

**OLDER AMERICAN ADVISORY BOARD  
BY-LAWS**

The title of this organization shall be the “Monroe County Older American Advisory Board.”

**Article 1  
Membership**

The membership of this Board shall consist of twenty (20) members and one (1) ex-officio member, who shall be residents of Monroe County. They shall be allocated as follows:

1. Four (4) citizens from the Upper Keys
2. Four (4) citizens from the Middle Keys
3. Four (4) citizens from Lower Keys
4. Four (4) citizens from Key West
5. The four (4) Presidents of the A.A.R.P. Chapters or designate.
6. The ex-officio member is a County Commissioner designated by the Board of County Commissioners of Monroe County.

All members must be 55 years of age or over, except the Commissioner ex-officio.

**Article 2  
Terms of Membership**

1. The members, provided for in Article 1, paragraphs 1, 2, 3, and 4 are nominated by the AARP Chapter Presidents, then appointed by the County Commission in January and shall serve a term of one year. At the expiration of this appointment the member may be nominated and reappointed for a second term in same manner.
2. The AARP Chapter Presidents are elected annually in December and appointed by the BOCC to begin service in January. A designate may be chosen by the AARP Chapter.
3. If a member misses three (3) consecutive meetings, including regular and special meetings, this Board may suggest to the Commissioners that the member be removed from office and replaced. An appointed successor shall complete the term of the replaced member.

**Article 3  
Responsibilities**

1. To investigate, review and recommend to the Board of Commissioners of Monroe County such services or programs which would benefit the Older American Citizens of Monroe County.
2. To provide such assistance to the Commissioners as requested by the Board from time to time.

## **Article 4** **Meetings**

1. This Board shall have its regular monthly meetings on the first Thursday of each month in Marathon at 10 a.m., unless the Chairperson deems a meeting for that particular month to be unnecessary.
2. There shall be at least eight (8) meetings held per year.
3. The Chairperson may at his or her discretion call a special meeting of this Board with at least three (3) days notice to each member by telephone.
4. A majority of the voting members as defined in Article 1 shall constitute a quorum for the transaction of business at any meeting of the Board.
5. Each member shall have one (1) vote and all votes shall be in person, not by proxy. The ex-officio shall not be entitled to vote.
6. All meetings shall be conducted in accordance with Robert's Rules of Order.
7. The first meeting of January is considered to be the Annual Meeting.

## **Article 5** **Officers**

1. **Officers:**  
The officers shall consist of Chairperson, Vice Chair and Secretary. Each officer shall be elected.
2. **Duties:**
  - a. Chairperson:
    - (1) Preside at all meetings: executive, etc.
    - (2) Vote in event of a tie.
    - (3) Appoint all committee members.
    - (4) Perform all other duties usually pertaining to the office of Chairperson.
  - b. Vice Chair:
    - (1) Act in capacity for Chairperson when Chairperson is absent or unable to carry out duties of the office.
    - (2) Serve as Program Chairperson.
    - (3) Assist Chairperson in any way possible; also serve as liaison between Chairperson, members of other agencies.
    - (4) Will automatically assume the position of Chairperson in the event of his or her inability to continue to perform assigned Chair duties.
  - c. Secretary:
    - (1) Record the minutes of all Board meetings and other duties as designated by the Chairperson.
    - (2) Maintain all official records.

**Article 6**  
**Committees**

1. **Executive Committee:**
  - a. The committee, consisting of current officers, and immediate Past Chairperson, shall have full authority to act for the Older American Advisory Board, except during an actual convened meeting.
  - b. A majority of the committee constitutes a quorum.
  - c. The committee shall make all necessary arrangements for meetings.
  - d. The committee shall nominate a member to fill an Officer's vacancy. The Board will be asked to elect this Officer.
  
2. **Nominating Committee:**
  - a. Shall be composed of three (3) members appointed by the Chairperson.
  - b. The committee shall nominate a Chairperson, Vice Chairperson and Secretary. The Chairperson will be nominated to a term beginning at the Annual meeting in odd years. The Vice Chairperson and Secretary will be nominated to serve terms beginning at the Annual meeting in the even years. Each officer will serve a minimum of 2 years.
  - c. Election shall be by voice vote by majority of members present.

**Article 7**  
**Election**

1. The election and installation of officers shall be at the Annual Meeting. All elected officers can succeed the office if there are no other nominations. The office can be held for successive terms.
  - (a) In addition to the Nominating Committee's Slate of Officers, any member may nominate from the floor.

**Article 8**  
**Vacancies**

1. In case of any vacancy on this Board, the members of the Board shall advise the Monroe County Board of County Commissioners and suggest names to the Commissioners for their appointments to the Monroe County Older American Advisory Board.
2. Persons filling vacancies shall serve the unexpired term of the member they are replacing.

(End)