

## **Bylaws of the Area Agency on Aging of Dane County Advisory Council**

### **Article I – Name**

The name of this body shall be the Area Agency on Aging of Dane County Advisory Council, hereafter referred to as “the Council.”

### **Article II – Purpose**

The purpose of the Council is to advise and assist the Area Agency on Aging of Dane County (AAA) on all matters relating to:

1. The development, implementation, and evaluation of the Area Plan on Aging in accordance with the Older Americans Act.
2. The coordination of community-based services for older adults and their caregivers.
3. Identifying unmet needs.
4. Serving as a link between the AAA, older adults, service providers, and the community.

### **Article III – Membership**

1. The Council shall consist of no fewer than 9 and no more than 15 members.
2. At least 50% of members shall be age 60 or older.
3. Membership shall include: older adults (including underserved older persons), representatives of aging service providers, individuals representing the general public, and caregivers or advocates as appropriate.
4. Members shall reside within Dane County.
5. The AAA Director (or designee) shall serve as staff liaison, without voting rights.

### **Article IV – Terms of Membership**

1. Members shall be appointed by the Area Agency on Aging Board Chair for three-year staggered terms.
2. Members may serve no more than two consecutive terms, unless reappointed after a one-year absence.
3. Vacancies shall be filled for the unexpired term by the appointing authority.

### **Article V – Officers**

1. The officers of the Council shall be Chairperson, Vice Chairperson, and Secretary.
2. Officers shall be elected annually by the Council at the first meeting of the calendar year.
3. Officers shall serve one-year terms and may be re-elected.
4. Duties: - Chairperson - presides at meetings, prepares agendas with staff, and represents the Council. - Vice Chairperson - acts in the Chair’s absence. County Clerk - records and maintains meeting minutes and attendance.

#### **Article VI – Meetings**

1. The Council shall meet at least quarterly; additional meetings may be called by the Chairperson or staff liaison.
2. Notice of meetings shall be provided to members at least five business days in advance.
3. A quorum shall consist of a simple majority of current members.
4. All meetings shall comply with Wisconsin Open Meetings Law.

#### **Article VII – Committees**

1. The Council may establish ad hoc workgroups as needed to carry out its work.
2. Workgroups shall report their activities and recommendations to the full Council.

#### **Article VIII – Relationship to the Governing Board**

1. The Council serves in an advisory capacity to the Area Agency on Aging of Dane County.
2. Recommendations of the Council shall be forwarded to the governing body for consideration and action as appropriate.

#### **Article IX – Amendments**

1. These bylaws may be amended by a two-thirds vote of members present at any regular meeting, provided that notice of the proposed amendment was given at least two weeks in advance.
2. Amendments are subject to approval by the Area Agency on Aging Board.

#### **Article X – Adoption**

These bylaws shall become effective upon approval by the Area Agency on Aging

-Approved by AAA Governing Board 11/3/2025