

Commission on Aging Charter
Adopted July 24, 2014
Adopted Amendments March 21, 2017

Introduction: The Arlington Commission on Aging (CoA) is created as an advisory body by the County Board of Arlington County, Virginia.

As set forth in the Older Americans Act of 1965, as amended, in the regulations issued pursuant to that Act, and in the charge to the Commission by the Arlington County Board, the principal purposes of the Commission are as follows:

1. To advise the Arlington Agency on Aging (hereinafter referred to as the "Agency") in the following areas:
 - Development and implementation of area plans for older persons;
 - Establishment and monitoring of Agency objectives;
 - Analysis and inventorying of needs of older persons;
 - Participation of older persons in policy and program planning, including the conducting of public hearings;
 - Coordination of resources for older persons, and the giving of leadership and direction to the development of comprehensive coordinated service systems within the planning and service area;
 - Budgeting and allocating funds and general administration;
 - Identifying and pursuing funding sources appropriate for services for older persons.
2. To advise the County Board, County Manager, and County agencies in the area of aging, and to review items with special effect on older persons in the proposed annual County budget.
 - Foster awareness of the resources and talents of older persons and promote their active engagement in the community;
 - Review and comment on policies, programs and actions which affect older persons, such as the report of the Elder Readiness Task Force;
 - Promote partnerships and collaborations within the community and with public and private agencies engaged in delivery of services to older persons;
 - Advocate for plans and actions in the interest of older persons.

Mission and Vision: The mission of the Arlington Commission on Aging (CoA) is to promote quality of life for all older persons and to ensure their needs are included in

County planning and activities. The vision of the Commission on Aging is that Arlington is a community where older persons thrive.

Governing Documents: Bylaws of the Commission on Aging: Adopted April 12, 1983. Amended July 13, 2013.

Function and Scope: The Commission shall have such powers as are delegated to it by the County Board. Such delegation shall include those powers necessary to carry out the purposes and duties enumerated in Federal and State legislation and regulations, and such additional powers as required for the Commission to effectively and efficiently perform its functions in compliance with these Bylaws.

The CoA advises the County Manager and other County agencies in areas affecting older persons, including a review of the proposed area plan for aging services and the proposed annual County Budget. This will include: serving as a liaison between the community and public/private agencies that provide services for older persons; celebrating older persons' strengths and recognizing their contributions; advocating for older persons' quality of life; reviewing County policies, programs, and actions affecting older persons.

The Commission shall have an advisory role in the hiring of the Director of the Agency. The Commission's action shall require a majority vote of those present and voting. All votes of the Commission shall be reflected in the minutes. A Commission member unable to be present may give a proxy in writing to another Commission member for a specific issue. A quorum shall consist of nine (9) Commission on Aging members, or if there are fewer than 17 members serving, a quorum shall consist of a majority of those serving.

Membership: The Commission shall consist of up to seventeen (17) members appointed by the County Board. The member composition of the Commission shall reflect the guidelines of the Older Americans Act of 1965, as amended, and the regulations issued there under. The County Board will appoint and maintain a roster of members. Each Commission member shall serve a three-year term, and may be reappointed by the County Board to a second consecutive three-year term. Each Commission member who has served two consecutive three year terms may be eligible for appointment again after a minimum of one year from the end of his or her last term. The membership terms shall be staggered so that five Commission members conclude their terms each year. All members serve at the pleasure of the Board.

Commission on Aging members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership.

One member of the Commission shall be nominated by the chair of the Senior Adult Council, subject to approval by the Commission Chair and/or designee, and appointment by the County Board. This individual shall be a member of the Senior Adult Council. Such member of the Commission shall adhere to these Bylaws. If the Senior Adult Council is unable to nominate a member, the Commission Chair may nominate someone to fill the vacancy until another 3-year term becomes available. No

member shall be a County employee but County employees may attend Commission meetings without voting.

Eligibility of persons who are appointed to complete incomplete terms of a member due to a vacancy, shall be determined as follows: (1) a person appointed to complete a term with one year or less remaining shall be eligible for reappointment to two consecutive three year terms; (2) a person who is appointed to complete a term that has more than one year remaining in the term shall be eligible for reappointment to only one additional consecutive three year term.

On or before August 31 of each calendar year or upon the occurrence of a vacancy, the Commission shall prepare a slate of recommended individuals (or individual) for appointment to the Commission. The Commission Chair shall submit such recommendations (or recommendation) to the County Board.

A member of the Commission who fails to attend two (2) consecutive meetings of the Commission without having first notified in advance the Commission Chair or staff of the Agency of a legitimate reason for the absence will forfeit his or her remaining term on the Commission and the Commission Chair will immediately provide notice thereof to the member concerned and the County Board.

