**COMMISSION ON THE NEEDS OF THE AGING**

**WINDSOR LOCKS, CONNECTICUT**

**BY-LAWS**

**ARTICLE I**

**Authorization and Purpose**

The Commission on the Needs of the Aging was established by a town ordinance dated January 27, 1976, to study the needs of the town’s aging population. Subsequent directives from the Board of Selectman assigned to the Commission the responsibility of planning and developing policies and program necessary to meet the present and future needs of the aging, including oversight of senior center operations and activities.

**ARTICLE II**

**Membership and Meetings**

SECTION I: The Commission shall consist of nine members appointed by the Board of Selectman for a term of three years; members shall serve without compensation.

SECTION II: The First Selectman shall be an ex-officio member of the Commission.

SECTION III: Meetings of the Commission shall be held on the third Monday of each month, except July and August, at 7:00 PM at the Senior Center at 41 Oak Street, Windsor Locks. In the event that a meeting date falls on a holiday, or for any other reason, that meeting will be held on the following day (Tuesday).

A quorum shall consist of at least 5 members.

A special meeting may be called by the Chairman or upon written request by a majority of the members, to deal with matters requiring action that arise between regular meetings. Notice of the exact purpose of the meeting must be provided to all members within a reasonable number of days in advance.

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All meetings shall be open to the public, with advance notice as to time, place and agenda, as specified in a Town Ordinance.

The meeting in November of the year Windsor Locks holds a municipal election shall be designated the “Annual” Meeting. At this meeting, in addition to the regular agenda, officers will be elected and action will be taken on any proposed revisions to the by-laws.

At the meeting, nominations shall be made from the floor and election of officers shall follow immediately. The candidate receiving a majority vote of those members present shall be declared elected and shall serve for a term of two years.

SECTION IV: A member who misses three consecutive meetings without a valid reason will be understood to have resigned from the Commission, and the Board of Selectmen shall be so advised. Other resignations from the Commission shall be in written form and transmitted to the First Selectman’s office with a copy to the Chairman of the Commission.

**ARTICLE III**

**Officers and their Duties**

SECTION I: The officers, both of whom shall be members, shall consist of a Chairman and Vice-Chairman. Vacancies in such offices shall be filled by the election procedure described in Article II at the next regular meeting of the Commission.

SECTION II: The Chairman shall preside at all meetings of CONA, act as official spokesman for Commission, and appoint such committees as may be deemed necessary. The Chairman of CONA shall also be a member of all committees.

Standing Committees shall be:

1. Donations Committee
2. Transportation Committee
3. Outreach Committee

SECTION III: The Vice-Chairman shall exercise the functions of the Chairman when that officer is absent or incapacitated, or the office of Chairman is vacant.

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SECTION IV: Recording Secretary. A Recording Secretary shall be responsible for keeping all the records of the Commission including the minutes, correspondence to and from the Commission, preparation of the agenda for all meetings, proper notification of members as to meeting dates and proper filing of the minutes, agenda and annual meeting schedule with the Town Clerk. The Recording Secretary's position shall be a paid position.

**ARTICLE IV**

**Conduct of Business**

SECTION I: The order of business at regular meetings shall be:

1. Call to Order
2. Pledge of Allegiance
3. Public Input
4. Acceptance of Minutes
5. Senior Center Director’s Report
6. Budget Report
7. Transportation Report
8. Program Report
9. Municipal Agent's Report
10. Old Business
11. New Business
12. Standing Committees Report
13. Chairman's Remarks
14. Public Input
15. Adjournment

SECTION II: Robert's Rules of Order shall govern the proceedings at all meetings of the Commission and committees.

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**ARTICLE V**

Amendments to these By-Laws may be made only at the Annual Meeting referred to in ARTICLE II. Proposed amendments must be submitted in writing no later than at the regular meeting preceding the annual meetings.

Approved and Accepted

November 20, 1995

Revised December 18, 2000

Revised September 1, 2009

Revised December 18, 2013

Revised November 20, 2017

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