

City of Atlanta Commission on Aging By-laws

Article 1

The name of this organization shall be the City of Atlanta Commission on Aging

Article 2: Objectives and Purposes

The objective and purpose of this commission shall be to address the issues and concerns of the aging population of Atlanta; and for other purposes.

- (a) The Atlanta City Council recognized the importance of a commission to serve on an ongoing basis to address the special needs of the elderly, which makes up about 17.1% of the City's population based on a 2006 study by the Atlanta Regional commission
- (b) The commission shall serve on an ongoing basis to address the special needs of the elderly as they relate to city services delivery including, but not limited to, traffic and transportation (pedestrian walks, traffic signals, etc.) sanitation services, public safety issues, recreation services, housing, and social support services. (01-R-1450 sec. 5)
- (c) The commission shall also serve as the ongoing advisory body to the Mayor and City Council on matters relating to the delivery of services to and the quality of life for, Atlanta's older adult population. (01-R-1450 sec. 6)

Article 3: Membership

Section 1: The Members

The members shall consist of nineteen voting members to be appointed in the following manner:

- (a) Two representatives to be appointed by the Mayor
- (b) Two representatives to be appointed by the President of the City Council
- (c) One Representative to be appointed by each of the 15 Council members (01-R-1450 sec. 2)

Section 2: Term of Office

Each member shall serve a term of four (4) years from the date of appointment. (01-R-1450 sec. 3)

Section 3: Agency Representation

Each agency listed below is invited to have one (1) representative each to serve as consultants to the Commission on a regular basis because of their experience and expertise.

- (a) Fulton/Atlanta Community Action Agency
- (b) Fulton County Council on Aging
- (c) Fulton County Office of Human Services
- (d) Quality Living Services
- (e) The Atlanta Regional Commission
- (f) Senior Citizen of Metropolitan Atlanta
- (g) Wesley Community Centers
- (h) Intergenerational Resource Center

- (i) American Association of Retired Persons Georgia
- (j) Other to be determined by the commission as interest and expertise is identified

Section 4: Non-voting members

Agency representatives and other consultants will not have voting privileges.

Section 5: Resignation

Resignation will be accepted at any time after written notification to the appointing Council member and the Commission Chairperson

Article 3: Officers and Staff

The Commission on Aging will conduct its business through the following officers to be elected by the body for a term of two (2) years: Chairperson, Vice-chairperson, and Secretary and Corresponding Secretary.

Section 1: Chairperson

The Chairperson will conduct all meetings following an agenda that shall be approved by the body at the beginning of each meeting. The Chairperson shall also make monthly progress reports, provide guidance to the committees, keep the Commission informed on the aging issues, interpret the work of the Commission to the community, and work with the Staff to coordinate the work of the Commission.

Section 2: Vice-chairperson

The Vice-Chairperson shall conduct the above duties in the absence of the Chairperson. The Vice-Chairperson will communicate often with the Chair to keep him abreast of the issues and concerns that need to be addressed. The Vice-Chairperson will also serve as a time keeper for all meetings

Section 3: Secretary

The Secretary is responsible for recording the minutes of the meetings, checking roll, recording attendance, reading the minutes of each meeting, and maintaining records and the documents of the Commission (working with Staff to ensure Council requirements are met).

Section 4: Correspondence Secretary

The Correspondence Secretary is responsible for notifying membership and consultants of the meetings and schedule changes, as well as receiving and tracking member's notifications of absence.

Section 5: Staff

The Commission is staffed by a designee of the Chief of Staff of the Mayor's Office. The Staff function is to oversee all the requirements of the Resolution and carry out its intent. Staff is responsible for any collections and disbursements, maintenance of all records as required by the City government; in addition, staff will serve as a resource, work with committees as needed, explore, design, implement and coordinate all program projects.

Article 5: Meetings

Section 1: Regular meetings

A regular meeting of the full commission shall be held the third Tuesday of every month unless the commission orders otherwise in advance.

Section 2: Annual Meeting

An annual meeting shall be held in January and shall be for the purpose of receiving annual reports as well as conducting the regular business of the commission.

Section 3: Special Meeting

A special meeting may be held on the call of the Chairperson. The Chairperson is compelled to hold a special meeting if a majority of the full commission gives a written request. The purpose of the meeting shall be set forth in the notice. Notice of such a meeting shall be given at least eight (8) days in advance, and only said purpose may be discussed.

Section 4: Quorum

A majority of the appointed and confined membership shall constitute a quorum.

Section 5: Absences

Three consecutive absences may be caused for termination unless written notification is made to the membership. Notification of the regular absences should be made prior to the meeting by telephone to the Correspondence Secretary.

Article 6: Committees

Each committee shall function independently toward their stated and agreed upon goals and objectives. Each committee shall develop and execute its own agenda. The committee's work should be completed within the specified time frame for said work. Committee chairs will be a part of their assigned committee.

Section 1: Housing

This committee shall give its attention to the problems of the affordable housing, housing repair, and the support services related to the overall housing effort.

Section 2: Social Support Services

Social support services shall be defined as any support services that improve or enhance the quality of life of the elderly such as food, clothing, medical, and other human support.

Section 3: Recreation/Leisure/Employment

The committee on recreation, leisure, and employment shall work with city recreation programs to assure that activities are available for seniors. This includes all services and activities regardless of where seniors reside and congregate.

Section 4: Sanitation/Public Works

This committee shall give attention to individual and community needs whereby the seniors can participate in problem solving.

Section 5: Crime Prevention/Public Safety

This committee shall deal with problems and solutions to aid the Public Safety department in making communities as safe as possible.

Section 6: Transportation

This committee shall strive to make transportation and its related services available to the elderly through the media and other communication sources as appropriate.

Section 7: Information and Education

This committee shall compile and distribute information relevant to senior's health and wellbeing, especially as it pertains to self-sufficiency.

Section 8: Executive Committee

This committee will be composed of the elected officers and the City consultant. Duties include annual budget (including grants, donations, ect.), parking, special board events, or other needs not included in the above committee descriptions.

Article 7: Grievance Procedures

The Commission on Aging is committed to keeping a work environment where good communication can occur. Efforts will be taken when necessary to seek prompt solution to Commission-related issues and concerns. Any member at any time may ask to bring a grievance to the Commission for discussion and resolution.

Article 8: Public Relations

All members are asked to refrain from disclosing information of a confidential nature to unauthorized persons or groups, and from engaging in any action that might create poor public relations or damage the Commission's reputation or goodwill. Each member shall act responsibly at all times. No member of the Commission speaks for the body without prior agreement from the body.

Article 9: Parliamentary Authority

The rules contained in the Modern Edition of Roberts Rules of Order shall govern the Commission in all cases where they do not conflict with the Atlanta City Council's Charter, these bylaws, and any special rules of the order of Commission may adopt.

Article 10: Amendment

These bylaws may be amended at any regular or special meeting of the Commission by the majority of the members in attendance, provided that previous notice of the amendment was given to all at least ten(10) days in advance.

