



## RECREATION DEPARTMENT

### SENIOR CENTER ADVISORY BOARD – BYLAWS

#### ARTICLE I NAME

- Section 1. This group shall be called the Fort Morgan Senior Center Advisory Board (hereinafter “the Board”).

#### ARTICLE II OBJECTIVES

- Section 1. To work in cooperation with the Recreation Superintendent, Senior Center Coordinator and other organizations dealing with senior services in order to plan and implement leisure time programs and facilities for seniors of the City of Fort Morgan.
- Section 2. To study and investigate matters of long-range planning for the development, improvement and maintenance of senior facilities and services and advise Staff and City Council of findings.
- Section 3. To obtain input from the community and make recommendations to Staff and City Council.
- Section 4. To study and investigate matters regarding senior center facilities rules, regulations and policies, as the Board believes necessary and proper for the management and use of the public senior facilities and advise Staff and City Council of findings.
- Section 5. To study and investigate matters regarding the Senior Center’s operating budgets and fees and charges and advise Staff and City Council of findings.
- Section 6. To promote senior functions and services in the community.
- Section 7. To advise Staff on the administration of gifts such as money or property, or endowments as may be granted to and accepted by the Council for Senior

Center purposes, and to take such steps as the Board may deem feasible to encourage gifts in support of the Senior programs.

- Section 8. To annually review the Department's scholarship program guidelines designed to assist individuals who would be unable, due to financial considerations, to participate in Senior programs.

### **ARTICLE III MEMBERSHIP**

- Section 1. The Board shall consist of seven (7) members. Of the seven (7) members on the Board, five (5) members must be at least 55 years old at the time of appointment; the remaining two members shall be either 55 years old at the time of appointment or have a special interest in senior issues. At any given time, three of the seven (7) members shall reside within the City limits of Fort Morgan. The remaining four members may reside outside the City limits of Fort Morgan, but must be a resident of Morgan County. Members who move out of the City limits during their term shall resign unless the non-resident member position is vacant. (Revised 03/13/202)

The City Clerk shall advertise for open positions and forward the applications to the Board's City Council Representative who will make recommendation of appointment to City Council. (Revised by Res 09 03 05)

- Section 2. The term of office shall be three-year terms.

Effective with terms beginning on or after April 1, 2009, all members appointed to the Board shall be allowed only one (1) reappointment or two (2) full terms, whichever is longer. In the event there are no applicants for a position on the Board, then a term-limited member may apply for the vacancy. Nothing in this rule prohibits any person from applying for a vacancy after they have been off the Board for at least one (1) term. (Revised by Res 09 03 05)

- Section 3. In the event of the resignation of any Board member, or his/her death, inability to serve, or absence without acceptable reasons from three regular consecutive meetings, a vacancy shall be declared. Vacancies occurring on this Board shall be filled for the unexpired term pursuant to Section 1 of this Article III.

- Section 4. A City Councilmember appointed by the Mayor, the Director of Community Services and the Recreation Superintendent will serve as non-voting, ex-officio members of the Board. (Revised 06/19/2007)

## **ARTICLE IV MEETINGS**

- Section 1. Regular meetings shall be held every other month on the second Mondays of January, March, May, July, September and November, unless rescheduled. Agendas and minutes for such regular meetings will be mailed seven (7) days beforehand. In order for an item to be placed on the agenda, the Chairman of the advisory board or the Recreation Superintendent must be contacted. (Revised 06/19/2007; Revised 12/16/2008)
- Section 2. Special Meetings shall be called by the Chairman or upon the request of at least two (2) members.
- Section 3. Meetings shall convene at a time specified by the majority of the Board. (Revised 04/01/2008)
- Section 4. The meeting held in November of each year shall be for the approval of the budget for the coming fiscal year and for other business that may need to come before such meeting.
- Section 5. Four (4) members constitute a quorum at any regular or special meeting. (Revised 06/19/2007)
- Section 6. All meetings are open to the public.

## **ARTICLE V OFFICERS**

- Section 1. The officers of this Board shall be a Chairman, Vice-Chairman and a Secretary who shall be elected at the organization meeting in January; to serve for one year or until a successor shall be elected and qualified. (Revised 03/21/2006; Revised 04/01/2008)

## **ARTICLE VI DUTIES OF OFFICERS**

- Section 1. The Chairman shall preside at all meetings of the Board; appoint all committees, represent the Board at public affairs; act on behalf of the Board in emergencies and shall maintain the dignity and efficiency of the Board in all possible ways. The Chairman, or his/her designee, shall report to City Council at a scheduled public meeting, as requested by Council, to make reports to Council on the activities of the Board. (Revised by Res 09 03 05)
- Section 2. The Vice-Chairman shall assume all duties of the Chairman in the absence of the Chairman.

- Section 3. The Secretary shall keep a record of the proceedings of the Board. He or she shall read all official communications to the Board, write correspondence as directed and keep on file all important letters and replies. The secretary shall forward an official copy of the minutes to the City Clerk in a timely manner.

## **ARTICLE VII ELECTIONS**

- Section 1. All officers shall be elected by nominations having been made from the floor. A majority vote of a quorum shall constitute an election.

## **ARTICLE VIII DUTIES OF MEMBERS**

- Section 1. It shall be the duty of each member of the Board to take an active part in the direction of the Board's activities and to act in whatever capacity he or she may be called; to be loyal in thought and deed to the welfare of Senior community, which it seeks to serve.
- Section 2. All members shall serve without remuneration.
- Section 3. Members shall complete a training program within six (6) months of their appointment. Training shall be provided by City Staff. (Revised by Res 09 03 05)
- Section 4. Members are expected to familiarize themselves with the functions and operations of the Senior Center. Each member should make at least one (1) visit to a program or facility during the course of a year.

## **ARTICLE IX COMMITTEES**

- Section 1. Committees shall be approved by order of the Senior Center Advisory Board as needs may arise. Such committees shall not necessarily be restricted to members of the Board. The chairman of any special committee shall be a member of the Board. (Revised 06/19/2007)

## **ARTICLE X AMENDMENTS**

Section 1. Amendments to these Bylaws may be proposed at any regular or special meeting for approval of those present and voting, provided notice of the proposed amendment has been given in writing to all Board members at least seven (7) days prior to said meeting. To be effective, any such amendments shall also be approved by City Council.

*Certified by /s/ John Brennan*  
City Clerk