BY-LAWS

OF THE CONCHO VALLEY REGIONAL ADVISORY COMMITTEE ON AGING
OF THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

ARTICLE I
NAME OF ORGANIZATION

Section 1:

The name of this organization shall be the Concho Valley Regional Advisory Committee on Aging (hereinafter referred to as "This Committee" or "RACOA") of the Concho Valley Council of Governments.

Section 2:

This Committee shall implement its objectives and purposes in the counties comprising the Concho Valley Council of Governments (State Planning and Service Area 10) and such other counties which may be designated as a part of the Concho Valley Council of Governments.

Section 3:

The street address of This Committee shall be the same as that of the Concho Valley Council of Governments, 2801 West Loop 306, Suite A, San Angelo, Texas 76904, or at such location as may be designated by the Executive Committee of the Concho Valley Council of Governments.

ARTICLE II
AUTHORITY

The creation of the Concho Valley Regional Advisory Committee on Aging was authorized by the Concho Valley Council of Governments on January 9, 1975. Under the Older Americans Act of 1965, as amended, and authorized under Section 304(C) of Public Law 93-9 and the Domestic Volunteer Act of 1973 (Public Law 93-113), as amended, This Committee is required to advise the Executive Committee of the Concho Valley Council of Governments.
ARTICLE III
PURPOSES

The purpose of This Committee shall include but not be limited to the following:

(A) Advise the Executive Committee of the Concho Valley Council of Governments on all matters relating to the well being of older persons in the Concho Valley region.

(B) Assist and advise the Area Agency on Aging (AAA) staff in matters relating to older persons in the Concho Valley region.

(C) Represent the interests of and advocate for older persons of the Concho Valley region.

ARTICLE IV
RESPONSIBILITIES

The responsibilities of This Committee shall include but not be limited to advising and assisting the Concho Valley Council of Governments and the Area Agency on Aging on the following:

(A) Continually advise the Concho Valley Area Agency on Aging on all matters relating to the development and administration of operations conducted under the Area Plan.

(B) Conduct bimonthly meetings of the Regional Advisory Committee on Aging.

(C) Represent the interests of older persons.

(D) Review and comment on all community policies, programs and actions which affect older persons.

(E) Advise and support the staff of the Senior Companion and Foster Grandparent Programs in operating programs/services effectively.

(F) Review and provide feedback to the Area Agency on Aging Director regarding Requests for Proposals, contracts and vendor agreements for the provision of aging services through the Concho Valley Council
of Governments aging program under Title III of the Older Americans Act.

**ARTICLE V**
**MEMBERSHIP**

Section 1:

The membership of This Committee shall include at least one representative who is preferably aged 60 or over from each county in the Concho Valley region. The membership shall stand at a maximum of 40 representatives. If representatives are not obtained to fill each county’s allocation of representation members, This Committee may nominate members from other counties in the region to fill the vacancies.

Section 2:

The composition of This Committee may include the following:

(A) More than 50% older persons (age 60 or over);

(B) Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);

(C) Local elected officials;

(D) A representative of the media, volunteer stations and general public, including business and community leaders;

(E) The disabled or their caretakers;

(F) Representatives of the Health & Human Services Commission agencies;

(G) Texas Silver Haired Legislators;

(H) Representatives of such other social, educational, civic and health-related agencies as determined by This Committee; and

(I) Representatives of the Foster Grandparent Program and the Senior Companion Program.
The Area Agency on Aging will comply with federal and state laws and regulations governing This Committee's composition.

Section 3:

Committee members shall be appointed by the Executive Committee of the Concho Valley Council of Governments after being nominated by This Committee.

Section 4:

The term of a Committee member 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:

Membership terms shall begin in January of each calendar year.

Section 6:

Resignation from This Committee shall be by written or oral communication presented to This Committee through the Committee Chairperson. Replacements shall be appointed to fill the unexpired term according to regular procedures (see Article V, Sections 2 and 3). The replacement shall be eligible to be reappointed biennially as described in Section 4 of this Article.

Section 7:

A member shall lose his/her membership upon having three (3) consecutive unexcused absences.

Section 8:

A Committee member or his alternate may cast only one vote on any given issue. The alternate member shall meet the same membership requirements as the regular member.

Section 9:

Area Agency on Aging staff shall be non-voting, ex-officio members of This Committee.
ARTICLE VI
OFFICERS

Section 1:

(A) The Chairperson shall be elected by This Committee on the last meeting date of each alternating calendar year and shall serve for two years beginning January 1 of the following year.

(B) The Vice-Chairperson shall be elected by This Committee on the last meeting date of each alternating calendar year and shall serve for two years beginning January 1 of the following year.

Section 2:

Resignation by the Chairperson shall be by written or oral communication to the Executive Committee of the Concho Valley Council of Governments. In the event that the Chairperson resigns, the Vice-Chairperson will fulfill the unexpired term of the Chairperson. The vacated Vice-Chairperson position will be filled by an individual elected during a regularly-scheduled meeting of This Committee.

Section 3:

The Chairperson shall preside at all meetings of This Committee. The Chairperson shall be an ex-officio member of all Subcommittees. The Chairperson shall appoint Subcommittees as deemed necessary to achieve the objectives of This Committee. The Chairperson may serve as spokesperson for This Committee before the Executive Committee of the Concho Valley Council of Governments.

The Vice-Chairperson shall perform all duties in the absence of the Chairperson.

