

Carteret County Senior Services Department  
Leon Mann Jr. Senior Enrichment Center

**SENIOR CENTER ADVISORY BOARD**

**Proposed BY-LAWS**

**ARTICLE 1**

**RESPONSIBILITIES OF THE ADVISORY BOARD:**

It shall be the responsibility of the Senior Center Advisory Board to advise the Leon Mann Jr. Enrichment Center in matters concerning the Senior Center. This shall include planning and evaluating programs, services and activities available for Carteret County older adults at the Senior Center.

**ARTICLE 2**

**BOARD COMPOSITION**

Membership of the Senior Center Advisory Board is to be selected and appointed by the Carteret County Board of Commissioners.

The Board shall consist of seven voting members each serving a 2 year term. Terms shall end on the last day of March in odd numbered years. Each County Commissioner shall have one appointee to the board. Board appointees must be voted upon by the Carteret County Board of Commissioners and receive a majority vote.

The Director of the Carteret County Senior Services Department shall serve on the Board in a non-voting capacity.

Each Board member shall be of the age recognized for use of the Senior Center.

**ARTICLE 3**

**FILLING OF VACANCIES**

Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term by the appointing Commissioner.

#### ARTICLE 4

##### MEETINGS

The Senior Center Advisory Board shall meet monthly at a time and place agreed upon by the Board Members.

The Chairman may call other meetings as deemed necessary, provided notice is given to all members. Four voting members are needed for a quorum.

#### ARTICLE 5

##### OFFICERS

The Board shall elect from its members a Chairman and a Vice-Chairman and create and fill other offices as it may determine. Terms of office shall be one year. The Carteret Senior Services Department Director shall serve as the Secretary.

#### ARTICLE 6

##### DUTIES OF THE CHAIRMAN

The Chairman shall preside at all meetings of the Committee. The Chairman shall call special meetings when necessary. The Chairman shall appoint all special committees and shall be a voting member.

#### ARTICLE 7

##### DUTIES OF THE VICE-CHAIRMAN

In the absence of the Chairman, the Vice-Chairman shall preside and perform the duties of the Chairman.

#### ARTICLE 8

##### DUTIES OF THE SECRETARY

The Secretary shall keep the minutes of the Board meetings and shall perform other secretarial duties as may arise.

#### ARTICLE 9

##### ATTENDANCE

Members are expected to make every effort to attend each meeting. Any member who misses 3 meetings during a calendar year shall be automatically removed from the Board.

#### ARTICLE 10

##### PROCEDURES

Any procedure or rule not covered by these by-laws shall use Robert's Rules of Order as the operating rule or procedure.