

**TOWN OF AMHERST SENIOR SERVICES ADVISORY BOARD
BY-LAWS**

ARTICLE I - NAME

This advisory board shall be known as The Town of Amherst Senior Services Advisory Board.

ARTICLE II – PURPOSE

The purpose of the Advisory Board is:

- to support the Mission of the Town of Amherst Department of Senior Services;
- to advocate for programs and services that support adults aged 55+, their caregivers, and their families;
- to support appropriate funding for the Center's current and future operations and programs;
- to foster communication between the Town of Amherst and the community regarding issues, trends and public policy affecting adults 55+;
- to encourage and support diverse and inclusive program development;
- to advise and consult with the Amherst Town Board regarding issues related to citizens aged 55+.

ARTICLE III - MEMBERSHIP & TERM

Section I – Membership

1. The Advisory Board shall consist of a minimum of five (5) and a maximum of eleven (11) appointed members, and seven (7) Ex-officio members.
2. Advisory Board members shall have a demonstrated expertise in senior services (or a related field) and shall be currently employed or retired from one of the following categories: *social services, health care, education, the clergy, business or the professions, public relations/marketing, or law enforcement.*
3. Advisory Board members must be at least 21 years of age and reside and/or provide services to the residents in the Town of Amherst.
4. Appointed Advisory Board members shall have the following duties and responsibilities:
 - a. ensure that the Center's activities and transactions advance its mission;
 - b. complete, sign, and submit₄ an Annual Statement of Financial Disclosure Town of Amherst form and update it during the year if necessary;
 - c. make decisions that are in the best interest of the Center;

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- d. prepare for, attend, and conscientiously participate in Advisory Board meetings;
 - e. follow the Center's by-laws, policies, and Advisory Board resolutions;
 - f. serve as active advocates and ambassadors for the Center;
 - g. maintain confidentiality about all internal matters of the Center.
5. Potential new Advisory Board members must submit a resume which shall be reviewed by the Director of Senior Services (Director). Upon the Director's approval, the resume shall then be forwarded, for final approval, to the Amherst Town Board.
6. In addition to appointed Advisory Board members, the following individuals shall serve in an Ex-officio capacity:
- a) Director of Senior Services
 - b) Town Board Liaison to the Department of Senior Services
 - c) President of the Representatives' Council (President)
 - d) Amherst Chief of Police or delegate
 - e) Executive Director of the Amherst Generations Foundation
 - f) Executive Director of the Youth & Recreation Department
 - g) Amherst Town Judge or delegate
7. Ex-officio members shall have the same rights and privileges as do other Advisory Board members, including the right to information about meetings and topics, the right to discussion, and the right to vote.

Section II - Terms of Membership

1. Appointed Advisory Board members shall be appointed for a term of two (2) years and may be reappointed for two (2) additional 2-year terms. To be eligible for reappointment to the Advisory Board after serving three successive terms, there must be a lapse of one (1) year.
2. One-third of the Appointed Advisory Board members shall be appointed each year.
3. The term of a person appointed to complete an unexpired term shall have the same termination date as the Appointed Advisory Board member replaced. A replacement term shall not be considered a full term for succession purposes.
4. After three (3) absences during a calendar year or two (2) consecutive absences during a calendar year, the Appointed¹ Advisory Board member shall be terminated from the Advisory Board membership. The terminated Appointed¹ Advisory Board member may appeal the Advisory Board's decision in writing

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within 11 days of termination. Reversal of any termination shall require a 2/3 majority Advisory Board vote.

5. Appointed Advisory Board members are required to attend scheduled Advisory Board meetings. Due to the intrinsic nature of their position, the Director and the President shall also be required to attend scheduled Advisory Board meetings. Ex-officio Advisory Board members, with the exception of the Director and the President are strongly encouraged, but not required, to attend Advisory Board meetings.
6. A calendar year is defined as beginning January 1st and ending December 31st.

ARTICLE IV – MEETINGS

1. The Advisory Board shall meet a minimum six (6) times per calendar year. If the need to add additional Advisory Board meetings is determined, the number of Advisory Board meetings may be increased up to a maximum of nine (9) meetings per calendar year. The Advisory Board meeting schedule for the upcoming year shall be determined by the Advisory Board during the final meeting of the current calendar year. The Advisory Board Chair (Chair) or the Director shall be empowered to postpone or cancel a regular Advisory Board meeting.
2. Notices of Advisory Board meetings and the minutes of the previous Advisory Board meetings shall be sent to Advisory Board members in advance.
3. The Chair shall be empowered to call special meetings of the Advisory Board, upon at least two (2) days written, email or telephone notice.
4. In case of an emergency, Advisory Board members¹ may be polled by phone or email for a vote.
5. Advisory Board members may physically or digitally attend Advisory Board meetings.
6. A quorum shall consist of a simple majority of currently Appointed¹ Advisory Board members, the Director, and President. Ex-officio members with the exception of the Director and the President are excluded when determining the presence of a quorum.
7. In all matters of parliamentary procedure, Roberts Rules of Order shall govern.

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ARTICLE V - OFFICERS

1. The Chair shall preside over meetings of the Advisory Board.
2. The Chair shall be appointed by the Director.
3. The Chair may serve three 2-year terms of office and thereafter may be appointed after a lapse of one (1) year.
4. The Chair shall preside at all Advisory Board meetings.
5. In his or her absence, the Chair shall appoint another Advisory Board member to conduct the Advisory Board meeting.

ARTICLE VI - AD HOC COMMITTEES

Ad Hoc Committees may be formed at the discretion of the Advisory Board with members appointed by the Chair and can include individuals who are not members of the Advisory Board, but who possess expertise relevant to the purpose of the ad hoc committee.

ARTICLE VII - AMENDMENTS

The by-laws may be amended by introducing the proposed amendment at a regular Advisory Board meeting and notifying each Advisory Board member that the proposed amendment will be acted upon at the next regular Advisory Board meeting. A two-thirds (2/3) vote of the voting Advisory Board members present shall be required to pass an amendment. The amendment would then be sent to the Amherst Town Board for approval.

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