

**GUIDELINES**  
**COUNCIL ON AGING**  
**TOWN OF HANOVER, MASSACHUSETTS**

**ARTICLE I-PURPOSE**

The basic purposes of the COA are:

- A. To identify the needs of the elderly population of the community.
- B. To educate the community about the identified needs of the elderly. To design, advocate, and/or implement services to fill these needs, or to coordinate existing services offered elsewhere in the community.
- C. To support the Director in his/her efforts to serve the elderly and promote community awareness of their needs.
- D. To cooperate with the Massachusetts Executive Office of Elder Affairs, and Old Colony Elderly Services, and other area agency or agencies, and to be cognizant of State and Federal legislation and programs regarding elders.

**ARTICLE II-OFFICES**

The principal office of the COA shall be located at the Hanover Senior Center, 665 Center Street, Hanover, Massachusetts 02339. All mail shall be delivered to this address unless another shall be designated for use for the Senior Citizens of Hanover.

**ARTICLE III-MEMBERSHIP**

**TOWN OF HANOVER BY-LAW #4-10**

**Establishing Council on Aging**

Section 1

There is established in the Town of Hanover, pursuant to General Laws, Chapter 40, Section 8B a Council on Aging to consist of not more than seven (7) members. The members shall be appointed annually in the month of June by the Selectmen, and shall serve from the first day of July until the thirtieth day of June following, and for such further time as may be required until their successors are chosen. The council shall have all the powers and duties granted by law and particularly the power to coordinate or carry out programs designed to meet the needs of the aging.

Accepted May 1982, approved by the Attorney General 11 August 1982.

Proposed addition:

Section 2

In the event that a member wishes to resign from the Council, he/she shall notify the Council chairperson in writing, stating the effective date of the resignation. The Chairperson shall notify the Town Manager and Selectmen of said resignation and Selectmen shall, following consultation with the remaining Council members appoint a new Council member.

Other Council vacancies shall be filled by Selectmen following consultation with the remaining Council members.

**ARTICLE IV-VOTING RIGHTS OF MEMBERS**

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 that may come before a meeting of the members of the COA, except matters involving conflict of interest or the appearance of conflict of interest.

**ARTICLE V-MEETINGS OF MEMBERS**

Section 1: Regular Meetings

Regular meetings of the members of the COA shall be held once a month on the first Wednesday of the month with the following exceptions:

A: When a Wednesday falls on a legal holiday the meeting scheduled for that day shall be held as immediately thereafter as possible.

B: When Town Meeting, the appearance of an invited municipal official or other guest of the Board conflicts with scheduling a meeting.

C. Notice of meetings will be delivered to the members at the time of posting, or as soon thereafter.

Section 2: Conduct of Meetings

All meetings shall be conducted in accordance with Robert's Rules of Order, and in accordance with Chapter 39, Section 23B of the Massachusetts General Laws known as the Open Meeting Law.

Section 3: Quorum

At any meeting of the members of the COA, the presence of a majority of the members shall be necessary and sufficient to constitute a quorum for the transaction of any business.

#### Section 4: Special Meetings

A Special Meeting of the members of the COA may be called at any time by the Chairperson. Notice must be posted filed on the town website at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L.c.30A §20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such a meeting.

#### Section 5: Annual Meetings

The Annual Meeting of the members of the COA shall be held on the first regular meeting in July for the purpose of electing officers and presenting reports.

#### Section 6: Annual Meeting Notice

Notice of the Annual Meeting must be posted on the town website at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L.c.30A §20.

#### Section 8: Attendance

Regular attendance is expected of all members. In the event of absence of any member for three (3) consecutive meetings, except for health or extenuating circumstances as duly reported to the Chairperson IN ADVANCE of COA meetings, the Chairperson will call or meet with the member to see why they have been unable to attend meetings. The Chairperson will report to the COA and the COA may request the resignation of that member. If no resignation is forthcoming, the COA may ask the Selectmen not to reappoint said member.

### **ARTICLE VI-OFFICERS**

#### Section I: Number/Qualifications/Election/Term of Office

- A. The officers of the COA shall consist of a Chairperson, Vice-Chairperson and Secretary.
- B. Officers of the COA shall be elected at the Annual Meeting of the COA by a majority vote of the members present and shall take office upon election.
- C. Election of officers to fill vacancies may take place at any regular or special meeting and shall be for the unexpired term of the previous incumbent.
- D. Election of offices to fill vacancies created by death, resignation or other cause may take place at any regular or special meeting and shall be for the unexpired term of the previous incumbent; however, the office of the Chair, if vacated, shall be filled by the Vice Chair until the next annual meeting of the COA. The position of Vice Chair should, where possible, then be filled by election no later than the next scheduled meeting of the COA.

## Section 2: Chairperson

The Chairperson shall prepare an agenda, preside at meetings of the members, nominate all committees, and subject to the approval of the COA.

## Section 3: Vice Chairperson

During the absence or disability of the Chairperson, the Vice-Chairperson shall exercise all the functions of the Chairperson and, when so acting, shall have all the powers and be subject to all the restrictions of the Chairperson.

## Section 4: Secretary

The Secretary shall be responsible for:

- A. Taking the minutes at regular, annual and special COA meetings.
- B. Posting agendas for regular, special and annual meetings of the COA.
- C. Posting minutes for regular, special and annual meeting of the COA.
- D. Performing all duties relevant to the office of Secretary.

## **ARTICLE VII-AMENDMENTS**

Amendments or alterations of these rules and regulations may be considered at either a Special Meeting of the COA called for such purpose or at a regular meeting. In either case, notification of the meeting and its purpose must be given at least 48 hours prior to the meeting.

Accompanying this notification shall be a summary of the proposed action, the full text of the proposed Amendment or alteration, and a statement of the proposed Amendment or alteration. The proposed Amendment or alteration of the rules and regulations must be approved by a majority of the members of the COA.

## **ARTICLE VIII-STAFF -**

- A. The COA duties do not include the supervision of the staff. The Director shall notify the town's Human Resources Director of any staff vacancies.
- B. No Single COA member shall make requests of the staff or assign duties.
- C. The Director will attend all COA meetings in a non-voting capacity and will serve as an Advocate of the seniors of Hanover.
- D. The COA may recommend candidates for the position of Director to the COA of Selectman; the Director shall recommend and recruit all subordinate positions.

## **REPRESENTATION**

Members shall not make written or oral representations for the Council without Council vote.

In an emergency the Chair can represent the Council, but must inform the Council as soon as possible.

The Director, in pursuance with job requirements, may make representation of the COA.

The effective date of the guidelines shall be the date of that meeting at which the guidelines shall have been approved by an affirmative vote of not less than 2/3 of the members present. The date of which this approval is voted is December 11, 2017.

## **BYLAW #4-10 MAY BE AMENDED ONLY BY TOWN MEETING**