

Upper Coastal Plain Area Agency on Aging Regional Aging Advisory Committee (RAAC)

BYLAWS

Article I

Name

The name of this organization, mandated by the Older Americans Act and amended and restated December 9, 2016 by the Upper Coastal Plain Council of Governments Area Agency on Aging, will be the Upper Coastal Plain Regional Aging Advisory Committee, hereinafter known as the "Committee". The term "Council" will be used to indicate the Upper Coastal Plain Council of Governments.

Article II

Purpose

1. The Committee shall advise the Area Agency on Aging on all matters relating to the development and administration of the Area Plan and operations conducted as specified by the Older Americans Act. The Area Agency on Aging staff shall present the Area Plan on an annual basis during the May meeting (the Area Plan is due to DAAS in mid-October) for review and approval. In the event of any concerns or edits, the Area Plan amended) will be brought before the RAAC at the September meeting for final approval. The Committee shall review the Area Plan on an annual basis.
2. The Committee shall serve as an advocate for age sixty (60) and over and the family caregiver populations in the counties of the Upper Coastal Plain Council of Governments: Edgecombe, Halifax, Nash, Northampton, and Wilson. The

Committee shall coordinate with other advocacy groups and the county aging planning committees.

3. The committee shall actively promote all programs of benefit to the senior adult population and family caregivers residing in the Upper Coastal Plain Council of Government's five county region.

Article III

Responsibilities of the Advisory Committee

It shall be the responsibility of the Committee to:

1. Advise the Area agency on Aging staff on the interests of senior adults and informal/unpaid family caregivers by keeping informed of issues impacting the senior adult population and family caregivers;
2. Review and comment on all county policies, programs and actions which affect senior adults and family caregivers with the intent of assuring maximum coordination and responsiveness to senior adults and family caregivers;
3. Serve as advocates for senior adults and family caregivers;
4. Work with the individual counties in the Region to plan a system of services for senior adults and to allocate funds to service providers accordingly as defined by the Home and Community Block Grant;
5. Serve as liaisons between their counties and the Committee, providing information to their counties on aging, family caregiving, and programming
6. Promote citizen involvement and advocacy concerning aging issues and family caregiver concerns before the NC General Assembly;

7. Act as advocates in local communities and in the region to influence the use of resources for programs and services which affect senior adults and family caregivers with the intent of assuring maximum coordination and responsiveness;
8. Assist the Area Agency on Aging and local service providers in assessing the needs of senior adults and family caregivers in the region to determine the priority needs;
9. Stimulate, inform, educate and assist local organizations, the community at large, and older adults about aging, as well as the role they can play in improving conditions for aging individuals;
10. Participate in Area Agency on Aging training programs and conferences; (e.g. Home and Community Block Grant provider training, Community Advisory Council training, Family Caregiver Support Program Conference, Elder Rights Conference, etc.) as their position requires.

Article IV

Membership

Persons to be included on the Regional Aging Advisory Committee:

- Persons age 60 and older
- Non-white persons
- Persons representing Veterans Affairs/Administration
- Older persons residing in rural areas
- Elected officials
- Caregivers

1. The membership of the Committee shall consist of twenty (20) members, four (4) members from each county. Each county's Senior Tar Heel Legislature delegate and the Home & Community Care Block Grant Lead Agency Director will serve as a member. The Lead

Agency Directors will abstain from voting on matters concerning the funding of programs within their respective county. Aging Service Providers and other interested individuals are encouraged to attend Regional Aging Advisory Committee meetings but are not able to vote.

2. The other two board members of the Committee (at large) from each county will be appointed by each respective Board of County Commissioners.

3. For RAAC Representation: Prior to the May meeting, the County Lead Agency shall review the attendance of the two at-large members and current vacancies to make recommendations to their respective Board of County Commissioners for nomination to the RAAC.

4. For STHL Representation: Prior to the September meeting, the County Lead Agency will review the attendance and current vacancies of the STHL delegate and alternate positions. Prior to the September meeting, written nominations will be accepted by the Area agency on Aging, with final approval and appointment by the RAAC at the September meeting. RAAC membership will begin at the March meeting.

5. At least 51% of the membership, from each county, shall be age sixty (60) or older; including participants in HCCBG-funded programs, representatives of senior adult organizations/clubs, local planning committee members, Senior Tar Heel Legislature delegates, Nursing Home/Adult Care Home Committee Advisory Committee members, County Veteran Service Officers, Nursing Home/Adult Care Home Advisory Committee members, local elected officials as well as the general public.

6. The Committee members must be knowledgeable and experienced in the special needs of the age sixty + (60+) population. It is strongly recommended that at least one member from each county serve on the county aging planning committee.

7. Whenever feasible, Senior adults with greatest economic or social needs must be included in the membership from each county.

8. Committee members may serve as long as they are committed to aging issues and factors such as health, other obligations, and family support provide for attendance at meetings. A member can be terminated from the committee if he/she fails to attend two (2) consecutive meetings or fails to attend half of the meetings in any twelve (12) month period.

Article V

Officers

The officers of the Committee will consist of a Chairperson and Vice-Chairperson. The Aging Program staff of the Council will serve the Committee. The Aging Program staff will keep the minutes and records of the Committee, prepare the agenda of regular and special meetings, provide notice of meetings, attend to correspondence of the Committee, and other similar duties as required.

1. The Officers of the Committee will be elected in May and begin their service in July. A nominating committee of one member from each county will contact the nominated individuals to ensure their willingness to serve and then submit a slate of candidates for each office. The nominee receiving a majority vote of the members present, assuming there is a quorum, will be declared elected. All officers will be elected for a two-year term.
2. The Chairperson and Vice-Chairperson may serve as long as they are duly elected and are willing and able to serve. There shall be no limitation on the number of consecutive terms they may serve.
3. The Chairperson shall preside at all meetings of the Committee and shall appoint such standing and ad hoc committees as

he/she considers necessary in carrying out the purposes and responsibilities of the Committee.

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

Article VI

Meetings

1. Committee members shall be notified of meetings, in writing, at least five (5) days prior to such meetings. All meetings are open to the public.
2. Meetings will be convened at least quarterly and as needed. Meetings will be held on the last Tuesday of March, May, September and December. Meeting in December will be announced at a later date.
3. Unless otherwise stated, all Committee meetings will begin at 10:00 am at EastPointe, 500 Medical Arts Drive, in Rocky Mount.
4. A quorum will be constituted when a majority of all eligible and active voting members are present.
5. The latest edition of Robert's Rules of Order – Revised shall provide the established procedures for conducting all Committee meetings.
6. With all voting matters, the majority will rule.

Article VII

Adoption and Amendments

1. These bylaws may be adopted by a majority vote of the Committee.
2. These bylaws may be amended or repealed by a majority vote of the Committee.

Reviewed and approved as amended at the December 9, 2016 RAAC Meeting.

Committee Chairperson

Area Agency on Aging Program Director

Attested

Last revised: March 2, 2005
 September 15, 2009
 May 21, 2013
 March 11, 2014
 December 9, 2016