

**Atlanta Regional Commission  
Bylaws  
Atlanta Regional Commission Advisory Committee on Aging**

Article I.

NAME

The name of this organization shall be the Atlanta Regional Commission (ARC) Advisory Committee on Aging, hereinafter referred to as ACA. In January 2021, ARC created the ACA by combining into one new Committee the former ARC Aging and Independence Board Committee and the former ARC Advisory Committee on Aging.

Article II.

OBJECTIVES

The objective of the ACA shall be to advise and submit recommendations to the ARC Board and staff on all matters relating to the development, administration and operations conducted under the Area Plan; to stimulate community interest in problems of older persons; to promote awareness among the public of federal, state and regional resources available for older persons; to cooperate with and assist municipalities, educational institutions and private enterprises within the Region in the development of programs and policies for older persons.

Article III.

MEMBERS

Section 1. The membership of the ACA shall be comprised of ARC Board Members that are appointed by the Chair of the ARC and public members appointed by the Executive Director of the ARC. The term of appointment for public members is July through June for three (3) years and members may serve up to two (2) consecutive terms. Members will receive written notice of appointments at the beginning and end of terms.

Section 2. The membership shall consist of an appropriate balance of older individuals who are participants or who are eligible to participate in programs assisted under the Older Americans Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, and the general public. Membership will be a balance of residents of regional counties, ethnic groups, and other key constituencies.

Section 3. Any public member desiring to resign from ACA shall submit a resignation in writing to the Managing Director of the ARC Aging and Independence Services Group.

Section 4. Members, in carrying out their ACA duties, will seek impartiality of action and will avoid any action that might result or create the appearance of using ACA membership for private gain. Specifically, any ACA member who serves on the board of directors or staff of an organization funded by ARC will refrain from voting on matters directly involving his/her organization and will declare a potential conflict of interest. This declaration will be recorded in the minutes.

#### Article IV.

### OFFICERS

Section 1. Co- Chairs will serve as presiding officers of the ACA, one appointment of an ARC board member by the ARC Commission Chair with a term of service until replaced by the ARC Board Chair, and another elected by the members of the committee.

Section2. The election of the public member Co -Chair shall be held at the May meeting (or last meeting prior to July) and plurality shall elect. Nominations shall be solicited in advance of the meeting by ARC staff. The public member Co-Chair shall serve two (2) years or until their successor is elected and shall assume office at the close of the meeting at which they are elected.

#### Article V.

### DUTIES OF OFFICERS

Section 1. The Co-Chairs shall:

- A. Preside at the monthly meetings of ACA.
- B. Make appropriate Committee appointments.

#### Article VI.

### MEETINGS

Section 1. The ACA shall meet on the fourth Wednesday bi-monthly (every two months) unless directed otherwise by vote of the committee or ARC.

Section 2. Special meetings of the ACA may be called by the Co-Chairs or upon request of the Managing Director of the ARC Aging and Independence Services

Group. The purpose of the meeting shall be stated in the Call to the meeting and one week's notice given to all members.

Section 3. A quorum shall be required to take action at a meeting of the Committee. A quorum shall consist of one-half of the total number of current members of the Committee.

## Article VII.

### COMMITTEES

#### Section 1. Committees:

A. Bylaws Committee. A Chairperson and a minimum of two (2) members shall be appointed by the ACA Co-Chairs. The duties are to review the ACA bylaws; to request bylaw recommendations from the ACA membership; and, to propose modifications in the bylaws as needed.

B. Special Committees may be appointed as deemed necessary by ACA Co-Chairs.

## Article VIII.

### PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the ACA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order ACA may adopt.

## Article IX.

### AMENDMENTS

These bylaws may be amended at any meeting of the ACA by a two-thirds vote of those members present and voting, provided that notice has been given at the previous meeting or sent to every member at least ten (10) days before the meeting at which it is to be discussed and voted.

Proposed March 2021