

TOOELE COUNTY COUNCIL ON AGING

BY-LAWS

FORWARD

The Tooele County Council on Aging was established by the Board of County Commissioners of Tooele County on December 6, 1971, to improve, develop, coordinate and strengthen all programs concerned with older adults. The Board of Commissioners created a Tooele County Council on Aging to act in a policy-making capacity. The County Legislative Committee of Tooele County reestablished the Council on Aging February 7, 1995, under the Older Americans Act. The Council on Aging will act in an advisory capacity.

Minor corrections and changes to the By-Laws were made and passed unanimously by the COA on June 25, 2014. The changes were made primarily to bring the Tooele COA By-Laws in-line with the federal requirements.

**Updated Article 1 Section 3 on 8/26/15 and was passed unanimously.*

**Changed meeting date to 4th Tuesday of the month, May 2017.*

**Changed meetings to 4th Tuesday in January, February, April, June, August, October on 5/28/2019.*

**On 01/23/2023 verbiage was updated and meetings dates were changed to the fourth Wednesday in January, February, April, June, August, and October.*

**BY-LAWS
OF
TOOELE COUNTY COUNCIL ON AGING**

**Article I
Name and Structure**

- Section 1. The name of the Council shall be the Tooele County Council on Aging, hereinafter called COA.
- Section 2. The COA is formulated and set into action by the Tooele County Council.
- Section 3. Eleven (11) voting members; eight (8) appointed by Tooele County Council and three (3) Center Board or Advisory Board representatives, one (1) from each senior center board or advisory board.
- Section 4. COA members shall serve a four (4) year term with approval of the Tooele County Council; not to exceed two (2) consecutive terms.

**Article II
Purpose and Function**

- Section 1. The role of the Council on Aging is to act in an advisory capacity to the Division of Aging Services in Tooele County.
- Section 2. The purpose of the COA shall be to evaluate, advise, and recommend policies and procedures of operation in the best interest, welfare, and general well-being of older adults in Tooele County.
- Section 3. The council shall advise the agency relative to:
- a. Developing and administering an area plan for older adults;
 - b. Conducting public hearings concerning aging issues;
 - c. Representing the interests of older adults;

- d. Reviewing and commenting on all community policies, programs and actions which affect older adults, with the intent of assuring maximum coordination and responsiveness to older adults needs;
- e. Assisting in social needs assessment, problem identification and determining priorities;
- f. Making recommendations to the Director of Aging Services as to how Aging Services may be changed or improved;
- g. Evaluating the effectiveness of aging programs in order to advise and recommend continued funding;
- h. Encouraging and facilitating cooperation and coordination between the various social and health service providers in the unified service system;
- i. Determining the most efficient and effective means to provide needed aging services;
- j. Making recommendations to the State's Director of Aging and Adult Services through respective representatives; and
- k. Providing public relations information to the community at large.

Section 4. Review by advisory council. The Area Agency on Aging (AAA) shall submit the AAA Four-Year Plan and amendments for review and comment to the advisory council before it is transmitted to the State agency for approval.

Article III Composition of Council

Section 1. The COA shall consist of eleven (11) voting members, at least six (6) of the members shall be older persons, including minority individuals, who are participants, or eligible to participate in programs authorized by the Older Americans Act. The representatives of each senior center's advisory board in the County shall be included in the Council. The other members of the council may be:

- a. Representatives of older persons;
- b. Representatives of health care provider organizations, including veterans' health care if available;
- c. Representatives of supportive service provider organizations;
- d. Persons with leadership experience in the private and voluntary sectors;
- e. Local elected officials; or
- f. The general public; or
- g. Representative of low-income individuals.

h. One person may be able to represent more than one of the above listed groups.

Section 2. In Tooele County Code Section 4-2-6, the Tooele County Commission authorized the creation of an advisory board for each senior center in the County. Each center's advisory board recommends a representative of the center board to be appointed to the Tooele County Council on Aging.

Section 3. No member of the COA shall be on the payroll of the Division of Aging Services. Staff from the Division of Aging Services and members of the County Council and other special technical assistance consultants may be non-voting, ex-officio members of the COA.

Section 4. Membership on the COA may be terminated by resignation or by resolution of the COA after any member of the COA has missed three or more meetings each year without cause.

Section 5. Vacancies shall be filled by the nomination and recommendation of the COA, reviewed by the Aging Director and then submitted to the County Council for official appointment.

Section 6. Expired terms shall be filled by the nomination and recommendation of the COA, review by the Aging Director, and then submitted to the County Council.

Article IV Conducting Business

Section 1. Officers of the COA shall consist of the chairperson, vice-chairperson, and other such officers as may be determined by the COA members.

Section 2. Nomination of the officers will be held in October each year by COA members. Meetings will be conducted by "Robert's Rules of Order", or such other rules as may be acceptable to the COA. Officers elected in October shall take office at the first meeting in January.

Section 3. Regular meetings of the COA shall be held the fourth Wednesday of each month, except July, November and December, unless notified otherwise. Meetings are deemed public and should be advertised as such.

Section 4. A quorum shall consist of six (6) COA voting members.

Section 5. A staff secretary will be made available through the Tooele County Division of Aging Services. The secretary shall attend or be responsive to all meetings of the COA and preserve in the books of the COA true minutes of the proceedings.

Article V
Standing Committees

Ad Hoc committees may be called at the discretion of the COA, or through the recommendation of the Tooele County Division of Aging Services.

Article VI
Scope of Authority

All decisions made by the COA concerning planning, needs assessment, and selection of services shall be made as recommendations to the Tooele County Division of Aging Services and the County Council, who will have final approval.

Article VII
Amendments

These By-Laws may be adopted, amended, or repealed by the Council on Aging.