



BYLAWS OF THE BEAVERTON COMMITTEE ON AGING

DATE RATIFIED BY COUNCIL _____

Article 1: Name

According to Beaverton Code 2.03.300, the name of the Board is the Beaverton Committee on Aging (BCOA).

Article 2: Purpose

According to Beaverton Code 2.03.315, the purpose of the Board is to discover and examine the issues and concerns of the aging population in the City of Beaverton and offer representation, information and education regarding these issues.

Article 3: Duties

The duties of the BCOA shall consist of, but not be limited to, the following:

1. Make an annual report to City Council, as provided in Beaverton Code 2.03.002. The report shall contain a summary of activities the Board conducted the previous year.
2. Recommend action, policies and legislation to be considered by City Council.
3. Represent the views and concerns of aging adults in the City of Beaverton.
4. Provide review and comment to the Mayor and City Council regarding public issues, projects and proposals which have a significant impact on aging adults.
5. Educate the public concerning issues affecting aging adults through multiple media sources, written publications, and public forums.
6. Make recommendations regarding solutions to specific problems affecting aging adults in Beaverton.
7. Recommend action, policies and legislation to be considered by the city, county and state governments.
8. Provide appropriate referrals to other agencies as needed that do not conflict with the functions of any other government agency or City department.
9. Perform other related duties as directed by the Mayor or City Council.

Article 4: Membership

1. **Appointment.** As provided in Beaverton Code 2.03.002, the Mayor shall appoint all members to the Board, subject to confirmation by City Council.
2. **Number of Members.** As provided in Beaverton Code 2.03.305, the BCOA shall have eleven members. The eleven members will represent a wide range of perspectives concerning the aging population in the City of Beaverton.

3. **Term of Office.** Members shall serve three-year terms. The term of office begins on the first day of the calendar year. Appointments to the committee shall be staggered so that all terms do not expire at the same time.
4. **Alternate Members.** Alternate members may be appointed by the Mayor and confirmed by City Council for a one-year term which may be renewed. As provided in BC 2.03.305, there may be up to two alternate members, who are non-voting members. Alternate members are encouraged to attend BCOA meetings to become familiar with BCOA processes in preparation for potential future appointments to the BCOA.
5. **Attendance.** Regular meeting attendance is a requirement for all Board members. Any member who accrues three or more unexcused absences in a calendar year, or a combination of excused or unexcused absences for 50 percent or more of regular meetings in a calendar year, may be removed by the Mayor, subject to confirmation of the Council.
6. **Vacancies.** As provided in Beaverton Code 2.03.002, the Mayor shall appoint another member to the Board if there is a vacancy. The Mayor shall appoint the member through a substantially-similar process used to appoint the original members of the Board. The member filling the vacancy shall serve on the Board for the remainder of the unexpired term.
7. **Removal.** As provided in Beaverton Code 2.03.002, the Mayor may remove any member on a Board, subject to confirmation by City Council.

Article 5: Officers

1. **General.** The officers of the Board shall be a chair, vice chair and secretary.
2. **Term.** The term of office for an officer begins with the second Board meeting of the year and lasts until the second Board meeting of the following year.
3. **Duties.**
 - a. **Chair.** The Chair shall preside at all regular meetings, call special meetings as deemed necessary, and be responsible for preparing the agenda for meetings with the assistance of the staff liaison. The Chair shall represent the BCOA to the public and may give presentations and provide testimony.
 - b. **Vice-Chair.** The Vice-Chair shall fulfill the role of the Chair in his/her absence.
 - c. **Secretary.** The Secretary shall record the minutes of each regular meeting and prepare written minutes to be given to the staff liaison at least two weeks prior to the next regularly-scheduled BCOA meeting. The minutes shall be maintained in accordance with Oregon's Public Records Law. Any member of the committee may serve as temporary secretary if the secretary is absent.

4. **Election of Officers.** At the second meeting of the year, the BCOA will elect officers. Nominations shall come from the BCOA members. The officers shall be elected in order of: Chair, Vice-Chair and Secretary. In the event of a tie vote, one revote shall take place among the tied vote receivers. In the event of a second tie, the office shall be decided by a coin flip. The election process shall be administered at the meeting by the City staff liaison.
5. **Vacancy.** If an officer position becomes vacant during the year, the BCOA shall hold a vote on a replacement at the next regularly-scheduled meeting. The newly-elected officer shall complete the term of the existing vacancy.

Article 6: Quorum & Voting

1. **Quorum.** A majority of the number of positions on the Board shall constitute a quorum for the conduct of business.
2. **Voting.** The concurrence of a majority of the members of the Board present and voting is necessary to determine any question before the Board. Proxy votes or votes in absentia are not permitted.

Article 7: Meetings

1. **Regular.** The regular meetings of the BCOA shall be held monthly at City Hall or at another place as may be determined by the BCOA. Each meeting of the BCOA shall be conducted as a public meeting in accordance with Oregon's Public Meetings Law.
2. **First and Second Meeting.** The first meeting in a calendar year will include an orientation. New members will receive information regarding the BCOA and the officers will summarize the previous years' accomplishments. The second meeting of the year will include nominations for and election of officers.
3. **Special.** Chair may call special meetings if necessary. If the chair calls a special meeting, he or she shall inform the staff liaison about his or her request to call a special meeting. The staff liaison shall provide reasonable notice of the meeting to members and the public, but in no instance will there be less than 48-hours' notice. The notice shall provide the time, place and purpose of the special meeting. Only matters reasonably related to the special meeting's stated purpose may be discussed at the special meeting.
4. **Minutes.** The Secretary shall record minutes of each meeting and the staff liaison shall maintain the minutes in accordance with Public Meetings Law.
5. **Agenda.** Only the chair may cause an item to be placed on the agenda for meetings. A majority of members may cause an item to be removed from the agenda.
6. **Subcommittees.** A subcommittee of the BCOA may be formed by a motion and simple majority vote of the full BCOA. Such a motion may include a description of the purpose, scope, number of members and duration of the subcommittee.

Article 8: Staff and Council Liaison

1. **Staff Liaison.** The City shall assign a staff liaison to BCOA. The staff liaison shall provide assistance to BCOA, including, but not limited to: arranging the meeting space and time; notifying board members and the public of meetings; distributing agendas and minutes; providing information about relevant city policies, procedures, plans, and other external resources available to BCOA; training new BCOA members, and requesting budget funds annually for BCOA's mission or business.
2. **Council Liaison.** The City Council liaison serves as a conduit for communication between City Council and BCOA; provides procedural direction and relays City Council's information and positions to BCOA; resolves any questions that BCOA has about the role of City Council, municipal government and BCOA; maintains contact with the BCOA chair; and facilitates training of new BCOA members by providing suggestions and relevant information to the staff liaison responsible for training them.

Article 9: Rules of Order

Unless otherwise explicitly provided in these bylaws, the table provided in Beaverton Code Chapter 2.11 shall be the governing rules of order for BCOA.

Article 10: Amendment to Bylaws

1. **Proposal.** These bylaws may be amended by a majority vote of BCOA members at any duly-noticed meeting of the BCOA, provided that the meeting's agenda specifically includes mention of the proposed amendment of the BCOA bylaws.
2. **Review.** As provided in Beaverton Code 2.03.002, the Board must send the proposed amendments to the City Attorney's Office for review.
3. **Ratification.** As provided in Beaverton Code 2.03.002, proposed amendments to the Board's bylaws are not effective unless City Council ratifies the amendments by resolution.