

## BYLAWS

### EDEN PRAIRIE SENIOR ADVISORY COUNCIL

#### ARTICLE I

##### **PURPOSE**

The Senior Advisory Council shall advise, consult with or make recommendations on adult and senior programs and services to staff. The Parks, Recreation and Natural Resources Commission, the Arts and Culture Commission and the City Council on matters relating to social/recreation programs, related services and facilities designed for adults and seniors. The Council shall assist with the development, promotion and implementation of adult and senior programs.

#### ARTICLE II

##### **DUTIES AND RESPONSIBILITIES**

1. Survey and study the needs and desires of adults and seniors of the community.
2. Research adult and senior program ideas offered at other community Senior Centers.
3. Evaluate the programming of the Eden Prairie Senior Center to ensure equality and fairness for all participants regarding programs, facilities and services.
4. Make recommendations for initiation and development of new programs.
5. Inform Eden Prairie Senior residents of the activities and recommendations made by the Senior Advisory Board through a summary of board activities printed in the monthly newsletter.
6. Advise staff on the use of the Senior Center.
7. Advise the Parks, Recreation and Natural Resources Commission of the needs and interests of senior citizens in Eden Prairie. Make recommendations to the Parks, Recreation and Natural Resources Commission regarding ways in which the needs of senior citizens may be met.
8. Develop and monitor expenditures and revenues of the Senior Advisory Council budget on a regular basis.
9. Regular attendance at meetings by all members is necessary for the Council to effectively discharge its duties and responsibilities, and is a requirement for serving on the Advisory Council. Council members should not miss more than three meetings.
  - a. If an Advisory Council Member is unable to attend a particular meeting, he/she

should inform the Council staff a day before the meeting.

- b. If an Advisory Council Member finds that he/she cannot attend regularly he/she should, of his/her own volition, either ask for a leave of absence or resign.
- c. In the event of continued absence by a member, the chair shall notify the affected board member and determine a course of action.

### ARTICLE III

#### A. **MEMBERSHIP**

1. The Senior Advisory Council shall consist of nine members.
2. Members are elected for a two year term, with five being elected in the odd numbered years and four in the even numbered years.
3. Membership on the Council is open to any Eden Prairie adult/senior who is able to regularly attend the meetings. Interested persons may apply through the Senior Center, or may be recruited by the Nominating Committee.
4. Terms of office will be February 1 through January 31 of the appropriate year.
5. The Recreation Coordinator for the adult/senior programs shall serve as staff liaison to the Senior Advisory Council.

#### B. **POLICY**

This Council shall be non-discriminatory in regard to race, sex, national origin, religion, age, color, creed, disability, marital status or public assistance status.

#### C. **ELECTION OF BOARD MEMBERS**

1. The Nominating Committee shall be appointed during the October meeting by the Senior Advisory Council.
2. The Nominating Committee shall consist of a chair and at least three members, none of whom may be candidates.
3. The Nominating Committee is responsible for establishing the slate of nominees by December 1, and conducting the election, including tabulating the ballots.
4. The election shall be completed on the third Thursday of January.
5. Ballots will be printed, listing candidates in alphabetical order and allowing spaces for write-in candidates.

6. Explicit directions for the voting procedure will head each ballot and will be included in the Senior Center News.
7. The candidates receiving the largest number of votes will stand elected. Reference ballot counting procedures.
8. A vacancy occurring in an office shall be filled by an alternate(s) or the next person on the ballot receiving the most votes. If no candidates remain on the ballot, the Senior Advisory Council shall appoint a new member.

## ARTICLE IV

### MEETINGS

1. The Council shall meet a minimum of six times a year and at other times when necessary, set by Recreation Coordinator or Council Chair.
2. Anyone wishing to approach the Council on a special matter may do so by submitting their request in writing to the Senior Center staff seven days in advance of the meeting and make the subject for discussion known in writing.
3. A quorum shall be constituted by a majority of the membership of the Council duly elected.
4. Meeting days and times shall be set at the annual organizational meeting in January. All regular meeting will be announced in the Eden Prairie News.
5. The Council shall conduct a general meeting at the Holiday Luncheon in December to provide a year-end overview of the Senior Center programs and events, share information on new and ongoing commitments, announcements of future programs and announce upcoming programs and events and to solicit their input.

## ARTICLE V

### ORGANIZATION

1. The February meeting of each year shall be an organization meeting at which time the Advisory Council shall elect, from among their own members, a chair, vice chair and treasurer to serve for one year. This meeting shall also determine meeting dates for the year.
2. The Chair shall preside over all meetings. He or she shall have the power to establish committees and assign specific tasks to committee members.
3. The Vice Chair shall preside over all meetings in the absence of the chair. The vice chair

will also be responsible for recruiting hosts and hostesses for Center activities.

4. The Treasurer shall work with the City of Eden Prairie Finance Department staff in order to keep accurate records of revenues and expenditures for the Advisory Council budget.

Any expenditure in excess of \$100 must be approved by the Advisory Council.

## ARTICLE VI

### COMMITTEE ORGANIZATION

1. The Advisory Council shall appoint all committees as necessary to carry on the programs of the Senior Center.
2. Each committee appoints their own chair.
3. All committees shall report to the Advisory Council as appropriate quarterly, or more frequently if the Advisory Council requests a report.
4. Duties of each committee shall be those implied by the name of the committee and any additional functions assigned to them by the Chair of the Advisory Council.

### BYLAWS

All new bylaws or bylaw changes may be proposed by an Advisory Council member in the form of a motion. A vote on the motion shall be taken at the Council meeting. A majority vote of the Council will be required to adopt or change the bylaws. Copies of the bylaws shall be available upon request.

REVISED March 19, 2004

ADOPTED October 6, 1993

REVISED November 8, 1995

REVISED November 6, 2002

REVISED May 7, 2004

REVISED February 11, 2009