

**BYLAWS  
THE CRAWFORD COUNTY  
COMMISSION ON AGING**

**ARTICLE I - AUTHORITY AND NAME**

The Crawford County Commission On Aging was created by and is an arm of the Board of Commissioners of Crawford County, State of Michigan, and is hereinafter referred to as the COA. Once created, the COA was given the authority to adopt and amend its own By Laws, and is responsible for them subject to the approval of the Board of Commissioners of Crawford County.

**ARTICLE II - PURPOSES**

The COA is a non-profit, non-sectarian, non-political organization, whose purposes are to:

**Section 1.**

Coordinate and implement public and private programs which promote and safeguard the independence and welfare of senior citizens.

**Section 2.**

Provide leadership, consultation, and assistance to those who are interested in fostering the well-being of senior citizens.

**Section 3.**

Accumulate, tabulate, and study factual information relating to the resources and needs of senior citizens.

**Section 4.**

Disseminate information concerning services and programs having to do with, but not limited to, social, economic, health, and housing needs of senior citizens.

**Section 5.**

Coordinate and plan with Federal, State, and Local Government, and private agencies, in order to develop and make available needed services for senior citizens.

**Section 6.**

Promote and participate in such activities and endeavors as are necessary to secure Federal, State, and Local Government, and private sector funding for programs aimed at serving the needs of senior citizens.

**Section 7.**

Accomplish these objectives by managing the multipurpose programs of the COA.

**Section 8.**

Perform such other actions as are required to further the welfare, well-being, and happiness of senior citizens.

## **ARTICLE III MEMBERS**

### **Section 1 - Members.**

The COA shall consist of seven (7) voting members who shall be residents of Crawford County and be responsible for governing its actions and achieving its purposes subject to the authority of the Board of Commissioners of Crawford County.

### **Section 2 - Appointment.**

All seven (7) members of the COA shall be appointed by and serve at the will of the Board of Commissioners of Crawford County, with one (1) member being a Commissioner of Crawford County.

### **Section 3- Representation.**

To the extent reasonably practicable and subject to requirements otherwise herein contained, members of the COA shall consist of persons representing government, business, religion, education, and senior citizenry, and to the extent possible, representing the various geographic areas of Crawford County.

### **Section 4 - Conflict of Interest.**

No member shall be affiliated with a public or private organization that contracts directly with senior citizens in Crawford County or be involved in any endeavor which would influence the policy decisions regarding senior citizens unless that affiliation is disclosed to and approved by the COA.

### **Section 5 - Term of Appointment.**

Members of the COA shall be appointed for terms of three (3) years and shall be appointed in such a manner and for periods of time such that re-appointments will be staggered. Any member whose term expires will remain seated until a new member is appointed.

### **Section 6 - Compensation.**

Members of the COA shall receive compensation for attending board meetings as provided by Crawford County Per Diem Statute.

### **Section 7- Removal.**

Members of the COA may be removed at will by the Board of Commissioners of Crawford County for neglect of duty or misconduct in office, provided that a written statement of reasons and an opportunity to be heard thereon are provided. Neglect of duty shall be viewed as failure to carry out the duties of COA membership. Misconduct shall be viewed as an abuse of COA membership.

### **Section 8 - Vacancies.**

In the event of a vacancy on the COA, such vacancy shall be filled by the Board of Commissioners of Crawford County for the remainder of the unexpired term.

## **ARTICLE IV - OFFICERS**

### **Section 1 - Officers.**

The officers of the COA shall be a Chairperson, a Vice-Chairperson, and a Secretary, and any other officers the COA may deem as necessary.

### **Section 2 - Term of Office.**

The officers shall be elected annually by the COA from among its members. In case of departure from office, the COA may hold a special election.

### **Section 3 - Duties of Officers.**

- A. Chairperson: The Chairperson shall preside at all meetings of the COA, and appoint members to special committees.
- B. Vice-Chairperson: The Vice-Chairperson shall perform all duties of the Chairperson during the absence or inability of the Chairperson to act, and perform all duties as prescribed by the Chairperson.
- C. Secretary: The Secretary shall attend all meetings of the COA, assure that accurate and true minutes are kept, cause the issuance of minutes and notices of all meetings of the COA within the guidelines of the Open Meetings Act, and perform all duties of the Chairperson in the absence or inability of the Chairperson and Vice-Chairperson to act.

## **ARTICLE V - COMMITTEES**

### **Section 1 - Executive Committee.**

The COA shall establish an Executive Committee consisting of the Officers of the COA, whose purpose shall be to act on behalf of the COA in the event a special COA meeting cannot be called and any action taken shall be subject to approval of the COA at its next regularly scheduled meeting. Executive Committee meetings may be called into session by the Chairperson.

### **Section 2 - Special Committees.**

The COA may establish Special Committees to address defined purposes for a specified duration. The Chairperson shall appoint members to the Committee which may include non-COA members. All special committee members shall serve in a voluntary capacity and shall not be entitled to any of the powers that come through COA membership.

## **ARTICLE VI - MEETINGS**

### **Section 1 - Regular Meetings.**

The COA shall hold regular meetings each month at such times and places as the COA shall from time to time determine. One (1) public notice of such meetings showing the date, time, and place of the meetings shall be posted annually in a location visible to the public.

### **Section 2 - Special Meetings.**

The COA may hold special meetings at the call of the Chairperson, or in his or her absence, the Vice-Chairperson, or by a majority of the members of the COA. Members of the COA must be notified of a special meeting and a public notice of a special meeting must be posted at least eighteen (18) hours in advance of the time and date of the special meeting.

### **Section 3 - Attendance.**

All meetings of the COA are public meetings. COA members are expected to attend COA meetings. Any member missing three (3) consecutive meetings shall be subject to removal from the COA.

### **Section 4 - Quorum.**

Four (4) members of the COA shall constitute a quorum for the transaction of business. Passage of action items requires a full quorum (four affirmative votes) of the Board regardless of number in attendance.

### **Section 5 - Conduct.**

Robert's Rules of Order shall govern the sessions of the COA unless the By Laws conflict therewith, in which event, the By Laws shall supersede as long as they are not in conflict with the Constitution of the United States or the laws of the State of Michigan.

## **ARTICLE VII - POWER TO CONTRACT**

### **Section 1 - Agents.**

The COA shall be authorized to employ such staff as it deems necessary to carry on its purposes subject to the approval of the Board of Commissioners of Crawford County.

### **Section 2 - Contracts.**

The COA shall be authorized to enter into contracts with private and public agencies for the purpose of providing services to senior citizens.

## **ARTICLE VIII - POWER TO HOLD ASSETS**

### **Section 1 - Financial.**

The COA shall be authorized to establish any bank account with the Treasurer of Crawford County as it may deem necessary to carry on its purposes.

### **Section 2 - Property.**

The COA shall receive and hold interest in such real or personal property as may in any manner be bequeathed, conveyed, granted, or given, or in any way invested in the COA, in trust for its purposes.

## ARTICLE IX - BY LAWS

### Section 1 - Amendments.

These By Laws may be amended in whole or in part at any time by a two-thirds vote of all members of the COA at any regular or special meeting of the COA provided that written notice of proposed amendment shall be given all members not less than five (5) days prior to such meeting. Any such amendment shall be subject to approval by the Board of Commissioners of Crawford County.

### Section 2 - Dissolution.

In the event it is deemed advisable that the COA should be dissolved, the dissolution shall be pursuant to any and all laws governing Crawford County and the assets shall be distributed in accordance with such laws.

Ratified: May 15, 1996  
Amended: June 24, 2013  
Reviewed: June 16, 2015