general charge of the business, affairs and property of the Council in its general operations. The Chairman shall preside at all meetings of the members, shall appoint all committees and shall be an ex officio member of all committees.

**§ 219-19. Vice Chairman.**

During the absence or disability of the Chairman, the Vice Chairman shall exercise all the functions of the Chairman and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. If the office of the Chairman should become vacant, the Vice Chairman shall assume such office for the unexpired term.

**§ 219-20. Secretary.**

The Secretary shall:

- A. Record all the proceedings of the meetings of members.
- B. Cause all notices to be duly given in accordance with the provisions of the bylaws and as may be required by statute.
- C. In general, perform all duties, including correspondence, incident to the office of Secretary.

**§ 219-21. Treasurer.**

The Treasurer shall:

- A. Be responsible for the funds, securities, receipts and disbursements of the Council

with all cash turned over to the Town Treasurer with monthly reconciliation done by to the Town pursuant to all applicable State laws.

- B. Keep or cause to be kept all the books of account of all the business and transactions of the Council in accordance with Town purchasing procedures and app applicable State laws.
- C. Render to the Chairman and to the members when assembled in meeting, whenever requested, a statement of financial condition of the Council and of all of his transactions as Treasurer, and render a full financial report.

ARTICLE VIII  
**Checks and Bonds**

**§ 219-22. Authority to sign; bonding.**

The Council may determine the expense of such bonding to be paid by the Council.

ARTICLE IX  
**Amendments**

**§ 219-23. Power to amend; procedure.**

The Council shall have the power to amend the bylaws in the following manner: The proposed amendment or alteration of the bylaws shall be approved by the affirmative vote of 2/3 of the members of the Council, and such proposed amendment or alteration shall be considered at a special meeting of the Council called for such purpose upon not less than 14 days' prior notice, or at a regular meeting not less than 14 days prior to which notice of the proposed action shall have been given in either case notice to be accompanied by full text and purpose of the proposed amendment or alteration.

ARTICLE X  
**Effective Date**

**§ 219-24. When effective.**

The effective date of this chapter shall be the date of that meeting at which the chapter shall have been approved as hereinbefore set out by an affirmative vote of not less than 2/3 of the members of the Council. The date on which this approval is voted is the 30<sup>th</sup> day of June 2010.