

Jayhawk Area Agency on Aging, Inc.

Maria C. Russo
Executive Director

RECEIVED

JUN 10 2003

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June 5, 2003

Bobbie Walthall, Executive Secretary
City of Lawrence
City Manager's Office
P.O. Box 708
Lawrence, KS 66044


Dear Ms. Walthall,

At the beginning of 2002, members of the Jayhawk Area Agency on Aging Advisory Council discussed proposed changes to their bylaws. The proposed changes to the bylaws were: 1) That Advisory Council officers would be elected annually, and 2) an additional appointment would be created for the City of Oskaloosa, bringing the total membership on the Council to 15. The final revisions were approved by the Jayhawk Area Agency on Aging Board of Directors during their April 11, 2002 meeting.

Enclosed with this letter is a copy of the revised JAAA Advisory Council bylaws. I have also included a copy of the JAAA Board of Directors bylaws, which have remained unchanged.

Should further changes be made to either set of bylaws, a copy will be sent to you for your files.

Sincerely,


Maria C. Russo
Executive Director

Enclosure: JAAA Advisory Council Bylaws (revised 4/2002)
JAAA Board of Directors Bylaws (effective 8/1999)

**Jayhawk Area Agency on Aging, Inc.
Advisory Council
Bylaws**

ARTICLE I NAME AND PURPOSE

Section 1. Name:

The organization shall be known as the Jayhawk Area Agency on Aging Advisory Council. (JAAA)

Section 2. Purpose:

- 1) To advise the Board of Directors concerning policies and programs that affect older persons in Douglas, Jefferson and Shawnee Counties.
- 2) To promote the ability of older persons to secure and maintain a high degree of independence and dignity in their community.
- 3) To keep the Kansas legislature and public aware of aging issues and services available to older persons by legislative contact, public presentations and media promotions.
- 4) To hold at least one public forum per year in each county to determine the needs of older persons.
- 5) To perform such other duties as requested by the Board of Directors.

ARTICLE II COMPOSITION AND QUALIFICATIONS OF MEMBERSHIP

Section 1. Size:

The JAAA Advisory Council shall consist of fifteen (15) persons, with the appropriate representation from each of the three counties in its area – Douglas, Jefferson and Shawnee.

Section 2. Appointment of Council:

Three (3) shall be appointed by the Board of County Commissioners of Shawnee County, three (3) appointed by the City of Topeka; three (3) appointed by the Board of County Commissioners of Jefferson County; three (3) appointed by the Board of County Commissioners of Douglas County; two (2) appointed by the City of Lawrence, and one (1) appointed for the City of Oskaloosa. The Executive Director and the Council members, may, at their discretion, consult with local city and county officials regarding the selection of members of the Advisory Council.

Section 3. Duration of Appointment:

Members of the Council will be appointed for three (3) years and a person may be reappointed for no more than one additional three (3) year term. The effective date of regular appointments shall be October 1.

Section 4. Filling Council Vacancies:

In the event of the death, resignation or other disqualification of any Council member, his or her successor shall be appointed by the appropriate appointing authority. The person appointed shall serve initially only until the expiration of the term of such vacating member, but may be reappointed for two (2) full three (3) year terms. The chairperson shall advise the appointing authority of a vacancy.

Section 5. Absenteeism:

The Council may recommend to the appropriate appointing authority the removal of a Council member who is absent two (2) consecutive Council meetings without notifying the Chairperson and or Administrative Assistant of JAAA or who attends less than half of the regularly scheduled meetings during any twelve (12) month period.

Section 6. Qualifications:

The Council shall include older individuals (including minority individuals) who are participants or who are eligible to participate in programs assisted under the Older Americans Act, representatives of older individuals, local elected officials and the general public. Of those counties having two (2) or more representatives, it is highly desirable that at least one be a minority. No members of the JAAA board, or administrators, shall be eligible for Council Membership.

ARTICLE III

OFFICERS

Section 1. Officers:

The Council will elect a chairperson, vice-chairperson and secretary who will perform the duties usually associated with those offices.

Section 2: Elections and Terms of Office:

Council shall elect a nominating committee of three (3) members at the August meeting. The Committee shall find and gain the consent of a candidate for each office. The report of the Committee shall be given at the September meeting and elections shall be conducted at the September meeting. Officers are elected by majority vote and will take office at the October meeting. Officers will be elected annually.

ARTICLE IV

MEETINGS

Section 1. Frequency:

The Council shall meet monthly, before the regular meeting date of the JAAA Board of Directors. The time and place of meetings will be agreed on by a majority of the Council. A meeting notice, tentative agenda, supportive information and minutes of the latest JAAA Board of Directors meeting, if available, will be mailed to the Council at least five (5) working days before the meeting.

Section 2. Quorum:

A quorum shall exist when fifty (50) percent of the Council members are present.

Section 3. Rules:

Meetings will be conducted according to generally accepted rules of order.

ARTICLE V

COMMITTEES

Section 1. STANDING COMMITTEES:

1. Liaison Between JAAA and the Seniors we serve:
 - a. Conduct community relations and provide information to deal with those issues which concern seniors in general and the clients we serve.
 - b. Hold at least one public forum in each of our respective counties. Suggested topics include seminars on the issues of aging and Senior Information Days.
 - c. Develop an annual "Senior Leadership Class" in order to educate and create a more knowledgeable group of senior leaders.
 - d. Create a process for the identification of "Senior Friendly" businesses.
 - e. Do quality assurance as it relates to our clients and with our staff regarding the programs we manage.
 - f. Create and staff an Ombudsman-type program for JAAA.
2. Liaison Between JAAA and providers of aging services:
 - a. Perform pre-assessment visits.
 - b. Visit Meal Sites.
 - c. Sample client's responses to the services being provided.

3. Liaison between JAAA and our local, state, and national legislators:
 - a. Host the annual Legislative Forum.
 - b. Assign individual legislators to members of the Advisory Council in order to facilitate an effective communications regarding issues.
 - c. Build "grass roots" movements through legislative forums.

4. Screening panel for potential members of the Advisory Council and Board of Directors:
 - a. Follow up on contracts initiated by interested individuals.
 - b. Seek out individuals for membership who have demonstrated an interest in senior issues.
 - c. Work with the appointing governmental entities regarding their appointments to the Advisory Council.

Section 2. Ad Hoc Committees:

When deemed necessary by the Council, the Chair of the Council shall appoint ad hoc committees to deal with special issues, such as program procedures, coordination, etc.

ARTICLE VI

AMENDMENTS TO THE BYLAWS

Section 1. Procedures:

The Bylaws of the Council will be reviewed annually.

The Bylaws of the Council may be amended by a two-thirds (2/3) vote of the Council at any regular or special meeting duly convened, provided written notice of proposed amendments be furnished to members not less than 10 days prior to the meeting at which the proposed changes are to be considered. Any changes in the Council bylaws are subject to the approval of the JAAA Board of Directors.