

**BY LAWS
OF THE MINNEAPOLIS ADVISORY COMMITTEE ON AGING
TO THE MAYOR AND CITY COUNCIL (MACOA)**

ARTICLE I: Name

The name of this Committee shall be the Minneapolis Advisory Committee on Aging (MACOA).

ARTICLE II - Mission

The objective of this Committee is as follows:

The Minneapolis Advisory Committee on Aging (MACOA) advises the City Council, Mayor and City Departments of concerns relating to an aging population. The MACOA is a resource to the City Council, Mayor and City Departments and recommends solutions and actions pertaining to issues, concerns and opportunities pertaining to issues on aging. The MACOA also advises and suggests to the City Council, Mayor and City Department's best practices, services, programs and activities that promote a healthy and vibrant aging community in Minneapolis.

ARTICLE III - Membership

Regular Membership of Ward Representatives.

SECTION 1. - The voting ward members of this Committee shall be thirteen (13) members who will be older adults representing each ward of the City. There will be only one vote allowed per ward. Ward representatives must be residents of Minneapolis and 50 years or older. Ward members will be appointed and confirmed by the City Council.

SECTION 2. MACOA ward terms are two years long beginning on the 1st day of January and ending the 31st day of December. Ward members may serve 3 consecutive 2 year terms. Ward members whose 3 terms are expired can reapply to the MACOA after 1 year of absence. The terms of appointments are staggered; seven regular three-year terms beginning on January 1 in odd numbered years and six regular three-year terms beginning on January 1 in even numbered years. The terms are annual and static regardless of when the ward member was appointed.

SECTION 3. Any member wishing to resign from the Committee shall submit a written letter to their ward councilmember and the MACOA staff.

Members At Large Membership.

SECTION 1. In addition to the thirteen (13) voting members, four (4) persons

may be appointed as members-at-large. Members-at-large shall be entitled to vote.

SECTION 2. Members-at-large can be from community organizations that serve older adults or have relevant skills/experience/education. Members-at-large may be vetted by the MACOA. Preference may be given to applicants who are 50 years or older and/or residents of Minneapolis.

SECTION 3. Members-at-large shall be appointed by the Mayor and confirmed by the City Council.

SECTION 4. Members-at-large terms are two years long beginning on the 1st day of January and ending the 31st day of December. Members-at-large may serve 3 consecutive 2 year terms. Members-at-large whose 3 terms are expired can reapply to the MACOA after 1 year of absence. The terms are annual and static regardless of when the member-at-large was appointed.

SECTION 5. Any member-at-large wishing to resign from the Committee shall submit a written letter to the MACOA.

IV – Member Duties

Members are responsible for bringing concerns, ideas, updates and other relevant information from local to global - that is current to the needs, desires and solution driven strategies and recommendations as they relate to Minneapolis's aging population and support systems. Research, studies and data must be from reliable and vetted sources. Members are responsible for communicating with their constituency base through active involvement in their communities and networks. Members are responsible for communicating with their city council member of the ward the member represents or the Mayor if member is member-at-large.

ARTICLE V - Officers

The officers of the Committee shall be Chair and Vice Chair and Secretary. The Chair, Vice Chair and Secretary shall be elected by a majority vote of Committee members present at a meeting in which a quorum is present. The election shall be held no later than the second meeting in each year there is a vacancy. Term limits will coincide with the elected officer's individual term(s). An election for any officer will occur when there is a vacancy either by resignation, term expiration or removal.

ARTICLE VI – Officer Duties

In addition to duties of members, the duties of each officer shall be as follows:

- a. *Chair* - The Chair or the chair designee shall preside at all meetings of the Committee and shall, with the consent of a majority of the MACOA,

appoint such subcommittees and task forces as determined by the MACOA.

b. *Vice Chair* - The Vice Chair shall become acting Chair and perform the duties of Chair in the absence of the Chair.

c. *Secretary* - The Secretary shall keep minutes of all meetings of the Committee;

In the absence of the Secretary, other committee members may fill this position or the City of Minneapolis committee staff will take on this role.

The City of Minneapolis committee staff in advance of each meeting shall notify each member of the Committee, the Mayor and the City Council of the time and place of each Committee meeting; shall receive all communications and report to the Committee; and shall perform such other duties pertaining to the MACOA clerical needs, including transmitting written reports to the Mayor's Office and the City Council for their consideration.

