

**Pomfret Commission on Aging  
By-Laws**

*BOB approve 5/1/17*

**Mission Statement**

The mission of the Pomfret Commission on Aging (PCA) is to act in an advisory capacity to the Board of Selectmen and other municipal boards and commissions of the Town of Pomfret, making policy, program and operation recommendations regarding the Pomfret Senior Center. PCA will also act as an advocate for all Pomfret older adult issues and oversee the budget of Town senior appropriations and reserve funds.

**Article I, The Commission**

The name of the organization shall be Pomfret Commission on Aging (PCA). The mailing address is 5 Haven Rd, Pomfret Center, CT 06259.

**Article II, Composition of The Commission**

**Appointment and Selection**

The PCA shall consist of five (5) members and two (2) alternate members. The Town of Pomfret's Municipal Agent shall be appointed an ex officio member with voting privileges.

**Terms of Office**

Members of the PCA shall be appointed by the Board of Selectmen for the beginning of this Commission, one member designated to serve one (1) year; two members to serve two (2) years; two members to serve three (3) years and one member to serve four (4) years. After that, each member will serve for a two (2) year term.

Chairs (or their designee) of any officially recognized Town of Pomfret Board or Commission shall serve as members ex-officio of the PCA.

At least three (3) of the regular members of the PCA shall be age fifty-five (55) or older.

Upon resignation of a Commission member, a new member shall be selected and appointed by the Board of Selectmen to finish the term of the member.

The Board of Selectmen may, upon the vote of a majority of the PCA remove any member for just cause.

The Board of Selectmen shall appoint new and unfilled positions on the PCA in April of each year.

### **Article III, Selection of Officers**

The officers of the PCA shall be a Chairperson, a Vice-Chairperson, and a Secretary. The officers shall be elected by the membership. Each shall hold office for a period of one (1) year.

In the event of a vacancy among the officers the membership shall elect a new officer by a 2/3 vote of the remaining members. In the event of a vacancy in the office of Chairperson, the Vice Chair shall succeed until the next annual meeting.

### **Article IV, Officer Responsibilities**

#### **Chairperson**

The Chair shall preside at all meetings of the PCA.

The Chair shall present an agenda at least 24 hours before the designated meeting. The Chair shall send the agenda to the membership, post it to the Town's website and post it at the Pomfret Senior Center.

He/she will appoint any sub committees formed of the membership and instruct them of their respective duties.

The Chair will keep the Board of Selectmen informed and up to date as needed.

The Chair will present an annual report to the Board of Selectmen each year.

#### **Vice Chairperson**

The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In the case of a vacancy in the office of Chairperson, the Vice Chair shall succeed in that office until the next Annual Meeting.

#### **Secretary**

The Secretary shall record the minutes of all meetings of the PCA and keep in good order all other documents pertinent to the business of the PCA at the discretion of the Chair. He/she shall be responsible for handling all correspondence relating to the business of the PCA. Minutes should be posted to the Town's website within 48 business hours.

### **Article V, Meetings**

#### **Regular Meetings**

Quarterly meetings shall be held in September, January, March and May at the Pomfret Senior Center at such time and on such date as designated by the vote of the PCA for the transaction of business of the PCA. Agenda will be prepared and distributed to members, posted to the Town's website and Pomfret Senior Center at least 24 hours in advance.

The presence of a simple majority of the PCA shall constitute a quorum for the purpose of conducting the business of the PCA and exercising power.

The meeting held in May will be designated as the Annual Meeting. At this time officers shall be elected and By-Laws reviewed and made part of the minutes.

### **Special Meetings**

The Chair can when he/she deems it necessary or upon the written request of two members, call a special meeting of the PCA for the purpose of transacting any business properly brought before the Commission. The membership shall be notified at least 24 hours prior to such meeting. Agenda will be prepared and distributed to members, posted to the Town's website and Pomfret Senior Center at least 24 hours in advance.

### **Recommended Order of Business**

Call to order  
Seat alternates  
Approval of the minutes of the previous meeting  
Citizen participation  
Items to be added to the agenda  
Reports  
Old Business  
New Business  
Citizens Comments  
Adjournment

### **Manner of Voting**

All questions coming before any meeting of the PCA shall be presented in the form of motions.

Business and procedural action of the PCA will be conducted in conformance with Robert's Rules.

### **Article VI, Amendments**

The By-Laws of the PCA shall be amended only by motion adopted by affirmation vote of 2/3 of the members, at a regular or special meeting of the PCA, held no less than seven days after written notice of the substance of the proposed amendment has been sent to the membership and posted to the Town's website.