

**Eliot Aging-In-Place Committee By-Laws**  
**Adopted 11-30-17**

**ARTICLE 1: PURPOSE**

The purposes of the Eliot Aging-In-Place Committee (hereafter referred to as the "Committee") is to serve as an advisory board to the Select Board to recommend strategies, services, programs and regulations to better enable Eliot residents to remain in the community as they age. This committee shall be considered an "ad hoc" committee of the Select Board.

**ARTICLE 2: DUTIES**

The duties of the Committee are as follows:

- A. To identify the key obstacles to being able to stay in the community as aging occurs.
- B. To identify existing community resources that serve to assist with aging-in-place and to document said resources and how they could be enhanced.
- C. To identify potential solutions to overcome said obstacles and to improve the ability to stay in one's community.
- D. To consult with or engage existing social service agencies to assist the committee in its research and recommendations (Southern Maine Area Agency on Aging, Visiting Nurses, etc.)
- E. To serve as a sounding board for Eliot residents concerned with being able to age in place in their community.

**ARTICLE 3: ORGANIZATION**

**3.1 MEMBERSHIP AND TERMS**

- A. The Committee shall consist of seven (7) members appointed by the Select Board. Five (5) members shall be full members with voting rights, and two (2) shall be appointed as "Alternate" members. All members shall serve a term of three (3) years and be eligible for reappointment upon application to the Select Board prior to the expiration of the term, except that terms shall be staggered at the time of Committee creation.
- B. All members of the Committee shall be residents of the Town of Eliot.

**3.2 OFFICERS**

- A. In accordance with Sec. 8.7 of the Charter, the committee shall annually elect, from among the full members, a chairperson, a vice-chairperson, and treasurer, according to the Ordinance Governing Boards, Committees and Commissions, page 4, section 5 and a secretary who shall be responsible for preparing recorded minutes of each meeting.
- B. The committee chairperson shall perform all duties and act in accordance with Sec. 8.7A.2 of the Town Charter, and the Ordinance Governing Boards, Committees and Commissions.

### **3.3 STAFF SUPPORT**

The General Assistance Administrator shall attend and participate in each meeting, and shall serve as support staff to the committee.

## **ARTICLE 4: CONDUCT; ATTENDANCE; REMOVAL FROM OFFICE**

### **4.1 CONDUCT**

- A. Members shall act in accordance with the Standards of Conduct (Sec. 7) of the Ordinance Governing Municipal Boards, Commissions & Committees.
- B. Committee members serve as official representatives of the Town of Eliot to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to comport themselves accordingly. All members shall adhere to the Maine Freedom of Access Act Laws (1 MRS § 401 et seq.) and, where applicable, the Eliot Personnel Policies and Procedures Manual. The Town Manager is the FOAA Officer for the Town and all such requests to the Committee shall be immediately conveyed to the FOAA Officer.

### **4.2 ATTENDANCE**

- A. The Chairperson shall be responsible for maintaining official attendance records for the committee.
- B. Members are expected to attend all scheduled meetings and participate fully in the general conduct of the committee. Absences shall be reviewed by the committee and determined to be excusable or not. "Excessive absence" is defined in Sec. 5.4 of the Ordinance Governing Municipal Boards, Commissions & Committees.

## **ARTICLE 5: MEETINGS**

- A. The Committee shall meet at Town Hall at a regular time and day of the month as determined by the Committee and so designated by agendas approved by the Chair.
- B. Members may attend in person or via video teleconferencing, per the Ordinance Governing Boards, Committees and Commissions. Participation by video is limited to less than 50% of the membership.
- C. Agendas shall be posted on the Eliot website and locations that the Select Board agendas are posted, as required by the Town Charter. Agendas of regular meetings shall be posted at least seven (7) days prior to the meeting.

- D. All meetings shall be open to the public. Every agenda shall include a public comment portion, though time restrictions for speaking may be adopted as deemed required.

### **5.2 Special Meetings & Emergency Meetings**

The Chairperson may call a special or emergency meeting of the Committee as allowed by the Charter.

### **5.3 Quorum & Voting**

- A. A quorum of the Committee shall consist of a majority (3 of 5 voting members) of the membership. Alternate members may be utilized as necessary to form a quorum.
- B. Meetings may be held and any official business or action may occur only with at least the required quorum of members who are eligible to vote being present.
- C. At a scheduled meeting, if fewer members than the legal quorum are present, including the use of alternate members, then the secretary should record the attendees and the absentees and note that "No business of the board was conducted due to a lack of a quorum," and the members should then adjourn.
- D. The Committee will take action pursuant to motions and seconds made by Committee members. A roll call vote count shall be maintained on any Committee vote. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting or attending via telecommunications, vote in favor of the action.
- E. Proxy voting is prohibited.

### **ARTICLE 6: AMENDMENT OF BYLAWS**

- A. These bylaws may be amended, as necessary, by a 2/3 majority vote of the Committee.
- B. Any amendments of these bylaws shall be consistent with the provisions of the Town Charter and the Ordinance Governing Municipal Boards, Commissions & Committees, and shall follow parliamentary procedures.
- C. The Chairperson shall ensure all amendments to these bylaws are provided to the Town Clerk immediately upon approval by the committee.

### **ARTICLE 7: EFFECTIVE DATE**

These by-laws, and any amendments, shall become effective upon majority vote of Committee members in a regular meeting, and a majority vote of the Select Board.

Rebecca Davis  
Select Board Chair

12/8/17  
Date

- Approved 11/30/17 - DKL