OPERATING GUIDELINES

I. NAME AND AFFILIATION

The name of this committee shall be the Concho Valley Regional Advisory Committee on Aging, also referred to in this document as “RACOA” or “the Committee.” RACOA is affiliated with the Area Agency on Aging of the Concho Valley (AAA), the Foster Grandparent Program of the Concho Valley (FGP), and the Senior Companion Program of the Concho Valley (SCP), all of which are sponsored by the Concho Valley Council of Governments.

II. PURPOSE

As stipulated in federal regulations\(^1\), the purpose of RACOA is to:

(A) provide meaningful input to AAA, FGP and SCP on issues faced by senior citizens;

(B) receive and disseminate information from AAA, FGP, and SCP concerning trends, developments and issues affecting the delivery of programs and services to senior citizens in the Concho Valley;

(C) serve as an advisory body to AAA on all matters relating to the development and administration of operations conducted under the area plan;

(D) serve as an advisory body to FGP and SCP on ways to improve the quality of programs and services administered by these programs.

III. MEMBERSHIP

Section 1: RACOA members must reside in the Concho Valley and

\(^1\)For AAA: the Older Americans Act, §306(a)(6)(D); for FGP: CFR 45, Chapter 45, §2552.24; for SCP: CFR, Chapter 45, §2551.24.
total membership is limited to no more than 40 members who represent the following constituencies: (a) persons who are 60 years of age or older (including minority persons and persons residing in rural areas) who are program participants or who are eligible to participate in programs under the Older Americans Act; (b) family caregivers of such individuals; (c) representatives of persons 60 years of age or older; (d) service providers; (e) representatives of the business community; (f) local elected officials; (g) providers of veterans’ health care, if appropriate; (h) members of the Texas Silver Haired Legislature; and (i) the general public.

Section 2: The Committee shall strive for representation from all counties served by the Concho Valley Council of Governments.

Section 3. At least 50% of the membership of RACOA shall be persons who are 60 years of age or older.

Section 4. The term of office for a member of the Committee shall be two (2) years. A Committee member in good standing shall remain eligible for reappointment every two (2) years without limitation on the number of terms served.

Section 5: Any member of the Committee who is unable to complete the membership term may resign from the Committee by notifying the Chair of the Committee verbally or in writing. However, a written letter of resignation is preferred.

Section 6: Members of the Committee must avoid any conflicts of interest in fact or in perception. A conflict of interest includes:

(A) having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or goods are contracted or otherwise procured by AAA, FGP, SCP, or the Concho Valley Council of Governments; and
(B) deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the Committee member.

Section 7: Committee appointments are appointed by the Executive Committee of the Concho Valley Council of Governments. Prospective Committee members will first be voted on at a RACOA meeting. The name(s) of the approved nominee(s) will then be forwarded to the Director of the Area Agency of Aging of the Concho Valley who will present the name(s) at the next available meeting of the Executive Committee meeting of the Concho Valley Council of Governments.

IV. OFFICERS

Section 1: The officers of RACOA shall be a Chair and a Vice Chair. Officers shall serve a two year term starting in January.

Section 2: The duties of the RACOA Chair shall be to:

(A) preside over regular and called meetings of the Committee;

(B) appoint standing and ad hoc committees as needed;

(C) represent RACOA in meetings with the Executive Director and/or Executive Committee of the Concho Valley Council of Governments; and

(D) designate a RACOA member to serve as Secretary for the Committee or request that designated staff of the Concho Valley Council of Governments perform this function. These duties would include: (1) maintaining an accurate Committee membership list, (2) taking minutes of RACOA meetings and maintaining a record of all Committee meetings, and (3) preparing and distributing an agenda and related materials by mail or e-mail to all
Committee members at least 10 days prior to a meeting.

Section 3: The duties of the RACOA Vice Chair shall be to:

(A) preside over meetings in the absence of the Chair; and
(B) perform all tasks as directed by the Chair.

V. MEETINGS

Section 1: The Committee shall meet bimonthly on the fourth Wednesday of the month at the Concho Valley Council of Governments offices at 2801 W. Loop 306, Suite A, San Angelo, TX, unless otherwise notified.

Section 2: A Committee quorum will consist of 30% of the Committee membership. In the absence of a quorum, the Committee can meet and discuss items on the agenda. However, the Committee cannot vote on any formal recommendations in the absence of a quorum.

Section 3: All meetings of the Committee shall be open to the public.

Section 4: The Committee Chair will establish meeting protocols that facilitate RACOA’s role as an advisory body. When necessary, Roberts Rules of Order (Newly Revised) may be used as a guide.

Section 5: On matters requiring a vote, a majority vote of those present and voting shall be required for passage.

Section 6: Committee members who live outside of San Angelo may receive a mileage reimbursement for travel to and from RACOA meetings in accordance with policies adopted by the Concho Valley Council of Governments.

VI. CHANGES TO OPERATING GUIDELINES

These Operating Guidelines may be reviewed and amended as deemed necessary by RACOA.