

SENIOR CITIZEN ADVISORY COMMITTEE BYLAWS

ARTICLE ONE: PURPOSE OF THE COMMITTEE

The purpose of the Senior Citizen Advisory Committee (SCAC or “the Committee”) as stated in Resolution #13-0473 adopted by the Hampton City Council on December 11, 2013 is to act in an advisory capacity to City Council regarding issues impacting senior citizens within the city.

ARTICLE TWO: MEMBERSHIP – APPOINTMENT, TERMS, REMOVAL.

- A. *Voting Members:* The Committee shall consist of eleven (11) voting members as follows: a) seven (7) members of the Committee shall be citizens of the City of Hampton and be 60 years of age or older; and b) the other four members can be any age but must be citizens of Hampton.
- B. *Non-voting Members:* The Committee shall include four (4) agency or City department representatives as listed below. These members are non-voting and service is tied to their position in the agency or department. More than one representative from the agency or department may attend the meetings. The purpose of the agency and department representatives is to enhance information sharing and serve as a resource to the Committee. City Department representatives provide support to the Committee (meeting logistics, meeting minutes, etc.).

Agency Representatives:

- Peninsula Agency on Aging

City Department Representatives:

- City Manager’s Office
- Department of Human Services
- Department of Parks, Recreation and Leisure Services

- C. *Terms:* The terms of the members shall be four (4) years commencing upon the date of their appointment by City Council. A member may serve two (2) consecutive terms.
- D. Any vacancy of the Committee shall be filled by the City Council for the unexpired term.
- E. *Attendance:* The Chair of the Committee or the staff designee shall report to City Council any member(s) of the Committee for whom there is evidence of misconduct in office, neglect of duties, or who accumulates three (3) consecutive ~~unexcused~~ meeting absences. The exceptions to this policy are absences attributed to unforeseen circumstances including but not limited to, illness or bereavement. Notwithstanding the foregoing, members of the Committee serve at the pleasure of the City Council and may be removed from office at any time and for any reason as deemed necessary and/or appropriate by the City Council.

ARTICLE THREE: OFFICERS - ELECTION AND RESPONSIBILITIES

A Chair and a Vice Chair shall be elected from the Voting Members annually in January by a simple majority of the Voting Members with a quorum present. The duties shall be:

- Chair: Presides over the meetings of the Committee; represents the Committee at public events, City Council meetings, and other activities; work effectively in partnership with City staff on planning efforts and the work of the Committee; and other duties as deemed necessary by the Committee.
- Vice Chair: Presides over the meetings in absence of the Chair; participate in planning discussions; represent the Chair and the Committee at public events, City Council meetings and other activities; work effectively in partnership with City staff; and other duties as deemed necessary by the Committee.

ARTICLE FOUR: MEETINGS

- A. *Meetings*: The Committee shall hold regular meetings. The conduct of meetings shall follow a pre-published agenda and order of business as outlined in Robert's Rules of Order: Newly Revised, which shall govern the meeting in all cases not specifically provided for in this document.
- B. *Quorum and Voting*: A quorum shall consist of at least fifty percent (50%) of the Voting Members. No vote of the Committee shall be valid unless authorized by a simple majority with a quorum present.
- C. *Length of Meeting*: No meeting of the Committee shall be more than ninety minutes long unless a majority of the Voting Members with a quorum present vote affirmatively to continue the meeting.
- D. *Robert's Rules of Order*: The procedural principles set forth in Robert's Rules of Order shall be followed for the purposes of conducting the business of the Committee. The Chairman shall decide all points of order.
- E. *Comments by the Public*: Unless permitted by the consent of four (4) Voting Members of the Committee with a quorum present, comment by a member of the general public during the public comment period of any meeting shall be limited to three (3) minutes per person without regard to any attempt by others to yield time to the speaker. No person permitted to speak shall be permitted to use electronic audio-visual aids in the presentation without the consent of four (4) Voting Members of the Committee with a quorum present.

ARTICLE FIVE: STANDING AND AD HOC SUBCOMMITTEES

- A. *Creation of Standing and Ad Hoc Subcommittees: The Committee shall establish whatever Standing and Ad Hoc Subcommittees it considers essential to achieve the objectives of the Committee and shall appoint a Chair and four (4) additional individuals to each of those subcommittees. The purpose of the subcommittees is to facilitate the policies and projects directed by the Committee. The Standing and Ad Hoc Subcommittees plan, implement, and evaluate activities and special projects specific to their area of concern.*
- B. *Subcommittee Chairs: Chairs of the Standing and Ad Hoc Subcommittees shall serve terms of one year and may be reappointed for additional terms, which may be consecutive. Standing and Ad Hoc Subcommittee Chairs shall be appointed Committee members.*
- C. *Subcommittee Members: Members of the Standing and Ad Hoc Subcommittees shall be individuals who reside or work in the City and shall serve terms of one year and may be reappointed for additional terms, which may be consecutive. Committee members or the Director of Hampton Parks, Recreation and Leisure Services may make recommendations to the Committee for appointments to Standing and Ad Hoc Subcommittees. A roster of all Standing and Ad Hoc Subcommittees shall be maintained by the Director of Hampton Parks, Recreation and Leisure Services and shall be made available to City Council upon request. A Standing or Ad Hoc Subcommittee member may be removed from the subcommittee by a majority vote of the Committee. Standing and Ad Hoc Subcommittee members, who are not also Committee members, shall not have any voting rights on matters before the Committee.*
- D. *Meetings: The Standing and Ad Hoc Subcommittee Chairs shall hold regularly scheduled meetings of their subcommittees, at times and locations as approved by the Committee Chair or the Director of Parks, Recreation & Leisure Services. Standing and Ad Hoc Subcommittee Chairs shall be responsible for setting agendas in keeping with the Committee's goals and objectives, assigning duties, and conducting follow-up meetings. All Standing and Ad Hoc Subcommittee meetings shall be open to the public. Public comment shall be accepted and encouraged at every meeting. Standing and Ad Hoc Subcommittee Chairs shall submit monthly reports to the Committee at its regularly scheduled meetings.*
- E. *Quorum: Three (3) members, which may or may not include the Standing or Ad Hoc Subcommittee Chair, shall constitute a quorum of any Standing or Ad Hoc Subcommittee. In the event of a vacancy in the membership of a Standing or Ad Hoc Subcommittee, a quorum may include the Committee Chair.*

ARTICLE FIVE SIX: AMENDMENTS

These bylaws may be amended by the Hampton City Council. The Committee can recommend changes to the Bylaws after an affirmative vote of two-thirds of the Voting Member of the Committee to recommend changes. Members must receive a copy of the proposed amendment(s) at least five (5) days prior to the vote.

Adopted this 28th day of February 2018.

Amended this _____ day of _____ .