

Louisa County

Louisa County Commission on Aging

By Laws

Revised August 2018

Mission Statement: *The Commission on Aging assesses the needs of senior citizens in Louisa County and advocates for their improved quality of life.*

Article I – Purpose and Duties

Section 1.01 – Purpose

The Commission on Aging assesses the needs of senior citizens in Louisa County and advocates for their improved quality of life. The Commission acts as a conduit between seniors and the Louisa County Board of Supervisors regarding senior issues. The COA conducts and assists other senior organizations with activities and events for the senior citizens of Louisa County.

Section 1.02 Duties

1. Conduct public meetings during which the needs and requests of senior citizens of Louisa County may be heard.
2. Create a yearly report to be submitted to the Louisa County Board of Supervisors that contains a summary of activities, programs and services provided to seniors.
3. Prepare an annual financial report containing revenues, expenditures, and a budget request for the next fiscal year.

Article II – Membership

Section 2.01 – Members of the COA

The COA shall consist of one representative from each Louisa County voting district. They may be nominated by the COA or the Board of Supervisors and approved by both. Members serve a four-year term and may be reappointed.

The Betty Queen Center Facilities Manager will be a permanent voting member of the COA.

A member of the Louisa County Board of Supervisors shall be a voting member as appointed by the Chairman of that Board for a term of one year and may be reappointed.

One representative from an active seniors' organization may be voting members of the COA for two years and may be reappointed.

A representative of the Jefferson Area Board for Aging (JABA) will be a voting member.

Section 2.02 – Associate Members

Any agency, individual or group member may request to become an Associate Member of the COA. The COA will vote to accept said agency, group or individual as an Associate Member. No Associate Member will have voting privileges nor can they be considered in a quorum count

Section 2.03 – Absenteeism

Voting members are expected to attend monthly and committee meetings. Members should notify the Secretary of planned or unplanned absences.

If a member misses three consecutive meetings without notification, the Secretary will contact the member to ascertain if the member wishes to continue membership on the COA. If a negative response, or no response, is received, the Secretary shall report to the COA and recommend the action to be taken. If removal of the COA member is recommended, the member, the Board of Supervisors and the sponsoring group (if applicable) will be advised in writing of the COA's decision to remove the member. The Board of Supervisors, or the sponsoring group, shall take the appropriate steps to fill the vacancy.

Article III – Meetings and Quorums.

Section 3.01 – Meetings

The COA shall meet once per month on the first Wednesday of each month, or as determined by a quorum of present voting members. Special meetings may be called by the Chairperson or by five voting members of the COA. A reasonable effort will be made to notify all voting COA members of the special meeting.

Section 3.02 – Quorums

At any meeting, one-third of present voting members shall constitute a quorum.

Section 3.03 – Voting

Approval of votes will require a simple majority of the present voting members.

Article IV – Officers and Duties

Section 4:01 – Officers

The officers of the COA shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. Only voting members of the COA may seek and hold offices. A nominating committee will present a slate of candidates for offices in December. Elections for officers will be held in January of the following year.

Any member of the COA may nominate members for all offices; however, only voting members shall cast a vote on the nominees by ballot or a show of hands. A majority of attending voting members are required for election to office.

Section 4.02 – Position and Duties

The Chairperson shall be the chief executive officer and shall chair COA meetings. The Chairperson shall call meetings as required by the by laws or as requested by five or more voting members of the COA. The Chairperson shall appoint committees and serve as an ex-officio member of each committee with the exception of the Nominating Committee. The term of office shall be two years with no more than two consecutive terms served.

The Vice-Chairperson shall assist the Chairperson with the Chairperson's duties and chair all meetings in the absence of the Chairperson. The term of office shall be two years. The Vice-Chairperson may serve no more than two consecutive terms.

The Treasurer shall account for the funds of the COA and shall prepare financial reports as required by the COA. The Treasurer will disburse funds by check. COA checks will be signed by the Treasurer and one other officer. The Treasurer will prepare the annual fiscal report to the Board of Supervisors. The Treasurer term of office shall be two years and the Treasurer may be reappointed. The Treasurer will also assist with preparing the annual budget and will track revenues and expenses.

The Secretary shall keep the minutes and written records of the COA and respond to correspondence as directed by the Board. The Secretary serves a term of two years and may be reappointed.

Article V – Requests for and dispersal of funds

Section 5.01 Procedure for requesting funds from the COA.

The Chair and Treasurer of the COA may approve expenditures under \$250. Any expenditures over \$250 will be presented to the COA for approval.

Section 5.02 – Dispersal of Funds

Any expenditure under \$250 will require only verbal approval by the Chairman and Treasurer. Expenditures exceeding \$250 will be approved by the COA. All expended funds will be documented by receipts and reported in the monthly financial report. All expenditures will be included in the annual fiscal report to the Louisa County Board of Supervisors.

Article VI - Fiscal Planning

Section 6.01 Annual Budget

The proposed annual budget, approved by the COA, will be submitted to the Board of Supervisors by the Chairperson and Treasurer at a date set by the Board of Supervisors. A majority of those attending voting members is required to approve the proposed budget. The budget will include the month/year, type of expense and estimated amount. Any estimated revenues should be included in the annual budget.

Article VII – Committees

Section 7.01 Structure of Committees

Committees may be recommended by any member of the COA. Upon approval by the COA, the Chairperson will ask members to volunteer as committee members and to elect a committee chairperson. The chairperson will be responsible for calling the first committee meeting whether it be a phone or face-to-face meeting.

Section 7.02 Committee operations

The committee chairperson shall call all meetings of the committee. The chair will report on the activities at the monthly COA meeting until the committee gives its final report and is dissolved.

Article VIII – Amendments and By Laws revision

Section 8.01 – Amendments

Amendments may be made to the COA by laws by an affirmative vote of two thirds of the voting COA members. Proxy votes will be allowed. The Board of Supervisors must approve final amendments.

Section 8.02 Revision

Upon a decision to revise the by-laws, a committee will be formed. The committee will present the revisions to the COA for a vote. A vote by 2/3 of voting members will approve. Proxy votes will be allowed. The Board of Supervisors must approve final revisions.



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Louisa County Commission on Aging

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