Chair, Vice Chair (if applicable) and Committees (if applicable): A Chair shall be elected at the October meeting from the members of the Commission. One member of the group may be appointed by the CoA to serve as Vice-chair when the Chair is unavailable. The Chair shall serve for a one year term. No member shall serve more than three consecutive one-year terms as Chair. A Vice-Chair shall be elected at the October meeting from the members of the Commission. The Vice-Chair shall serve for a one year term. No member shall serve more than three consecutive one-year terms as Vice-Chair.

Chair: The Chair shall preside over all meetings of the Commission and exercise the well-recognized duties and powers inherent in the Office. He or she shall:

- (a) Have a vote on all matters before the Commission.
- (b) Sign all acts or orders necessary and appropriate to carry out the will of the Commission.
- (c) Establish appropriate committees with the advice and consent of the Commission and appoint the chair and members thereof. The Commission Chair shall be ex-officio a member of all such committees.
- (d) Meet with the Arlington County Board regularly, at least semi-annually to discuss objectives and concerns of the Commission.
- (e) Have authority to delegate routine and administrative functions to Commission members.
- (f) Represent or designate a representative of the Commission at all meetings of interest to the Commission.

- (g) Perform such other duties not inconsistent with these by-laws as may be assigned by the Commission or by the County Board.

Vice-Chair: The Vice-Chair shall discharge the duties of the office of Chair in his/her absence or disability and shall discharge such other duties as may be assigned.

Committee Membership: The CoA may create committees, as necessary, to accomplish specific Commission on Aging missions and the Chairman shall appoint committee leadership. Committee membership may include persons who are not on the CoA.

1. There shall be an Executive Committee consisting of the officers plus three additional members of the Commission appointed by the Chair. Chair is encouraged to invite other Commission members to Executive Committee meetings as appropriate. The Executive Committee shall have and exercise the powers and duties of the Commission between meetings. It shall meet upon the call of the Chair. The presence of three members shall constitute a quorum for the transaction of business.
2. There shall be a Budget Committee consisting of not less than five (5) Commission members appointed by the Commission Chair. The Budget Committee shall have the following duties and responsibilities: (a) Review items of special interest to older persons in the proposed County budget and submit recommendations to the Commission for its evaluation. (b) Review anticipated Older Americans Act and other sources of funds for the Agency's annual plan, and submit recommendations to the Commission and the Agency. (c) Identify and pursue funding sources for services and continuation of services to older persons in Arlington County. (d) To perform such other budgetary duties as the Commission Chair may assign.
3. The Executive Committee and the Budget Committee shall be standing committees of the Commission.
4. All other committees, other than the standing committees named in paragraph 3 of this Article, shall be special committees. The Commission Chair shall name such other special committees as may be needed or required by Federal or State legislation or regulation, or contracts subject to Federal or State oversight, and shall appoint members of the Commission to such special committees. The number of Commission members on a special committee shall be at the discretion of the Chair, who may at his/her discretion appoint non-members of the Commission to a special committee. However, the Chair of the special committee shall be a member of the Commission.
5. Every three years, a special ad hoc committee shall be established to evaluate the direction and performance of the Agency and the Commission.

Staff Liaison: The County Manager shall appoint a member of staff from the Department of Human Services to serve as liaison to the Commission on Aging.

Meetings: The CoA will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. The Commission on Aging shall meet monthly, except in August. The date and place of the monthly meetings shall be determined by the Chair, with the consent of the members. All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner (e.g. not less than five (5) calendar days prior to the date of such meeting).

Special meetings may be called by the Chair acting alone or by any three members of the Commission. Notice of each regular or special meeting, including agenda of specific items to come before the meeting, with any appropriate attachments, shall be sent to Commission members not less than five days prior to the date of such meeting. Minutes of each meeting shall be kept and provided to Commission members with the notice and agenda of the next regular Commission meeting. At the same time, copies shall be sent to the Office of the County Board for information and record.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: The Commission on Aging will provide recommendations to the County Board about promoting quality of life for all older persons. The Commission shall submit an annual report to the County Board and the public, in clear and simple language and format. Such report shall highlight the Commission's programs and actions; the report shall make appropriate recommendations for further or future actions. Commission on Aging may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, testimony from advisory groups on budget and capital spending priorities are always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, the Commission on Aging shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.

1. Proposed amendments to the Charter shall be sent to members of the Commission at least ten (10) days prior to the meeting at which action is to be taken.
2. Upon approval of two-thirds of the members present and voting, such an amendment (or amendments) shall be submitted to the County Board by the Commission Chair for final action.
3. The Commission's Charter shall not be amended in such manner as to violate the Older American Act of 1965, as amended, or the regulations issued thereunder nor any other Federal or State law or regulation that affects the duties and responsibilities of the Commission.