

ADVISORY BOARD

Longmont Senior Center By-Laws

ARTICLE I Authority

The Senior Citizens Advisory board is established by the City Council under the Municipal Charter Ordinance O-81-71 (Chapter 284 of the Longmont Municipal Code). Article VII of the Municipal Charter sets forth the general provisions for all boards and commissions of the City.

ARTICLE II Purpose and Functions

- Section 1. The purpose of the Senior Citizens' Advisory Board is to be advisory to the City Council for the purpose of providing to senior citizens a valuable resource in communicating effectively with their elected representatives and help the Council to be more responsive and better advised in matters of particular concern and impact affecting the senior citizen community of Longmont.
- Section 2. To establish recommendations for guidelines and policies facilitating the most beneficial and productive use of the Senior Center; to review annual budget requests relating to senior citizen programs; to otherwise serve as a liaison between the City Council and community of senior citizens in matters of public interest as determined by the Board or Council; and to report annually, in writing, to the City Council concerning the operation of the Senior Center, and relating to matters of current membership at the close of the calendar year, the financial aspects of the Center, maintenance and condition of the facility, and any other matter deemed prudent to report on, upon request of Council or the initiative of the Board.

ARTICLE III Members

- Section 1. The Senior Citizens' Advisory Board shall consist of seven members appointed to serve 3-year terms. No person may serve more than two consecutive terms. They may reapply after a one year's absence from the Board. Four of the seven board members shall be at least 55 years of age.

Section 2. As of 9-5-01, the current Alternate may fulfill the term appointed through 12/03. Then we will remove this Section and no longer have alternates appointed.

ARTICLE IV

Officers

The officers shall consist of a Chairperson, a Vice-Chairperson and a Secretary elected by the Board.

Section 1. Duties of the Chairperson

- A. To preside at all meetings of the Board
- B. To call special meetings in accordance with the By-laws
- C. To sign all documents of the Board
- D. To see that all actions of the Board are properly taken
- E. To represent the Board in an official capacity

Section 2. Duties of the Vice-Chairperson

- A. During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

Section 3. Duties of the Secretary

- A. To give or serve all notices required by law or by these By-laws
- B. To inform the Board of all correspondence relating to business of the board and to attend such correspondence
- C. To keep the minutes

Section 4. Election of Officers

Election of officers shall be held at the first meeting following the yearly appointment of new members by Council.

ARTICLE V

Meetings

The Senior Citizens' Board shall hold regular meetings each month. The regular monthly meeting day and time shall be set by the Board at the annual meeting of each year. A regular meeting may be cancelled or rescheduled at a prior meeting. Notices of all meetings shall be posted in a prominent area of the Senior Center at least 24 hours prior to the meeting.

Section 1. The regular meeting in February shall be designated as the annual meeting.

Section 2. Special meetings may be called by the Chairperson, or at the request of three members, for the transaction of business as stated in the call for the meeting.

- Section 3. At any meeting of the Board, a quorum shall consist of four (4) Board members.
- Section 4. All meetings of the Board shall be open to the public.
- Section 5. If a Board member does not attend three consecutive regular meetings, without being excused, the Board may recommend that member resign or may request that the City Council consider the member's removal from the Board and seek a replacement for that individual.
- Section 6. Minutes of all meetings shall be kept on file at the Senior Center with the Supervisor of Senior Services. Minutes are open to the public.

ARTICLE VI Committee and Liaisons

Special and standing committees may be developed to address particular issues in regards to Senior Center business. Liaisons may be appointed to other groups as appropriate.

- Section 1. Development of Committees
- A. The process of committee formation may begin by any Board member.
 - B. At the time of formation, the Board will determine committee make-up and length of operation.
 - C. New committees may be dissolved anytime with a majority vote by The Board.
- Section 2. Friends of the Senior center, Inc., Liaison
- A. One member of the Board will be appointed as liaison to the Friends of the Senior Center, Inc., at the annual meeting each year.

ARTICLE VII Amendment of By-Laws

By-Laws may be amended at any meeting of the Senior Citizens' Board provided notice of said proposed amendment is given to each member in writing five days before the meeting. The affirmative vote of at least four of the seven members shall be required for the adoption of any proposed amendment to the By-Laws.

AMENDED November 1, 1991

Don Ganter
Jack McKenna

Jewell Loos
Maija Antis
Jean Cross
Dick Klein
Virginia Estes

Amended February 5, 1993

John McKenna
Jean Cross
Dick Klein
Maija Antis
Edna Green
Kurt Heisler
Patti Magner

Amended November 5, 1997

Gretchen Beall
Don Bresee
Carol Matheis-Kraft
Cheryl Carmicheal
Beverly Hill
Janet Stringer
Leah Wilson

Amended September 5, 2001

Carol Matheis-Kraft
Thomas Estes
Don Ganter
Kylie Gertge
Sara Beery
Linda Neiman
Arlene Poplewko
Anabel Rose

Amended October 7, 2009

Libby Barstow
Mori Glidewell
Miguel Medina
Julie Burrows
Arlene Poplewko
Fay Reynolds