



**Aging and Disability Resource Center
Serving Calumet, Outagamie and Waupaca Counties**

ADVISORY COMMITTEE BYLAWS

ARTICLE I - NAME

The name of this Committee shall be called the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee. It will be referred to as the Advisory Committee henceforth in this document.

ARTICLE II - PURPOSE

The Advisory Committee shall be accountable for the oversight of the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties.

ARTICLE III - DUTIES AND POWERS

The powers and duties of the Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Calumet, Outagamie, and Waupaca Counties. Duties of the Advisory Committee shall include the following:

- Develop a mission statement for the Aging and Disability Resource Center (ADRC) that is consistent with the goals of the statewide redesign long term care system;
- Determine the structure, policies and procedures of the ADRC within the guidelines and local governance structures of the three collaborating partners;
- Ensure that the ADRC collaborative has a viable plan for implementation and operation;
- Oversee the operation of the ADRC collaborative;
- Identify unmet needs and prepare plans to meet them;
- Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
- Provide financial oversight for the ADRC budget, including developing a budget and monitoring expenditures; and
- Ensure that the terms of the State/County ADRC contract are fulfilled.

ARTICLE IV - MEMBERSHIP

Section I Appointing Authority

Each County shall have 4 representatives on the Advisory Committee. Appointment of the counties four representatives will follow that County's policy on committee appointments.

Section II Membership

The Advisory Committee shall consist of twelve (12) members. Three (3) members, one from each County, shall be County Board Supervisors, or appointed members to the County Human or Health and Human Services Committee and/or Board. Six (6) members will be consumers of services, family members or guardians from one of the following target groups: Elderly (age 60 and above), people with physical disabilities, developmental disabilities and persistent or chronic mental illness; one member representative from a community agency; one member

representative from an advocacy organization and one member representative from the Business Community. Composition of the membership shall strive to represent the ethnic, economic and geographic diversity of Calumet, Outagamie, and Waupaca Counties. An equal number of representatives from each County will be selected unless there are compelling reasons to vary from this practice.

The membership does not include individuals with a real or potential conflict of interest.

Section III Initial Terms

Initially, four (4) members will be appointed for three (3) year terms; four (4) members will be appointed for two (2) year terms, and four (4) members will be appointed for a one (1) year term. Each County will divide their representatives into the initial term categories.

Section IV Tenures

All members appointed from Outagamie and Waupaca counties shall serve for three (3) year terms following the initial term. Members appointed from Calumet County shall serve two (2) year terms following the initial term. No Advisory Committee member may serve more than six consecutive years on the Advisory Committee.

Section V Absences

Any member that has more than three (3) unexcused absences in a twelve (12) month period, from regular Advisory Committee meetings, shall resign his/her position on the Advisory Committee. An unexcused absence means that the absentee did not notify the Chairperson or the appointed agent that he/she would be unable to attend the meeting.

ARTICLE V - OFFICERS

Section I Officers

The Officers shall consist of a Chairperson, Vice-Chairperson and Secretary.

Section II Election

The Officers shall be elected each year in May by a majority vote of the members present. If the election of Officers is not held at such meeting, the election shall be held as soon thereafter as possible. Each Officer shall hold his/her office until his/her successor has been duly elected.

Section III Term of Office

The Officers shall be elected for a term of one (1) year. Officers shall assume duties at the next Advisory Committee meeting following their election at the Annual Meeting in May.

Section IV Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chairperson appointment. The Chairperson's appointment shall maintain the membership balances as specified in Article IV, Section II, "Memberships".

Section V Chairperson

The Chairperson shall be the principal Executive Officer of the Advisory Committee and shall preside over all Advisory Committee business. The Chairperson shall appoint all subcommittees.

Section VI Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform other duties that may be assigned to him/her by the Chairperson of the Advisory Committee. If both Chairperson and Vice-Chairperson are absent, the Secretary will chair the meeting.

Section VII Training

All Advisory Committee members must receive an orientation and other appropriate education and training.

ARTICLE VI - MEETINGS

Section I Meeting Place

The meeting place of the Advisory Committee shall meet in a central location as arranged by the Project Manager unless otherwise specified by the Committee. The Project Manager shall act as recording secretary for meetings.

Section II Annual Meeting

An Annual Meeting shall be held each year in May for the purpose of electing officers and transacting other business as may come before the Advisory Committee.

Section III Regular Meetings

Regular meetings of the Advisory Committee shall be held at least bi-monthly or as needed by the Advisory Committee on a date selected by the Advisory Committee.

Section IV Special Meetings

Special meetings of the Advisory Committee may be called by, or at the request of, the Chairperson. A request for a Special meeting by other Advisory Committee members should be placed in writing to the Chairperson.

Section V Notice

Notice of any special meeting of the Advisory Committee shall be given at least three (3) days prior thereto by written notice sent by mail or oral notice to each member.

Section VI Quorum and Voting Rights

- A. A minimum of one-half (six members) of the appointed membership shall constitute a quorum for the transaction of business.
- B. A member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which he/she is an employee or officer.
- C. A majority (51%) of the Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

Section VII Manner of Acting

The act of a majority of the Advisory Committee members present at a meeting at which a quorum is present shall be the act of the Advisory Committee unless the act of a greater number is required by law or by these By-Laws.

Section VIII Payment of Per Diems to Advisory Committee Members

The current policies on payment of per diems for attending meetings from each County shall be applied to representatives appointed by each County to serve on the Advisory Committee

Section IX Posting of Public Meetings

Each County partner shall ensure that public posting requirements are met within its County for Advisory Committee Meetings such as ensuring that meeting information be distributed to:

- County Clerks
- Interested staff and members of the community
- Media outlets
- Newsletters
- Websites
- Senior / Community Centers

Section X Compliance with Wisconsin Open Meetings Law

It is the responsibility of each Advisory Committee member to comply with Open Meetings Law.

ARTICLE VII - FISCAL YEAR

The fiscal year of the Advisory Committee shall begin on the first day of January and end on the last day of December.

ARTICLE VIII - AMENDMENTS TO BY-LAWS

The Advisory Committee, if at least ten (10) days written notice is given to each member, may recommend that these or new By-Laws be altered, amended, repealed or created, by a 2/3 majority vote, at any regular or special meeting.

Approved November 12, 2009