

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

By-Laws & Rules of Procedure

Article 1 – Name

Hamburg Township Senior Advisory Board

Article II – Purpose

- 2.1 To ensure that Senior participants have a voice in governance of the Hamburg Township Senior Community Center (HTSCC).
- 2.2 To assist the Hamburg Senior Program Director in developing policies and procedures for the Senior Program.
- 2.3 To plan for the future of the HTSCC.
- 2.4 To review interests and satisfaction levels of members.
- 2.5 Make recommendations to the Township Board regarding expenditures and program enhancements through the Senior Program Director.
- 2.6 To annually review the Senior Center budget prepared by the Hamburg Township Board of Trustees.
- 2.7 Provide updates regarding expenditure accounts.

Article III – Offices

Hamburg Township Senior Community Center
10407 Merrill Road
P.O. Box 157
Hamburg, Michigan 48139

Article IV – Membership

4.1 The Board shall consist of seven (7) members appointed by the Township Board as follows:

- One (1) Hamburg Township Board representative.
- Five (5) Hamburg Senior representatives (55 years or older)
- One (1) Hamburg area business member.
- Up to Two (2) alternate board members.

4.2 The Hamburg Senior Program Director will serve as the Hamburg Township liaison to the Advisory Board.

4.3 All Senior membership representatives must be active participants in the Hamburg Senior Program for a minimum of one (1) year before appointment to serve on the Board and must maintain residency within the service area. Those interested in serving on the Board must complete a 'Hamburg Township Senior Advisory Board Participation Form' for presentation to the Township Board.

4.4 For Hamburg area business owner representatives, a notice will be sent to the members of the business community seeking business member at large.

4.5 All Board members must possess the following qualifications:

- An awareness of the process of aging and problems of aging individuals.
- A deep concern for the welfare of seniors.
- A commitment to develop services of high quality for seniors.
- A capacity to envision new services for seniors.

- 4.6 The terms of service for the members will be (2) year terms. Member Renewals will be voted on by the advisory board if more than one candidate is running during alternate years.
- 4.7 Any vacancies that should arise will be filled by the Advisory Board in a timely manner.
- 4.8 All members will serve as volunteers. Membership dues will be waived for their term.
- 4.9 Members may be reimbursed for expenses incurred while performing duties related to the work of the Board. Mileage will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.
- 4.10 Member attendance at any senior related seminars, conventions, or other meetings where expenses are involved must be pre-approved by the Township Board.

Article V – Officers

- 5.1 **Selection.** At the July regular meeting, or the first scheduled meeting of the fiscal year the Advisory Board shall renew member terms.
- 5.2 **Duties.** The Chairperson or Alternate Chairperson will be a representative from the Township Board and will be responsible for conducting the meeting. The Senior Program Director shall be responsible for establishing the agenda. Meetings will be conducted in accordance with simplified Robert's Rules of Order. The Senior Program Director shall keep accurate minutes of all meetings and handle any necessary correspondence. The Senior Program Director shall act as the Advisory Board Treasurer. The Senior Program Director shall be responsible for the receipt of all monies collected for the Hamburg Senior Program and transmittal of same to the Hamburg Township Treasurer. The Senior Program Director shall keep the Advisory Board informed as to the financial affairs of the Senior Program. All payment of funds will be at the direction of the Township Board.

Article VI – Suspensions

- 6.1 Members who miss three (3) or more consecutive meetings may receive an automatic suspension for non-performance of duty.
- 6.2 Complaint and request for suspension must be presented to the Hamburg Senior Program Director in writing.
- 6.3 The Senior Program Director shall present the request to the Advisory Board. Except for cases indicated in Section 6.1 a majority vote of the Board is required for suspension of a member for non-performance of duty or misconduct in office upon written charges and after a public hearing.

Article VII - Resignations

- 7.1 Requests for resignation must be submitted to the Senior Advisory Board.

Article VIII – Meetings

- 8.1 **Meeting Notices.** All meetings shall be posted at the Hamburg Senior Community Center in accordance with the Open Meetings Act. The notice shall include the date, time and location of the meeting.
- 8.2 **Meetings.** The meetings of the Board shall be held at the Hamburg Township Senior Community Center. The regular meeting shall be held bi-monthly on the 2nd Wednesday of the month beginning at 10:00 a.m. Any changes in the date or time of the regular meeting shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Board shall select suitable alternate dates in the same month.
- 8.3 **Special Meetings.** A special meeting may be called by the Chairperson of the Board or by three (3) members of the Board upon written request to the

The Senior Program Director or Chairperson. The business that the Board may perform at a special meeting must be conducted at a public meeting held according to the Open Meetings Act. Public notice of the time, date, and place of the special meeting must be given in a manner as required by the Open Meetings Act, and the Senior Program Director shall give notice of a special meeting to Board members not less than 48 hours before the meeting.

- 8.4 **Quorum.** In order for the Board to conduct business or take any official action, a quorum consisting of the majority (half plus one) of all the voting members serving on the Board must be present. When a quorum is not present, no official action may take place. The members of the Board may discuss matters of interest, but can take no action until the next meeting, or special meeting.
- 8.5 **Motions.** Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of the motions shall be recorded in the minutes.
- 8.6 **Voting.** An affirmative vote of the majority shall be required for the approval of any requested action or motion placed before the Board. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Board member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Board member must be recorded in the minutes of the meeting. All members of the Board present, including the Chairperson, shall vote. Abstentions from voting are prohibited unless a conflict of interest is proven and accepted by the Board.
- 8.7 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall be:

- 1) Call to Order
- 2) Pledge to the Flag
- 3) Approval of the Agenda

- 4) Approval of the Minutes
- 5) Call to the Public
- 6) Senior Program Director Report
- 7) Old Business
- 8) New Business
- 9) Call to the Public
- 10) Adjournment

8.8 Rules of Order. All meetings of the Board shall be conducted according to generally accepted parliamentary procedure, as governed by Robert's Rules of Order, except as noted otherwise herein.

Article IX – Minutes

9.1 Board minutes shall be prepared by The Senior Program Director. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; actions; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article X – Open Meetings and Freedom of Information Provisions

- 10.1 All meetings of the Board shall be open to the public and held in a place available to the general public.
- 10.2 All deliberations and decisions of the Board shall be made at a meeting open to the public.
- 10.3 A person shall be allowed to address a hearing of the Board under the rules established herein.
- 10.4 A person shall not be excluded from a meeting of the Board except for breach of peace, committed at the meeting.
- 10.5 All record, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as required by

the Freedom of Information Act and based on the Township Retention Policy.

Article XI – Amendments

11.1 These rules may be amended from time to time with final approval by the Hamburg Township Board.

THESE BY-LAWS AND RULES OF PROCEDURE ARE ADOPTED THIS
____25th____ DAY OF ____May____, 1999.

Amended: July 13, 1999

Amended: January 9, 2001

Amended: March 21, 2019