

## **Town of East Greenwich**

### **By Laws: Community and Senior Center Advisory Committee**

#### **Article I**

##### Title

This Association shall be known as the Community and Senior Center Advisory Committee (CSCAC) of the Town of East Greenwich.

#### **Article II**

##### Objective

To support the mission of East Greenwich Senior Services: To advocate, improve and maintain the welfare, dignity and independence of seniors ages 55 and older, persons of low income and disabled individuals of any age; by providing activities, services and resources to meet current and future needs.

#### **Article III**

##### Membership

**Section 1:** Members may include any person who is interested in the development and maintenance of programs and services for seniors, ages 55 years and older, residing in the Town of East Greenwich.

**Section 2:** Members may include individuals living in the Town of East Greenwich, individuals living in another city or town, and community service providers who support the mission of East Greenwich Senior Services.

**Section 3:** The CSCAC should maintain a majority representation of seniors ages fifty-five and older as members.

**Section 4:** Membership should be no less than ten (10) to twelve (12) members including four permanent members (Director and Caseworker of Senior and Human Services, Senior Police Advocate and one employee from the East Greenwich Housing Authority). There will be no more than 1/3 of the membership up for renewal or completion of term at one time.

**Section 5:** Members will serve on the Committee for three (3) years with the option of renewal for no more than one additional term. Members that have completed two terms can remain on the Committee as Honorary Members. Honorary Members will not be allowed to vote.

**Section 6:** Members missing three (3) consecutive meetings without reasonable explanation will be considered for removal from the Committee.

**Section 7:** A nominating committee of at least three members one of which will be the Senior and Human Services Director, will be established to recommend new Committee members. Should a Committee vacancy occur, any Member of the CSCAC may suggest the name of an interested party to the sub committee; at a monthly meeting. The committee will present its recommendations to the members and the CSCAC will vote on the appointment of any new board member. A two thirds "yes" vote will be required to make the appointment. In the event that a Committee member leaves mid-term an interim member may be appointed.

## **Article IV**

### Meetings

**Section 1:** Advisory Committee meetings will be held on the last Tuesday of the month at 1:00 p.m. The CSCAC and Senior and Human Services Director will determine the day and time of the monthly meetings at the September meeting. The principal meeting location will be the Swift Community Center, 121 Peirce Street. There is the option of holding meetings at outside locations. If a holiday should fall on a scheduled meeting date, the Committee will re-schedule to an agreeable date. There will be no regular meetings in July or August.

**Section 2:** A majority of Members shall constitute a quorum regarding the transaction of business. If less than the majority is present for a meeting, those present may adjourn the meeting.

**Section 3:** All regular meetings shall be open to the public. Special meetings may be called at the request of the Senior and Human Services Director and/or CSCAC members.

## **Article V**

### Committees

**Section 1:** Standing Committees

**Section 2:** Ad-Hoc Committees to be named by the Chairman; and duties will be defined at a specified time.

## **Article VI**

### Conduct of Meeting

Conduct of meetings will be followed in accordance with Roberts Rules of Order.

## **Article VII**

### Amendments

**Section 1:** All suggested amendments must be put in writing.

**Section 2:** Amendments must have two thirds of the vote to be approved.

**Section 3:** Proposed amendments must be submitted at least one (1) month prior to scheduled vote.

**Updated 7/1/15**