

The Concho Valley Regional Advisory Committee on Aging

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 supports and advises the Area Agency on Aging of the Concho Valley (AAA or AAACV) which is sponsored by the Concho Valley Council of Governments.

II. PURPOSE

As stipulated in federal regulations¹, the purpose of RACOA is to:

- (A) provide meaningful input to AAA on issues faced by senior citizens;
- (B) receive and disseminate information from AAA 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;

III. MEMBERSHIP

Section 1: RACOA members must reside in the Concho Valley and total membership is limited to no more than 30 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. Should there be interest from multiple individuals from one rural county serving on the Committee at one time, a member may be asked or may ask to serve as the representative for a rural county that has no representation. This would require the member to make contacts in the designated county, in an effort to recruit representation for that county and/or become more knowledgeable with Senior needs in the designated county.

Section 3: At least 50% of the membership of RACOA shall be persons who are 60 years

¹For AAA: the Older Americans Act, §306(a)(6)(D)

of age or older.

Section 4: Individuals interested in serving on the Committee will attend two RACOA meetings prior to being placed on the agenda for a Committee vote.

Section 5: 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 6: 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, with a written letter of resignation being the preferred method. A suggested replacement may be provided by the resigning member, however, the interested party must attend two meetings prior to being placed on the agenda for Committee vote.

Section 7: 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 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 8: Prospective Committee members will first be voted on at a RACOA meeting. The name(s) of the approved nominee(s) will be presented at the next available meeting of the Executive Committee meeting of the Concho Valley Council of Governments, by the Aging Services Director, for final approval.

Section 9: Once approved by the RACOA and the CVCOG Executive Committee, the new member will be contacted by the Aging Services Director. The new member will receive an orientation on RACOA and the AAACV, a tour of the AAACV offices, RAOCA binder, member list, service definitions and any other current, relevant information.

Section 10: If a person is deemed ineligible to join the Committee or has a complaint against the RACOA, the person will follow the AAACV grievance procedure. A copy may be obtained from the Aging Services Director or the Front Desk of the CVCOG.

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.

- (A) Nominations are to be held in September of odd years.
Example: September 2019
- (B) Vote for Chair and Vice Chair will be held at the November meeting.
Example: November 2019
- (C) Term begins in January of even year.
Example: January 2020

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, when required; and

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. A quorum must be present for the Committee to vote on recommendations. On matters requiring a vote, a majority vote of the present quorum will be required for passage.

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: 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.

Section 6: The staff of the AAACV will be responsible for the following:

- (A) maintaining an accurate Committee membership list
- (B) taking minutes of RACOA meetings and maintaining a record of all Committee meetings
- (C) updating membership forms, as required by the Texas Health and Human Services Commission
- (D) 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, unless otherwise communicated.

Section 7: Each year, the following forms will be distributed for updates and are required to be on file for each member:

- (A) Confidentiality form
- (B) Conflict of Interest form
- (C) Member Contact Information form updated
- (D) Review Ombudsman Conflict of Interest Rules
- (E) Review Service Definitions for the current Fiscal year

VI. CHANGES TO OPERATING GUIDELINES

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