

Lee County Senior Services Board

OPERATIONAL BY-LAWS

ARTICLE I - NAME

The name of the Board established by ordinance on June 7, 1993 by the Lee County Commissioners is the Lee County Senior Services Board.

ARTICLE II - POWERS AND DUTIES

The Senior Services Board shall be responsible for the following duties:

- (1) Serve as a liaison between the older citizens of Lee County and the County Government.
- (2) Serve as the advisory body for Lee County Senior Services.
- (3) Suggest policy and make recommendations to the Department, and the Board of County Commissioners on the special needs of older adults, particularly with respect to the needs for a comprehensive, integrated approach to the delivery of services in the field of health, mental health, social services, recreation, employment and other programs for older adults.
- (4) Work to stimulate and promote needed services and programs for older persons.
- (5) Assist public and voluntary agencies in providing services to older persons.
- (6) Review and make recommendations concerning service proposals and funding of services that have an impact on older persons.
- (7) Consult with and assist the Director of Lee County Senior Services in the preparation of the Department's budget.
- (8) Review the proposed budget of Lee County Senior Services prior to the time the Department's budget is submitted to the County Manager.
- (9) Advocate for the needs of Lee County Senior Services to the Board of County Commissioners.
- (10) Assist the Director of Lee County Senior Services in planning and developing a unified and coordinated "County Aging Plan" with a view towards

defining policies, services and facilities in consultation with appropriate federal and state funding sources.

- (11) To provide input of the appointment of the Director of Lee County Senior Services in accordance with the Lee County personnel policies.
- (12) Perform other functions and duties as may from time-to-time be requested and prescribed by the Board of County Commissioners.

ARTICLE III - COMPOSITION

1. NUMBER and QUALIFICATIONS

The Lee County Senior Services Board is composed of seven citizens of Lee County. Each member of the Board shall be a County resident appointed by the Lee County Board of Commissioners. The Board shall include: at least four members of the age of 60 years, one county Commissioner, at least one person who is a resident of the City of Sanford, at least one person who is a resident of the Town of Broadway.

2. TERMS and REPLACEMENTS

Members of the Senior Services Board shall serve three year terms, but no Board member may serve more than two consecutive three-year terms. When the County Commissioner member of the Board ceases to be a County Commissioner for any reason, his or her appointment as a member of the Board shall also cease and the Board of County Commissioners, during their next meeting, shall appoint another Commissioner to the Board.

3. VACANCIES

All vacancies in the Senior Services Board occurring from any cause shall be filled by appointment by the County Board of Commissioners, and the person appointed shall serve for the unexpired portion of the term.

4. ATTENDANCE

Any member of the Board who misses more than three meetings or more than one quarter of the meetings in any twelve (12) month period, shall lose their status as a member of the Board and shall be replaced by the County Board of Commissioners. Absences due to sickness or death of an immediate family member shall be considered approved absences and shall not affect the member's status. Following the second absence, the Secretary will notify the member in writing of the attendance policy.

ARTICLE IV - REGULAR MEETINGS

1. DATES and LOCATION

The Lee County Senior Services Board will meet a minimum of ten times during a calendar year. The location and time of the meetings will be established by the Senior Services Board.

2. QUORUM

A majority of the Board then in office shall constitute a quorum for the transaction of business for any meeting of the Board.

ARTICLE V - OFFICERS

1. NUMBER and TITLE

The principal officers of the Board shall be a chairperson, vice-chairperson and secretary. The office of secretary will be held by the Director of Lee County Senior Services and serve without vote.

2. ELECTION

The chairperson and vice-chairperson shall be elected by the Board for a term of one year. Elections shall be held during the first business meeting of the Senior Services Board following the appointments by the Lee County Board of Commissioners.

3. VACANCIES

Any vacancy in any office elected by the Board may be filled by the Board of Commissioners for the unexpired portion of the term.

4. CHAIRPERSON

The chairperson shall preside at all meetings of the Board and shall represent the Board in approved activities on its behalf.

5. VICE-CHAIRPERSON

In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson.

6. SECRETARY

The Director of Lee County Senior Services as Secretary shall:

- (a) record and keep a file of the minutes of the meetings of the Board;
- (b) see that all notices of meetings are duly given; and,
- (c) in general perform all duties incident to the office of secretary.

ARTICLE VI - COMMITTEES

The Board may designate one or more Committees as it shall determine. Persons not Board members may be named to committees, but they may not serve as chairperson.

