

REGION P AGING ADVISORY COUNCIL

Eastern Carolina Council Area Agency on Aging
BY-LAWS

PREAMBLE

The Regional Aging Advisory Council for Eastern Carolina Council Area Agency on Aging (ECCAAA) hereby sets forth the following bylaws and rules to govern its operation.

ARTICLE I – THE AGING ADVISORY COMMITTEE

Section 1 – Name: The name of this organization, mandated by the Older Americans Act and established by the Eastern Carolina Council Area Agency on Aging, will be the Regional Aging Advisory Council, hereinafter known as the "RAAC."

Section 2 – Area: The geographical area served by the RAAC shall coincide with the boundaries of State Planning Region P, consisting of the nine counties of Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne.

Section 3 – Fiscal Year: The fiscal year of the RAAC shall be from July 1 thru June 30.

ARTICLE II – PURPOSE AND RESPONSIBILITY

Section 1 – Purpose: The purpose of the RAAC is to act in an advisory capacity to the ECCAAA on all matters relating to the development of plans, programs, and services for persons 60 years of age and older in Region P, and otherwise assure compliance with the Older Americans Act of 1965, as amended. RAAC shall also serve as advocates for individuals 60 years and over, caregivers, and persons with disabilities throughout the service area.

Section 2 – Responsibilities: The Committee will advise ECCAAA to:

- (a) Review and administer the area plan.
- (b) Represent the interest of older adults, caregivers, and individuals with disabilities. Serve as a liaison with service populations, participating agencies, planning committees, public officials, and the general population to enhance and promote public awareness of the services available to older adults, caregivers, and individuals with disabilities.
- (c) Advocate on a local, regional, and statewide level on behalf of older adults, caregivers, and individuals with disabilities.
- (d) Appoint a Senior Tar Heel Delegate and Alternate for each of the nine counties in Region P. An individual 60 years and over living in the county is eligible to complete the application form for the position of delegate or alternate. Each county must submit its nominee(s) to the Area Agency on Aging Director, who will present the nominee(s) to the Region P RAAC for approval.

ARTICLE III – MEMBERSHIP

Section 1 – Number of Members and Procedure for Appointment: The RAAC will number no more than 27 individuals. Membership will include three members from each county served by ECCAAA. Each member will be appointed by the Board of Commissioners of his or her county. Members shall serve a three-year term and may be reappointed.

Section 2 – Composition: The Committee will be composed of at least 50 percent older adults (60 +) and may include:

- (1) Older persons with the greatest economic or social need who are participants or who are eligible to participate in programs under Title III
- (2) Representatives of older persons
- (3) Representatives of Veteran's Affairs
- (4) Representatives of minority populations
- (5) Residents of rural communities
- (6) Family caregivers of older adults or older relative caregivers
- (7) County service providers
- (8) Representatives of the business community
- (9) Local elected officials

Section 3 – Terms of Service:

- (1) Members shall serve three-year terms ending June 30th of the 3rd appointment year.
- (2) Appointments will be reviewed at least annually by ECCAAA. ECCAAA will notify county governments of any vacancies.
- (3) RAAC members wishing to resign should give written notice to the RAAC Chairperson and the ECCAAA Director. Each county shall be responsible for advising RAAC of any changes in membership on the RAAC.

ARTICLE IV – OFFICERS

Section 1 – Officers: The officers of the RAAC will consist of a Chairperson and Vice-Chairperson.

Section 2 – Election and Term of Office: The officers of the RAAC shall be elected by majority vote at the annual meeting held in July and shall be elected for a term of two years to expire at the annual meeting. Any officer may be re-elected to serve any number of terms so long as he/she remains a member of the RAAC.

Section 3 – Chairperson: The Chairperson will preside at all regular and special meetings of the RAAC and, in general, act as spokesperson for the RAAC.

Section 4 – Vice-Chairperson: The Vice-Chairperson will serve as Chairperson in the absence of the Chairperson. If the Chairperson becomes unable to fulfill the duties of the office, then the Vice-Chairperson will assume the chair, and a successor to the Vice-

Chairperson will be elected by the RAAC. If the Vice-Chairperson is unable to fulfill the duties of the Vice-Chairperson's office, then a replacement will be elected by the RAAC.

Section 5 – Staff: The ECCAAA staff will serve the RAAC to provide program updates to include but are not limited to events, projects, and program-specific information. ECCAAA staff will keep the minutes and records of the RAAC; prepare the agenda of regular and special meetings; provide notice of meetings; attend to the correspondence of the RAAC; and other similar duties as needed.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings: The Committee shall meet at least four times per year (July, October, January, and April.) The July meeting shall be deemed the annual meeting. All regular RAAC meetings shall be open to the public.

Section 2 – Special Meetings: Special meetings may be called as needed by the Chairperson or ECCAAA Director or designated staff provided that reasonable advance notice of at least five days before the meeting is given to each member.

Section 3 – Notices: ALL quarterly RAAC meetings are established annually which are included on the agendas each quarter. ECCAAA will provide notice of all regular meetings of the RAAC at least five days before the meeting. All meeting dates, agendas, and minutes will be posted on the ECC website www.eccog.org.

Section 4 – Quorum: Fifty-one percent of the voting members of RAAC attending any regular or special meeting shall constitute a quorum. A quorum must be present before any vote can be taken, and all votes shall require a majority vote. No absentee ballots shall be distributed, but absent members may submit a vote by mail or electronic means for the record. These votes shall be made a matter of record in the approval of the minutes at the next meeting. All motions shall be brought before RAAC by a formal motion and second. Each duly appointed member shall be afforded one vote.

Section 5 – Attendance: In the event that any member of the RAAC should be absent without excuse from three consecutive RAAC meetings, ECCAAA will issue a letter to the individual's respective county recommending the removal of the member and request a replacement nominee in accordance with Article III of these bylaws. Members will be excused when they contact the Chairperson or the ECCAAA Director prior to a meeting.

ARTICLE VI – RECORDS

ECCAAA shall keep a record of RAAC meeting agendas, meetings, and RAAC member rosters.

ARTICLE VII – ADOPTION AND AMENDMENT

Section 1 – Adoption: These bylaws may be adopted by a two-thirds (2/3) majority vote of the RAAC memberships (Positions filled at the time of the proposed adoption/change(s)).

Section 2 – Amendment: At any regularly scheduled meeting, the RAAC may vote to amend the bylaws of the RAAC provided proper notice is given outlining the proposed change(s). Proposed change(s) to amend the bylaws will be referred to the RAAC for consideration with at least ten days' notice. When two-thirds (2/3) of the RAAC membership (Positions filled at the time of the proposed adoption/change(s)) vote favoring the amendment(s) during any regularly scheduled meeting of the RAAC at which a quorum is present, the recommended amendment(s) will be approved.

Adopted this 11 day of April 2022



RAAC Chairperson



Eastern Carolina Council Area Agency on Aging Director



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