**WILLIAMSBURG-HAYDENVILLE REGIONAL**

**COUNCIL ON AGING GUIDELINES**

Pursuant to provisions of the Massachusetts General Laws Chapter 40 Section 8B and the Williamsburg Town General Bylaws:

**ARTICLE I THE COUNCIL**

SECTION I NAME OF COUNCIL

The name of the Council shall be the “Williamsburg Council On Aging Serving Haydenville and Williamsburg.” The address shall be Town Office, 141 Main St., Haydenville, MA 01039.

SECTION II PURPOSE / DUTIES OF

The purpose of the Williamsburg Council on Aging shall be to represent and advocate for the senior population of the Town, and to act as an advisory board in support of work of the Senior Center Director and Staff.

1. To identify the total needs of the community’s elderly population.

2. To educate the community and enlist support and participation of all citizens about these needs.

3. To design, implement and promote services to fill the needs and to coordinate existing services in the community.

4. To promote and support any other programs designed to assist elderly programs in the community.

5. To cooperate with the Commonwealth of Massachusetts, Department of Elder Affairs and shall be cognizant of all State and Federal legislation concerning funding, information exchange, and program planning which exists for better community programming for the elderly.

6. To give an annual report to the Board of Selectmen with a copy of that report directed to the Commonwealth Department of Elder Affairs.

**ARTICLE II** MEMBERSHIP AND OFFICERS OF THE WILLIAMSBURG COUNCIL ON AGING

SECTION I MEMBERSHIP

The membership of the board shall consist of five persons appointed by the Select Board. Members shall be appointed as follows: two members for three years, two members to be appointed for two years, and one member to be appointed for one year, and annually thereafter members should be appointed for terms of three years. The Council shall annually elect its chairman and other officers, as it deems appropriate. The Council shall annually elect its chair and other officers, as it deems appropriate. Membership of the COA board may also include Associate non-voting Members. The number of Associate board members shall be at the discretion of the council. An associate member may be designated Secretary. The Council may nominate associate and emeritus(a) members for appointment by the Select Board.

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SECTION II OFFICERS

The officers of the Council may consist of a Chair, Vice-Chair, Secretary, and Treasurer. CHAIR: The Chair presides at meetings. He/she is also responsible for arranging a time and place to meet. The Chair acts as a spokesperson for the Council in its relations with the public.

VICE-CHAIR: The Vice-Chair presides in the absence of the Chair and Performs the functions normally performed by the Chair.

SECRETARY: The Secretary is responsible for keeping minutes of Meetings.

TREASURER: The Treasurer is responsible for reviewing any funds the Council may receive and disburse, and must prepare a report of these actions according to good accounting procedure. This is especially important when the Town has appropriated funds for the Council’s use, since the Council must prepare a yearly budget and statement of expenditures.

**ARTICLE III MEETINGS**

SECTION I

Regular meetings of the Council shall generally be held on the third Wednesday of each calendar month at the Senior Center. Special meetings may be called at the discretion of the Chair. Regular meeting time can be changed at the discretion of the Council. The Annual Meetings of the Council On Aging shall be held in September at the regular time and place as stated above for the purpose of electing officers, and for the conducting of such other business as may come before the meeting.

**ARTICLE IV QUORUM**:

A quorum of 3 board members can conduct business at any regular meeting of the Council. In the event of an emergency, the members present may take the required action or the Chair may take a vote by a telephone poll of the members.

**ARTICLE V: AMENDMENTS:**

The By-laws or any section thereof, may be amended or repealed by a two-thirds vote of the Council at any stipulated meeting; however, each member of the Council shall be informed about proposed changes.

Revised: April 21, 2021