In the case that the Chairperson and Vice-Chairperson are both absent or unable to perform their duties, This Committee will appoint a Chairperson Pro-Tem.

The staff of the Area Agency on Aging shall keep the minutes of all Committee meetings and shall perform other duties as requested by This Committee. Minutes, once approved, will be signed by the Chairperson.

ARTICLE VII
SUBCOMMITTEES
Section 1:

Subcommittees shall be appointed by the Chairperson to serve specific purposes as designated by This Committee.

Section 2:

A Subcommittee shall exist only as long as necessary to achieve the purpose for which the Subcommittee was created.

Section 3:

The method for calling Subcommittee meetings shall be at the discretion of the Chairperson.

Section 4:

Standing Subcommittees shall consist of the following:

(A) **Benefits Counseling**

Advises on matters related to provision of information and assistance regarding public benefits and entitlements for older persons.

(B) **Public Information and Special Events**

Addresses matters of public information, older persons recognition and public education on matters of interest to older persons.

(C) **By-laws and Legislative**

Addresses matters related to the Regional Advisory Committee on Aging by-laws and reviews these by-laws at least biannually. Keeps RACOA informed about the Texas Silver Haired Legislature and pending legislation that impacts the older population.

(D) **Membership**

With assistance and recommendations of the Area Agency on Aging Director and staff, recruits potential new members for This Committee. Reviews membership annually and makes recommendations for reappointment of expiring members.

(E) **Family Caregiver Support**
Makes recommendations for implementation of the National Family Caregiver Support program within the Concho Valley.

(F) Long-Term Care Ombudsman Services
Advises on matters related to the development of the Area Agency on Aging long-term care ombudsman services program.

(G) Care Coordination
Advises on matters related to coordinating in-home services and client needs assessments.

(H) Foster Grandparent Program/Senior Companion Program
Advises on matters related to the Foster Grandparent and Senior Companion Programs.

ARTICLE VIII
MEETINGS AND COMMUNICATIONS

Section 1:

This Committee shall meet bimonthly on the fourth Wednesday of the month at 2801 West Loop 306, Suite A in the Regional Training Center of the Concho Valley Council of Governments, unless otherwise notified.

Section 2:

Written notice of the time and place of regular meetings and an agenda shall be mailed to each Committee member fourteen (14) calendar days prior to the date set for the meeting. Prior to each meeting, Committee members may submit recommended changes to the proposed agenda. Such recommendations must be submitted to the Director of the Concho Valley Area Agency on Aging in writing (by letter or email), and must reach the Director no later than 5 calendar days prior to the scheduled meeting.

Section 3:

Specially called Committee meetings shall require that each Committee member be contacted by written or oral communication.

Section 4:
All meetings of This Committee shall be open to the public.

ARTICLE IX
STAFF

The Director of the Area Agency on Aging shall be the general manager of the affairs of This Committee and of staff activities concerning This Committee as directed by the Executive Director of the Concho Valley Council of Governments.

ARTICLE X
QUORUM

Any Committee members present after proper notification shall constitute a quorum.

ARTICLE XI
RULES FOR PARLIAMENTARY PROCEDURE

Robert’s Rules of Order, revised, shall be the authority on all matters of parliamentary procedures not provided for in these By-Laws.

ARTICLE XII
STATUTORY REQUIREMENTS

Section 1:

This Committee shall be subject to the Concho Valley Council of Governments Articles of Agreements and By-Laws.

Section 2:

This Committee shall be subject to:

(A) Compliance with Article 1011m, V.A.C.S., State of Texas.
(B) Compliance with the Older Americans Act of 1965, as amended.
(C) Compliance with mandates set forth by the Texas Department of Aging and Disability Services.
(D) Compliance with the Domestic Volunteer Act of 1973, as amended.
ARTICLE XIII
CONFLICT OF INTEREST

Committee members who are Title III subcontractors shall not vote on agenda items that would be considered conflict of interest. Committee members who have a conflict of interest on any meeting agenda item shall refrain from comment and abstain from voting. This action shall be recorded in the minutes of This Committee’s meeting to stand as an official record of the abstention. A conflict of interest shall be indicated when an individual:

(A) Is employed by or participates in the management of a business entity, agency or other organization regulated by or receiving funds from Title III programs;

(B) Cohabitates with the employee of a business entity, agency or other organization regulated by or receiving funds from Title III programs;

(C) Is the spouse of an employee of a business entity, agency or other organization regulated by or receiving funds from Title III programs;

(D) Is a committee member of a business entity, agency or other organization regulated by or receiving funds from Title III programs; or

(E) Uses or receives a substantial amount of tangible goods, services or funds from programs authorized by the Older Americans Act of 1965, as amended.

ARTICLE XIV
AMENDMENTS TO THE BY-LAWS

Section 1:

This Committee shall make recommendations for amendments to the By-Laws by a two-thirds vote of the Committee members present.

Section 2:
These By-Laws shall be amended by a majority vote of a quorum, providing that changes have been submitted in writing to Committee members at least fourteen (14) calendar days prior to the Committee meeting at which action is to be taken.

CERTIFICATION

These revised By-Laws of the Concho Valley Regional Advisory Committee on Aging are hereby adopted by the Concho Valley Council of Governments Executive Committee on this 12 day of December, 2012.

JEFFREY K. SUTTON, Executive Director
Concho Valley Council of Governments

BRIGITTE ROGERS, Chairperson
Regional Advisory Committee on Aging

TONI P. GUTIERREZ, Director
Area Agency on Aging of the Concho Valley