ARTICLE VII - RULES OF ORDER

At all meetings of the Board and of such committees as may be established by it, parliamentary procedure shall be governed by the latest edition of Roberts Rules of Order, and as modified by rules of the Board.

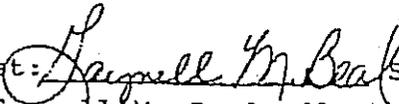
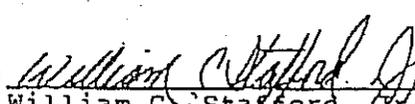
ARTICLE VIII - AMENDMENTS

AMENDMENTS

These By-Laws may be adopted, altered or repealed by the affirmative votes of a majority of the Board of Commissioners in office at any regular or special meetings of the Board, but only if the notice of such meeting shall have contained a copy or an accurate summary and explanation of the proposed By-Laws amendment, alteration or repeal as the case may be.

Adopted the 5th day of July, 1983 by the Lee County Board of Commissioners. Dr. John Dotterer, Chairman of the Board of Commissioners, signatory.

Amended the 7th day of June, 1993 by the Lee County Board of Commissioners.

Attest:  Signature: 
Gaynell M. Beal, Clerk William C. Stafford, Jr.
Chairman, Lee County
Board of Commissioners

ARTICLE II. LEE COUNTY SENIOR SERVICES

SECTION 1. CREATION OF LEE COUNTY SENIOR SERVICES

There is hereby created a Department to be known as Lee County Senior Services, which shall function directly under the County Manager.

SECTION 2. LEE COUNTY SENIOR SERVICES POWERS AND DUTIES

Lee County Senior Services shall:

- A. Plan, coordinate and evaluate County programs and policies with respect to needs of older persons.
- B. Cooperate with local, regional, state and federal agencies on program funding and development.
- C. Manage County facilities that serve as Community Centers for older adults.
- D. Provide direct services that are appropriate to the needs of the older citizens of Lee County.
- E. Negotiate contracts with public and voluntary agencies for services to older persons.
- F. Serve generally as an advocate in promoting the health and welfare of the older citizens of Lee County.

SECTION 3. DIRECTOR OF LEE COUNTY SENIOR SERVICES

The position of Director of Lee County Senior Services is hereby created. This shall be the chief administrative officer of Lee County Senior Services and shall be a Department Head, reporting directly to the Lee County Manager.

The position of Director of Lee County Senior Services shall be filled pursuant to and in compliance with the Lee County Personnel Policy.

Personnel may be deemed necessary to the supervision, operation and maintenance of Lee County Senior Services programs and services shall be employed and discharged in accordance with the Personnel Policy of the County.

SECTION 4. POWERS AND DUTIES OF THE DIRECTOR OF LEE COUNTY SENIOR SERVICES

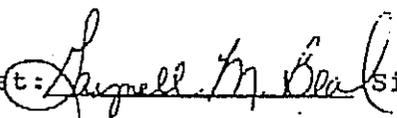
The Director of Lee County Senior Services shall:

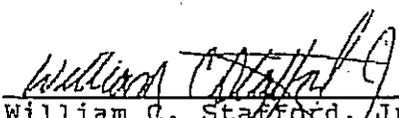
- A. Serve as secretary to the Senior Services Board.
- B. Administer programs and services established for the Department.
- C. Appoint and supervise Department personnel consistent with the Lee County Personnel Policy.
- D. Administer funds appropriated to the Department through the County's budget process and administer funds provided through other funding sources in accordance with approved policies of Lee County.
- E. Have other powers and duties as are necessary for the operation of Lee County Senior Services.

A complete job description for the position of Director of Lee County Senior Services shall be devised by Lee County.

Adopted the 5th day of July, 1983 by the Lee County Board of Commissioners. Dr. John Dotterer, Chairman of the Board of Commissioners, signatory.

Amended the 7th day of June, 1993 by the Lee County Board of Commissioners.

Attest: 
Gaynell M. Beal, Clerk

Signature: 
William C. Stafford, Jr.
Chairman, Lee County
Board of Commissioners

Article III – Composition

1. Number and Qualifications

The Lee County Senior Services Board is composed of **eight** citizens of Lee County. Each member of the Board shall be a County resident appointed by the Lee County Board of Commissioners. The Board shall include: at least four members over the age of 60 years, one county commissioner, at least one person who is a resident of the City of Sanford, at least one person who is a resident of the Town of Broadway, and the **Lee County delegate to the North Carolina Senior Tarheel Legislature.**

** Changes are in bold print.

Adopted by: **Lee County Board of Commissioners**
July 21, 2003