

Carteret County Aging Planning Board Bylaws

Section I. Purpose and Duties

The Carteret County Aging Planning Board shall also be referred to as the County's Home and Community Care Block Grant (HCCBG) Committee for the purpose of coordinating with the North Carolina Division of Aging.

The purpose and duties of the Carteret County Aging Planning Board (hereafter referred to as the APB) shall be to promote and improve the well-being of senior citizens in Carteret County, to make recommendations, advise and consult with the County Board of Commissioners and the County Manager on the funding and the development of facilities, services, and programs to enhance the quality of life for older adults, and; to coordinate/cooperate with other organizations and human service agencies to enrich the lives of all County seniors.

The APB may adopt bylaws, rules and regulations governing its procedures not inconsistent with the provisions of State and County laws.

The APB shall make reports to the County Board of Commissioners as requested.

Section II. Membership and Terms

The APB shall consist of seventeen (17) members appointed by the Carteret County Board of Commissioners. Suggested representation is as follows:

Six (6) members-at-large, four (4) of whom must be seniors 60 years of age or older, and two (2) of whom may be adults with interests or expertise in Aging issues, who will be appointed to serve for three-year terms.

The Director, or his designee, from each of the following agencies to serve continuously (either of whom will have full voting authority and shall be counted towards fulfilling quorum requirements):

- Department of Social Services
- Health Department
- Parks and Recreation
- Veteran Services
- Coastal Community Action

- Aging Services Department (Leon Mann Center representative)
- Carteret County Area Transportation Department

AARP

One (1) County Commissioner

The designated Senior Tar Heel Legislature Delegate or alternate,

One (1) ex-officio (non-voting) member, representing the Area Agency on Aging.

Members-at-large and organization representatives shall be appointed for a three (3) year term. Terms of membership shall commence on the first day of July. Succeeding terms shall be for three (3) years. In the event of a vacancy, the Board of Commissioners shall make appointments to fill the unexpired terms. Efforts should be made to recruit members-at-large members from all areas of the County. All ex-officio members, the appointed County Commissioner, and agency directors or director's designee shall serve continuously and in accordance with any procedures established by the Board of Commissioners.

Section III. Vacancies

Vacancies of unexpired terms shall be filled by appointment of the County Commissioners. Recommendations for appointments should be sought from the agencies and organizations listed in Section 11 and/or through the existing APB membership.

Section IV. Officers and Elections

There shall be a Chairperson, Vice-Chairperson, and secretary of the APB. The Chairperson shall appoint a nominating committee no later than May to prepare for the annual election of officers at the August meeting. New officers will take office at the subsequent regular meeting.

Officers shall serve for a two (2) year term with the option of re-election for any number of terms so long as he/she is a member of the Aging Planning Board. In the event an officer's appointment to the APB is terminated, a replacement to this office shall be elected by the Board from its membership, at the meeting following termination.

Section V. Duties of Officers

Chairperson: shall preside at all meetings, sign any papers on behalf of the Board, appoint committees, call special meetings when he/she deems it advisable, and perform or delegate all additional duties associated with the Chairpersonship.

Vice-Chairperson: shall serve in the absence of the Chairperson; when both Chairperson and the vice-Chairperson are absent, a temporary Chairperson shall be elected by those members who are present.

Secretary: shall keep official records of the Board, handle the correspondence of the Board as directed and keep minutes of each meeting.

Section VI. Meetings, Quorum, and Attendance

Regular meetings of the APB shall be held on the third Wednesday of the second month of each quarter at the location designated by the Chairperson. The Chairperson may call a special meeting at any time by giving each Board member at least forty-eight (48) hours (two workday's) notice.

A quorum is required at any meeting before action of official nature may be taken. A quorum shall consist of a minimum of seven (7) voting members present. Absence due to sickness, death, or other emergencies shall be regarded as excused, and shall not affect Board members' status, providing prior notice is given to the Secretary.

A voting member who misses three (3) consecutive meeting shall lose his/her status as a member of the Board unless or until reappointed by the County Board of Commissioners.

Business shall be conducted according to Robert's Rules of Order, most recent edition.

Section VII. Amendments

1, These bylaws may be amended by a two-third (2/3) vote of the APB voting members present at any regular or special meeting.

2. Written notice of any proposed change in the bylaws shall be sent to all APB members at least two (2) weeks in advance of any such action.

3. Bylaws are amended only after the final approval of the amendment(s) by the County Board of Commissioners. Amendment(s) shall have immediate application following approval by the County Board of Commissioners.

Adopted: March 26, 1990

Revised: June 5, 2000

Revised: July 14, 2003

Revised: April 26, 2004

Revised: September 27, 2004

Revised: June 20, 2005

Revised: July 17, 2006

Revised: January 15, 2008

Revised: August 16, 2010

Revised: October 2010

Revised: July 2015

Revised: February 2016

Revised: October 2020