

OAK BLUFFS COUNCIL ON AGING

REGULATIONS

BOARD ESTABLISHMENT

The Oak Bluffs Council on Aging, Board of Directors (OBCOA Board) was established, by the Town of Oak Bluffs Selectmen, to act as an Advisory Committee to the Board of Selectmen and the OBCOA Agency Administrator, pursuant to Chapter 40, section 8B of the Massachusetts General Laws.

AGENCY MISSION

The primary mission of the OBCOA is to promote and provide programs and services that foster dignity, independence and lifelong learning for elderly citizens. The appointed Agency Administrator is responsible for directing and/or overseeing the implementation of all programs and services as they pertain to the needs of the clients. These functions include management of the facility and the handling of all relevant business matters pertinent to the successful operation of the center.

OBCOA BOARD FUNCTION

The function of the OBCOA Board is to provide policy input, assist in the establishment, development, and implementation of measurable goals and objectives and to advise the Board of Selectmen and to the Agency Administrator, when required. These components are intended to enhance service delivery outcomes and to ensure that the spirit of the law is enacted and adhered to.

In this context, the following list contains some of the OBCOA goals:

- A. To assist in the Identification of the needs and interest of elders in the community.
- B. To assist the Administrator with the development of measurable program outcomes, to enhance service delivery.

- C. Through outreach and education, enlist the participation and support of the community, to assist in meeting the specific needs of the elderly population.
- D. To keep abreast of all State and Federal Legislation and programs that pertain to the elderly.

OFFICERS

The OBCOA Board Officers shall consist of a President, Vice President and Secretary. Officers shall be elected at the annual meeting of the OBCOA Board and shall take office upon election.

FUNCTIONS

President:

The President shall preside over all meetings and in conjunction with the Agency Administrator and other OBCOA Board members shall establish and prepare and post agenda for all meetings.

The President or designee shall ensure that each member of the OBCOA is sworn in by the Oak Bluffs, Town Clerk, prior to becoming an active members of the Board. The President must also provide the new member with a copy of the Open Meeting Law M.G.L. Chapter 39, Section 23B, and all relevant materials needed to serve, as required by law.

Vice President

The Vice President, during the absence of the President, shall exercise all of the functions of the President, including assuming all of the powers and restrictions that accompany the position.

The Vice President shall fill the President's position in the event that the office of the President is vacated, prior to the expiration of the incumbent's normal term.

Secretary

The Secretary shall perform all duties relevant to the recording, processing and distribution of all official information, as required by the Commonwealth of Massachusetts office of the Secretary of state.

The Secretary must Record all official minutes of the OBCOA Board in accordance with the open meeting. The Secretary will comply with the Secretary of States Record Retention Schedule (DS 27-93) of September 9, 1993, file the annual report with the executive of Elder Affairs per M.G.L. Ch. 40, sec 8B and forward a copy to the Town of Oak Bluffs Board of Selectmen.

BOARD MEMBERSHIP

The Board of Selectmen shall appoint the council on Aging consisting of seven (7) members and two (2) alternate members. The Board of Selectman shall appoint the Council on Aging consisting of (7) members and (2) alternate members, who shall be appointed to staggered terms. The members of the Council shall serve without pay.

Vacancy

Whenever a vacancy shall occur in the membership of the Council, by reason of death, resignation, inability to act or for any reason, the vacancy shall be filled by appointment by the Selectmen for the remainder of the term.

LOCATION

Whenever possible all meetings shall be conducted at the OBCOA facility, which is located at 21 Wamsutta Avenue, Oak Bluffs, Massachusetts. All mail will be delivered to P.O. Box 1327, Oak Bluffs, MA. 02557.

VOTING RIGHTS OF MEMBERS

An OBCOA Board member is an unpaid Town official. As a Town official, a member shall not exercise his/her vote in violation of the State Conflict of Interest Law (M.G.L.) Ch. 268A. Special attention must be given to sections (1-3, 8-10, 17-23A), 24 and 25. All Council on Aging members are subject to conflict of interest laws.

All OBCOA Board voting rights shall be vested to all members. Each member shall be entitled to one vote with regard to any question that comes before a meeting of the OBCOA Board.

In the absence of a quorum the OBCOA may use alternates who have been appointed by the Oak Bluffs Board of Selectmen, when a vote is required.

MEETINGS

Monthly Meetings

Monthly Meetings are conducted on the third Thursday of the month. The only exception to the rule occurs if a scheduled meeting falls on a legal holiday. The meeting, should this occur, will take place on the next business day. Other exceptions are when an invitation has been extended to a special guest or an elected Town Official and if the OBCOA Board meeting conflicts the Town meeting.

Conduct of Meeting

All meetings shall be conducted in accordance with Roberts' Rules of Order.

NOTICE OF MEETINGS:

Monthly Meetings

In accordance with provisions of the open meeting law M.G.L. Ch. 39 sec. 23B, the OBCOA Board shall provide at least forty-eight hours' notice and posting of its meetings by the President of the Board. The OBCOA shall distribute to its members minutes of the previous meeting and the agenda for the upcoming meeting at least three days prior to each regular meeting.

Annual Meetings

Notice of the annual meeting shall be as provided for in the Massachusetts open meeting law, additionally The OBCOA Board shall inform the general public, through the appropriate media source, at least two weeks in advance of the Annual meeting.

Emergency Meetings

Emergency meetings of the OBCOA Board may be called at any time by the President at the request of three members, in accordance with the Massachusetts Laws.

Annual Meetings

The annual meeting of the OBCOA Board shall be held on the third Thursday in May. The primary purpose of this meeting is to elect new officers whose terms have expired. A presentation to the committee of the Annual Reports of the Committee President, Administrator and Outreach Coordinator.

ATTENDANCE

Members are expected to attend all meetings, with the exception those who have critical health issues and/or uncontrolled extenuating circumstances.

Members are expected to notify the President, in advance of the meeting, if they cannot attend. A request for resignation may occur after three consecutive unexcused absences or six unexcused absences in a calendar year. These violations may require that the OBCOA Board may recommend the dismissal of such member from the Board to the Selectmen.

Quorum

A majority of the total OBCOA Board membership shall be necessary and sufficient to constitute a Quorum for the transaction of business.

OBCOA Board / Staff Relationships

The OBCOA Board is primarily advisory to the Board of Selectman and Administrator.

- A. Administrator shall recommend for hire all subordinate staff positions.
- B. OBCOA Board members shall refrain from supervisory and/or day-to-day management activities;
- C. Communications, other than emergencies, shall be directed to staff through the OBCOA Board President;
- D. Agency staff shall ensure the confidentiality of individual client and staff records;

- E. The OBCOA Board President shall consult with the Administrator, when appropriate, relative to policy matters.

AMENDMENTS

Amendments to these regulations may be considered at a regular meeting of the OBCOA Board, provided:

- A. Notice of the general character of proposed changes shall be given in the agenda for meeting with a statement regarding the purpose of proposed changes;
- B. Any proposed change to these regulations must be adopted by quorum majority of the OBCOA Board members present;
- C. Final adoption of regulations changes shall be approved by the Oak Bluffs Board of Selectmen;
- D. If any part of these regulations is in conflict with Town Bylaws those of the Town shall have precedence.