

**THE TOWN OF GARNER
SENIOR CITIZENS ADVISORY COMMITTEE
BY-LAWS**

ARTICLE I. NAME

The name of this body shall be the Garner Senior Citizens Advisory Committee, hereinafter to as GSCAC.

ARTICLE II. OBJECTIVES

The purpose of GSCAC is to cooperate with the Town of Garner, the Resources for Seniors, Inc., and Meals on Wheels, Inc., in their planning, coordination and direction of programs and activities for senior citizens in the Town of Garner and County of Wake.

Section A. To serve as an advisory committee for senior citizens to make sure that their Needs in social, recreation, and cultural activities are being met.

Section B. To advise and furnish the Town and other agencies, both public and private, with information and recommendations including budgetary needs for the Garner Senior Center.

Section C. To assist the Town of Garner and other such agencies, public or private, in securing funds, grants, or appropriations as necessary to function as directed by the Town, State and Federal governments.

Section D. To advise on the use of the Garner Senior Center facility, assisting in the implementation of rules and regulations for GSCAC.

Section E. To perform any other duties assigned by the Town Council.

ARTICLE III. DURATION OF THE COMMITTEE

The duration of the GSCAC shall be indefinite.

ARTICLE IV. MEMBERSHIP AND APPOINTMENTS

Section F. One person of the committee will serve as liaison on the Parks and Recreation Advisory Committee.

Section G. All policy changes or recommendations will be presented to liaison or staff.

The GSCAC shall consist of nine members who are eligible to participate in senior activities by being 55 years of age or older. Members shall be appointed by the Garner Town Council. At

least five members must reside within the town limits. A representative from the Town Council and a representative from the Parks and Recreation Department may serve and attend meetings in a liaison capacity.

ARTICLE V. TERMS OF OFFICE

Members of GSCAC shall be appointed for a term of three years. Any vacancy resulting from cause other than expiration of term shall be filled only for the unexpired portion of the term. Members may continue to serve until their successor has been appointed. Members may be reappointed to serve a second consecutive term. Members shall not succeed themselves after serving two (2) consecutive 3-year terms without an intervening period of one year.

A GSCAC member may be removed from office by the appointing board for cause. If a member shall miss three (3) unexcused consecutive regular meetings, this shall be considered as a cause for removal from office.

ARTICLE VI. OFFICERS

GSCAC shall elect from its members a chairman and a vice chairman at the start of the fiscal year to serve a two-year term. A secretary to GSCAC shall be provided from Parks and Recreation staff.

ARTICLE VII. MEETINGS AND MINUTES

GSCAC shall hold bi-monthly meetings on the third Friday of the odd numbered months, at a time designated by GSCAC at the Garner Senior Center. Special meeting may be called by the Chairman or a majority of the committee. GSCAC business may be conducted with five (5) of the voting members present. Recommendations for by-law changes require two-thirds (2/3) of the voting members to be present.

ARTICLE VIII. DUTIES OF OFFICERS

Chairman

1. Presides at regular and special meetings of GSCAC.
2. Makes reports to Town and other officials as required.

Vice-Chairman

1. Serves as chairman in absence of chairman or inability of chairman to serve at meetings.
2. Assists chairman when called upon.

ARTICLE IX. DUTIES OF SECRETARY

1. Prepares notices and agendas of all meetings to GSCAC members, the Mayor, Town Board, and the Town Manager.

2. Records minutes of meetings.
3. Furnishes all members of GSCAC, the Mayor, and the Town Board, and the Town Manager with minutes, resolutions and policy statements following each meeting.
4. Has available at all meetings a minute book which shall contain the following:
 - a. By-laws
 - b. Minutes of preceding statements
 - c. Resolutions and policy statements
 - d. A simplified parliamentary procedure based on Robert's Revised Rules of Order.

ARTICLE X. SUB-COMMITTEES

GSCAC may appoint sub-committees and outline their duties as deemed necessary. All sub-committees are subject to the approval of a majority of the GSCAC.

ARTICLE XI. ORDER OF BUSINESS

At all regular meetings for GSCAC, the regular order of business shall be stated in a written agenda.

ARTICLE XII. AMENDMENTS

These by-laws may be amended at any meeting of the GSCAC by two thirds (2/3) of the committee present, provided that the amendment shall not become effective until it has received the written approval of the Garner Board of Aldermen. Any such change shall remain in force until altered, amended or repealed at a subsequent meeting.

Revised: March 2018