

**WASHINGTON STATE COUNCIL ON AGING  
BYLAWS**

**I. NAME**

The name of this body shall be the Washington State Council on Aging.

**II. PURPOSE, FUNCTION AND RESPONSIBILITIES**

**SECTION 1. PURPOSE:**

The Washington State Council on Aging (herein referred to as “State Council”) is established to serve as an advisory council to the Governor, the Secretary of the Department of Social and Health Services and Aging and Long-Term Support Administration. The State Council is presently designated by the Governor as the state advisory council to the Washington State Unit on Aging, which is part of the Home and Community Services Division, Aging and Long-Term Support Administration, Department of Social and Health Services. The designation makes the State Council responsible to comment and advise on the federally funded programs of the Older Americans Act and other federal programs as required by federal law and regulation.

**SECTION 2. FUNCTIONS AND RESPONSIBILITIES:**

The State Council has the following functions and responsibilities:

- a. To serve in an advisory capacity to the Governor, the Secretary of the Department of Social and Health Services, and the State Unit on Aging on all matters pertaining to policies, programs, and services affecting the quality of life of older persons, with a special concern for the low-income and those in the greatest need;
- b. To create public awareness of the special needs and potentialities of older persons;
- c. To provide for self-advocacy by older citizens of the state through sponsorship of training, legislative and other conferences, workshops and such other methods as may be deemed appropriate;
- d. To keep currently informed of the needs of older persons including maintaining relationships with organizations involved in senior interests.

**III. MEMBERSHIP**

**SECTION 1. APPOINTMENTS:**

Members of the State Council shall herein be referred to as “members”. All members may serve up to two terms of three years duration, with terms normally beginning in September. In the case of a mid-term vacancy, an appointment replacing a former member shall be for the remainder of the unexpired term. Members appointed to fill a vacancy with a remaining term of less than one and one-half years may be reappointed to up to two additional three-year terms.

- a. The Governor shall appoint one member from names submitted by the Association of Washington Cities and one member from names submitted by the Washington State Association of Counties.
- b. In addition, the Governor may appoint not more than five at-large members in order to insure that rural areas (those areas outside of a standard metropolitan statistical area as described by the U.S. Census Bureau), minority populations, and those individuals with special skills which could assist the State Council, are represented.
- c. Each Area Agency on Aging Advisory Council shall appoint one member from its state-designated Planning and Service Area (PSA).

- d. The Speaker of the House of Representatives and the President of the Senate shall each appoint two legislative members, one from each of the two largest caucuses in each house. Legislative members serve as non-voting members, except when State Council votes deal with procedural matters. The terms of legislative members shall expire before the first day of the next legislative session in an odd-numbered year.

**SECTION 2. AGE:**

With the exception of legislative members and the members from the Association of Washington Cities and the Washington State Association of Counties, all members of the State Council shall be at least 55 years of age with the majority being 60 years of age or older.

**SECTION 3. DUTIES:**

State Council members shall represent only themselves, not the agency or organization with which they may be affiliated in terms of employment or other associations. Members are expected to bring their own unique expertise, principles and viewpoints to the State Council.

Members' duties include:

- a. Regularly attending scheduled or special State Council meetings;
- b. Participating in the work of State Council committees;
- c. Other duties as assigned.

**SECTION 4. CAUSE FOR RECOMMENDING REPLACEMENT ON THE STATE COUNCIL:**

Members' attendance at and participation in the State Council meetings is encouraged and valued. Frequent absences at scheduled meetings, or otherwise failing to accomplish a Members' duties shall be cause for the Chairperson to contact the Governor or appointing Agency on Aging Advisory Council to suggest replacement of the Member.

**IV. OFFICERS**

**SECTION 1. DESCRIBED:**

Officers of the State Council shall consist of a Chairperson, Vice-Chairperson and Secretary.