ARTICLE VII - Meetings

SECTION 1. The regular meetings of the Committee shall be held on a regular monthly basis with fidelity to time and place to ensure and maintain consistency and accessibility. Special meetings may be called by the Committee with official notice for such meetings given no less than seven (7) calendar days before said meeting.

SECTION 2. Committee members who reside in Minneapolis are strongly encouraged to bring one or more guest community member to the meetings, but are urged to notify support staff to ensure sufficient space to accommodate the guest attendees.

SECTION 3. Fifty-percent (50%) of voting MACOA members will constitute a quorum. Seat vacancies will not affect a quorum.

SECTION 4. To ensure efficiency and expediency of action items, MACOA members may teleconference into the meeting.

SECTION 5. In the absence of a quorum, City of Minneapolis staff may implement a "polled vote" of all seated members through alternative forms of communication for the approval or denial of any action item except meeting agendas and minutes.

SECTION 6. All meetings shall be open to the public.

ARTICLE VIII - Order of Business

At the appointed time, the Chair (and in his or her absence, the Vice Chair) shall

take the chair and call the meeting to order.

The Secretary or city assigned staff will take attendance and state whether or not a quorum is present. If so the following order shall be followed in the transaction of business:

- a. Vote on proposed agenda.
- b. Reading minutes of prior meeting, and action taken thereon.
- c. Presentations.
- d. New business.
- e. Old business.
- f. Report out from MACOA members.

The Chair shall preserve order and decorum and shall decide all questions of order; the decision of the Chair shall be final unless an appeal is taken to the Committee.

On every appeal so taken, the Chair has the right to give reasons for his/her decision.

ARTICLE IX - Attendance

Any MACOA (ward appointee and member-at-large) three (3) absences from regular meetings in a calendar year shall be cause for review by the MACOA. The appointing City Councilmember or Mayor will also be notified. Notification to the affected MACOA member shall come from the committee Chair. A member intending to be absent from a regular meeting should notify staff of absence prior to the meeting. Five (5) absences in one calendar year (January to December) can result in dismissal. Dismissal will be decided by majority vote of the MACOA. The City Councilmember representing the ward from where the voting member was appointed shall be notified of the ward appointee's dismissal. For Members At Large, the Mayor's Office shall be notified of the appointee's dismissal. If a member is dismissed pursuant to this article, the committee Chair shall immediately notify the office of the City Clerk and a notice of vacancy will be issued. The MACOA member being dismissed will be notified of such action in writing.

ARTICLE X - Code of Conduct/Conflict of Interest

Items brought up for consideration shall be pertinent to the whole group rather than any one individual. A member may be dismissed for a) making unauthorized public statements on behalf of the Committee and/or b) conduct which may cause financial risk to the Committee or the City of Minneapolis.

The actions of the Committee must be as free from conflict of interest as

possible. A conflict of interest exists when a member of the Committee participates in a Committee action that directly affects that member's financial or organizational interests such as an action that will likely affect the operation, services or programs of an organization or agency which the committee member serves.

Committee members who have, or think they may have, a conflict of interest shall declare that there is, or may be, a conflict of interest. Where a conflict of interest appears to exist, the Committee member may request a determination from the Committee. If a conflict of interest is determined to exist, the affected Committee member shall abstain from voting and shall be recorded as abstaining when votes are taken.

The following are examples of the types of "Financial or organizational interest" that may exist:

The Committee member or a member of the Committee member's family is an officer of the organization, serves on a committee that governs the organization, or serves on the Board of any organization of which the financial interest is directly affected by a decision of the Committee.

The Committee member or a member of the Committee member's family is employed by or is a consultant paid by any organization of which the financial interests are directly affected by decisions of the Committee.

ARTICLE XI - Finances

Any funds from whatever source that may be received by the Committee shall be immediately deposited to the credit of the Committee in an insured financial institution designated by the City of Minneapolis. No part of any such funds may be expended except by the affirmative vote of a majority of Committee members present at a meeting in which a quorum is present.

ARTICLE XII Suspension or Amendment of Rules

Any rule of the committee may be suspended at any meeting of the Committee, by a vote of two-thirds of the voting members present. The rules of the Committee may be amended at any meeting of the Committee by a two-thirds vote of the voting members, provided that the amendment has been submitted in writing at the previous regular meeting. Rules or actions passed by the City Council may not be suspended or amended.

ARTICLE XIII - Parliamentary Authority

Robert's Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these rules.