

AURORA COMMISSION FOR OLDER ADULTS

BYLAWS

Article I Name

- A. The name of this organization shall be the Aurora Commission for Older Adults (ACFOA).
- B. Created by and responsible to the Aurora City Council by City Code and hereafter referred to as ACFOA.

Article II Purpose

- A. Foster support and development of new programs in housing, transportation, health and nutrition, legal, legislation, cost contained issues, recreational, educational opportunities, ageism, isolationism, and other unmet needs through lobbying and advocacy roles for Older Adults.

Article III Objectives

- A. Recognize existing services and identify unmet needs for Older Adults.
- B. Establish committees and/or services to address unmet needs.
- C. Monitor legislation affecting the quality of life for Older Adults and provide support to local, state, and federal governments in their efforts to improve the quality of life for Older Adults.
- D. Recommend plans of action to assist in meeting the needs and concerns of Older Adults.
- E. Establish a cooperative role with existing service providers.
- F. Develop and maintain an effective program communicating the needs of Older Adults.
- G. Advise City Council concerning the above issues and objectives.
- H. Establish collaborative partnerships with other tri-county councils and/or commissions serving the older adult community.

Article IV Membership

- A. The Commission shall consist of nine (9) voting members appointed by the City Council for one three-year term. Members have the option to apply for an additional three-year term and shall be term limited after three consecutive terms of service.

- B. Members who are term-limited may reapply for appointment as long as they wait one full-term before reapplying.
- C. All terms commence on the same day and month of each year and shall be staggered.
- D. Current terms shall be extended as necessary in order to create consistent term commencement dates.
- E. Members shall be registered voters of the City of Aurora, holding no paid or elected position with the city or any board of education.
- F. Members will be adult citizens with the vast majority of Commission members being over fifty-five years of age.
- G. Members shall attend all regularly scheduled ACFOA meetings.
- H. Members shall give prior notice of absences to the Chairperson or Staff Liaison. Resignation may be requested, if a member misses three consecutive unexcused meetings or five unexcused meetings in a twelve-month period.

Article V Meetings

- A. ACFOA meetings will be held the first Monday of every month at 1:00 p.m. unless otherwise agreed to.
- B. ACFOA meets at the Aurora Center for Active Adults (ACAA) unless otherwise agreed to.
- C. Chairperson or Vice-Chairperson may schedule special meetings with at least one-week notice to members.
- D. A majority of appointed members shall constitute a quorum.
- E. Chairperson and Vice-Chairperson will prepare an Agenda for each regular meeting.
- F. Members may use electronic media if they are not physically able to attend a regular or special meeting.

Article VI Officers

- A. The Officers shall be the Chairperson, Vice-Chairperson and Recording Secretary. All Officers are elected for a two-year term by a majority vote of the voting membership.
- B. Election of Officers shall be held at the November meeting and begin their term of office at the January meeting.

- C. Officers may serve consecutive terms in office. If a vacancy occurs, an election shall be held at the next regular meeting to replace the Officer until the next annual election.
- D. Vice-Chairperson and two ACFOA members will form a Nominating Committee in January and report to ACFOA in October.

Article VII Duties of the Officers

A. Chairperson

- Preside at all meetings.
- Set Agenda in collaboration with Vice-Chairperson.
- Serve as official spokesperson for the ACFOA or appoint a designee.
- Sign official Minutes, reports, or communication from the ACFOA.
- Other duties as required by the Bylaws and current city policy.

B. Vice-Chairperson

- Assist Chairperson in planning and leading meetings.
- Serve as Chairperson in the absence of the Chairperson.
- Serve as Chairperson of the Nominating Committee.
- Other duties as assigned by Chairperson.

Article VIII Financial Provisions

- A. Members of ACFOA serve on a volunteer basis.
- B. When prior approval is granted by the Chairperson and Staff Liaison, members may be reimbursed for expenses incurred in the discharge of official duties.

Article IX Board Conduct

- A. Members of the Commission shall uphold the standards of integrity and honesty including making decisions based on the best interest of the city and its residents; and avoiding political, financial, social relationships and transactions that may compromise, or give the appearance of compromising objectivity, independence, and honesty.

Article X Decision Making

- A. Decisions will be made by consensus when possible.
- B. Otherwise, a formal motion, second and majority vote is necessary for approval and action.

Article XI Amendments of the Bylaws

- A. These Bylaws may be amended by approval of the ACFOA pursuant to the decision-making process in Article IX at a regularly scheduled meeting after changes are presented. ACFOA members will vote on changes at the next meeting.
- B. Elected Officers shall be the Bylaws Committee.
- C. ACFOA members will review the Bylaws annually in October.

Record of Bylaws Revisions:

Revised 9/24/1997
Revised 11/19/2007
Revised 1/3/2011
Revised 7/1/2013

Revised 12/6/2017
Revised 1/9/2017
Revised 12/7/2020

Revised 11/1/21
Revised 3/7/22
Revised 11/4/24