

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING**

REGIONAL AGING ADVISORY COMMITTEE

BYLAWS

ARTICLE I

NAME

The name and title of this organization shall be the Regional Aging Advisory Committee (RAAC) for the Kerr-Tar Regional Council of Governments Area Agency on Aging (AAA), hereinafter referred to as the RAAC. The Planning Service Area (PSA) includes Franklin, Granville, Person, Vance and Warren Counties.

ARTICLE II

PURPOSE

1. RAAC shall advise the AAA on matters relating to the development and administration of the Area Plan and operations conducted thereunder as specified by the Older Americans Act.
2. RAAC shall serve as advocates for individuals over age sixty (60+), their caregivers and persons with disabilities throughout the Planning Service Area.
3. RAAC shall actively promote all programs of benefit to the aging population, their caregivers and individuals with disabilities in the Planning Service Area.
4. RAAC shall actively review all programs funded through the Home and Community Care Block Grant (HCCBG) in the Planning Service Area.
5. RAAC shall advise the AAA relative to conducting public hearings.
6. RAAC shall advise the AAA by reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

ARTICLE III

RESPONSIBILITIES

1. RAAC shall act in an advisory capacity to the AAA and the Kerr Tar Council of Governments Board of Directors.
2. RAAC shall assist in the development and administration of the Area Plan for the delivery of services to individuals age 60+, their caregivers and individuals with disabilities in the Planning Service Area.
3. RAAC shall receive the Area Plan and Amendments for review and comment from the AAA prior to the AAA transmitting the Area Plan to the NC Division of Aging and Adult Services for approval and will provide such review and comment in a timely manner.

4. RAAC shall assist in monitoring, reviewing and evaluating policies, programs and actions that affect older adults in the Kerr-Tar service area and make recommendations to the AAA staff concerning issues and initiatives affecting individuals 60+, their caregivers and persons with disabilities.
5. RAAC will make recommendations to service providers for improvement of program operations and service delivery to the older adult population.
6. RAAC will serve as a liaison with older adults, participating agencies, planning committees, public officials and the general population to enhance and promote public awareness of the services available to older adults, their caregivers and individuals with disabilities, as well as problems associated with each county's unmet needs.
7. RAAC will make recommendations on allocations of non-HCCBG monies AND/OR state and federal funding from the NC Division of Aging and Adult Services administered by the AAA.
8. RAAC will advocate on a local, regional and statewide level on behalf of older persons, caregivers and individuals with disabilities.

ARTICLE IV

MEMBERSHIP

1. RAAC shall be composed of 30 members, six members from each county in the Planning Service Area who are appointed by their County Board of Commissioners. Members shall serve a three year term and may be reappointed.
2. At least 50% of the membership shall include individuals who are age 60 or older and shall also include the following:
 - a. Individuals who are participants or eligible to participate in Older Americans Act supported programs
 - b. Representatives of older persons
 - c. Minorities
 - d. Family caregiver of older person
 - e. Representatives of supportive services providers organizations
 - f. Persons with leadership experience in the private and voluntary sectors
 - g. Local elected official
 - h. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate)
 - i. The general public

Members may serve in dual categories.

3. RAAC members wishing to resign should give written notice to the Chair or AAA Director.
4. Each county shall be responsible for advising RAAC of any change in membership on the Committee.

5. RAAC members shall be terminated from the Council for failure to attend three consecutive meetings without reasonable cause, as determined by the Chair.

ARTICLE V

MEETINGS

1. RAAC shall meet at least four times per year (February, May, August and November). The May meeting shall be deemed the annual meeting. Additional meetings can be called as circumstances dictate. All members shall be duly informed of such meeting by AAA staff.
2. RAAC meetings will be held at the administrative offices of the Kerr Tar Regional Council of Governments unless otherwise notified of alternative location.
3. If a meeting cannot be called, AAA staff will contact RAAC members and votes can be counted via telephone call or email.
4. A quorum must be present before any vote can be taken and all votes shall require a majority vote. A minimum of ten members shall be in attendance with at least one representative present from each county in order to meet a quorum.
5. All motions shall be brought before RAAC by a formal motion and second. Each duly appointed member shall be afforded one vote.
6. All regular RAAC meetings shall be open to the public.
7. AAA staff shall regularly provide notice of meetings and other correspondence, prepare the agenda for regular meetings, attend meetings and keep the minutes and records of RAAC. AAA staff does not have voting rights.
8. Minority recommendations within any majority vote taken shall be represented within the Committee's official minutes.
9. One mileage reimbursement per county will be offered on a rotating basis for members from each county.

ARTICLE VI

OFFICERS

1. The officers of RAAC shall consist of a Chair and Vice-chair, who are to be elected from the members.
2. The officers shall be elected by majority vote at the annual meeting.
3. Officers shall be elected for a term of two years to expire at the annual meeting. Any officer may be re-elected to serve any number of terms so long as he/she remains a member of the Committee.

4. The Chair shall preside at all meetings of RAAC and shall appoint such standing and ad hoc committees as deemed necessary in carrying out the purposes and responsibilities of RAAC. The Chair may vote only in case of a tied vote.
5. The duties of Vice-chair shall encompass all duties of the Chair in the event of his/her absence or inability to perform such duties.
6. Vacancies in any office may be filled by a vote of the members at any regular or special meeting.

ARTICLE VII

COMMITTEES

The RAAC shall have two standing committees--Executive Committee and Nominating Committee. The Chair shall also appoint other special committees and task forces as necessary to meet RAAC needs.

1. The Executive Committee. The Executive Committee shall be composed of the Chair and the Vice Chair of the RAAC, the immediate past Chair, plus one (1) representative from each county that is not represented by either the Chair or Vice Chair. Duties and responsibilities include:

a. Taking appropriate action as provided by the RAAC bylaws or by resolution of the RAAC members.

b. Reviewing all phases of RAAC activities and making recommendations to the RAAC as it deems necessary.

c. Collaborating and cooperating with the Area Program on Aging Director in implementing policies and plans formulated by the RAAC.

d. Studying and making recommendations to the RAAC on all items of business not assignable to another committee.

2. The Nominating Committee.

a. The RAAC Chair shall appoint a five-member committee with one member from each county at the regular February meeting to serve a one-year term.

b. The Committee shall present a written slate of candidates for office at the annual meeting in May. Nominations from the floor shall be accepted.

c. The Committee shall, subject to approval by County Commissioners and the RAAC, appoint a member to fill any unexpired term vacated by resignation or other reason.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the membership at any meeting of the RAAC, provided that each member was given ten (10) days' notice of the

proposed amendments. The Kerr-Tar Council Board of Directors is responsible for review and approval of the RAAC By-Laws and amendments.

These By-Laws shall be in full force and effect from and after the date of their adoption by RAAC and the Kerr-Tar Board of Directors.

The Regional Aging Advisory Committee adopted these By-laws on the 24th of November 2017.

The Kerr-Tar Council of Governments Board of Directors approved these By-laws on the

25 of January, 2018
S. Union Bridges, Chair 1-25-18
Kerr-Tar Council Executive Board Date

[Signature], Chair 2-8-18
Regional Advisory Committee on Aging Date