**SECTION 2. ELECTION AND TERM OF OFFICE:**

- a. A member must have served on the State Council for at least one (1) year prior to being eligible to serve as an officer.
- b. Officers of the State Council shall be elected to a one-year term at the September State Council meeting each year and take office as of the close of business of that meeting.
- c. No member shall serve more than two consecutive one-year terms in the same office. An officer elected to serve six months or less of an unexpired term may be elected to up to two additional consecutive terms.

**SECTION 3. DUTIES:**

Officers shall assume duties usually performed by such offices as defined by these bylaws or as assigned by the State Council.

The Chairperson's duties include:

- a. Presiding over meetings;

- b. Developing the State Council meeting agenda with the assistance of Aging and Long-Term Support Administration staff;
- c. Appointing, for State Council approval, committees necessary to conduct State Council business;
- d. Representing the State Council to the public or appointing a member of the State Council to do so;
- e. The Chairperson may appoint a parliamentarian.

The Vice-Chairperson’s duties include:

- a. Assisting the Chairperson, as needed, in the accomplishment of his or her duties;
- b. Assuming all of the duties of the Chairperson in the Chairperson’s absence.

The Secretary’s duties include:

- a. Being accountable for State Council record keeping;
- b. Presiding over State Council meetings in the event of the temporary absence of both the Chairperson and Vice-Chairperson.

**SECTION 4. VACANCIES:**

An officer who is unable to fulfill the duties of their office shall be replaced in the following order:

- a. In the office of the Chairperson, the Vice-Chairperson shall become Chairperson;
- b. In the office of the Vice-Chairperson, the State Council shall elect a new Vice-Chairperson to serve for the remainder of the unexpired term;
- c. In the office of the Secretary, the State Council shall elect a new Secretary to serve for the remainder of the unexpired term.

**V. EXECUTIVE COMMITTEE**

**SECTION 1. MEMBERSHIP:**

Elected officers and Chairpersons of all standing committees as appointed by the State Council Chairperson shall comprise the Executive Committee.

**SECTION 2. AUTHORITY:**

The Executive Committee shall have all the powers of the State Council to transact business of an emergency nature between State Council meetings, and the Executive Committee is authorized to act by telephone conference call or by telephonic or electronic polling as appropriate. Such transactions shall be reported immediately to the full State Council.

**VI. COMMITTEES**

**SECTION 1. NOMINATING COMMITTEE:**

- a. A nominating committee shall be appointed by the Chairperson and shall prepare a slate of candidates for State Council officer positions. The slate will include at least one nominee per office and be presented to the State Council at the regular meeting immediately preceding the September meeting.
- b. Nominations from the floor may be accepted at any time prior to the election.

**SECTION 2. OTHER COMMITTEES:**

The Chairperson shall appoint, with State Council approval, such committees as are necessary to conduct the business of the State Council, and the Chairperson shall appoint Chairpersons for approved committees.

**VII. MEETINGS AND QUORUM**

**SECTION 1. MEETINGS:**

The State Council shall adopt a meeting schedule for the following 12 months at the September meeting. This schedule may be changed by a majority vote of the members at a regular meeting or, in the event of an emergency, by the executive committee.

**SECTION 2. SPECIAL MEETINGS:**

The Executive Committee may call special meetings.

**SECTION 3. QUORUM:**

A majority of the members (without counting vacancies) shall constitute a quorum.

**VIII. AMENDMENTS**

**SECTION 1. HOW:**

These bylaws may be amended at any regular meeting of the State Council by a two-thirds vote of those present and voting.

**SECTION 2. NOTICE:**

The recommended amendments shall have been distributed at the previous meeting or mailed to the members at least two weeks prior to the meeting.

**IX. PARLIAMENTARY AUTHORITY**

**SECTION 1. RULES OF ORDER:**

The most recent revision of *Robert's Rules of Order* shall govern all meetings in cases to which they are applicable and in which they do not conflict with these bylaws.