

**BY-LAWS AND RULES OF PROCEDURE FOR
COUNCIL ON AGING
KENAI, ALASKA**

The members of the Council on Aging, Kenai, Alaska, a local committee organized under the laws of the State of Alaska, pursuant to federal and state funding, having as its object, the following code of by-laws and rules of procedure as its guidelines in all future operations.

The mission of the Council on Aging is to advise the Mayor, City Council, Director, and the City of Kenai, of the needs of the elderly in the area, support the programs which enable the continued independence of senior citizens and serve as an advisory committee, whose purpose and make-up will be set forth under Article I, Section 3.

The adoption of these by-laws and rules supersedes, replaces, and nullifies any and all previously enacted, utilized, or governing rules or by-laws and further, by adoption of these by-laws and rules, the previously existing Council on Aging is deemed dissolved.

**Article I
MEMBERSHIP**

The Council may have a membership of not more than nine (9) members. Over one-half of the members shall be participants of the Senior Citizens' programs, sponsored by the City of Kenai.

The members of the Council shall be chosen in the following manner:

1. Members shall be chosen from among persons who have shown an interest in the areas of the problems of the elderly.
2. The Mayor will appoint members to the Council on Aging subject to confirmation by the City Council.

The duties of the Council will be as follows:

- a. Advise the Director of Senior Citizen Programs on matters dealing with the budgets for senior programs and programs operated at the Senior Center.
- b. Forward copies of meeting summaries to the Mayor of the City of Kenai, who, in turn, will forward the report to the City Council.
- c. To the extent practical, communications, advice, and reports shall be in written form and shall represent a consensus of the committee.

**Article II
ELIGIBILITY**

A member of the Council shall be an adult person residing in the Kenai Peninsula area, and 51 % of which must be sixty (60) years of age or older.

No employee of the City of Kenai is eligible for membership.

There will be no more than one member per household.

Article III MEETINGS

Regular meetings shall be held monthly on the second Thursday of the month at the Senior Center. Special meetings may be called by the chairperson with approval of the Kenai City Clerk and notification of Council and City Manager. Meetings may be cancelled by the City Clerk, with notification of Council and City Manager, if cancellation is warranted, i.e. lack of agenda items, pre-knowledge of lack of quorum, etc. Participating senior citizens shall be notified of the date, time, and place of the meeting by the monthly newsletter, as well as receipt of the meeting agenda and packet. All meetings shall be open to the public. However, this does not automatically ensure participation by non-members of the Council.

Article IV PLACE OF MEETINGS

The meetings shall be held at the place designated as the Kenai Senior Citizens Center in Kenai, Alaska, or at the City of Kenai offices.

Article V QUORUM

A quorum shall be a majority of the current appointed membership as established in Article I. The affirmative vote of a majority present at a meeting is required to take action on any matter. A quorum of the Council is defined as follows:

1. When the appointed membership is eight (8) or nine (9), a quorum shall be five (5).
2. When the appointed membership is seven (7) or lower, a quorum shall be (4).

Article VI POWERS OF THE COUNCIL

The powers of the Council are advisory only and are derived from the federal, state, and city local governments which provide the funds for operation and all powers and activities shall be exercised in accordance with law. All action taken by this Council shall be submitted to the City Administrator and shall be subject to approval by the Kenai City Council.

Article VII OFFICERS

Officers shall be elected annually for one-year terms at the first meeting each year when a quorum is present. There shall be a Chairperson and Vice-Chairperson. Officers are limited to two (2) successive terms in the same office.

Article VIII
TERM OF APPOINTMENT AND ATTENDANCE

Members of the Council are appointed by the City of Kenai to serve three (3) years or until termination by:

1. Resignation;
2. Request of Council on Aging;
3. Upon request of the City of Kenai; or
4. If the member is absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of the Council on Aging, regular and special, held within any period of three (3) consecutive calendar months, the member shall thereupon cease to hold the seat. A member may not have more than three (3) excused absences during a twelve-month calendar year.

The term of each appointed member of the Council shall be three (3) years. The terms shall be staggered so that three (3) members shall be appointed every third year and three (3) members shall be appointed in each of the other years of every such three-year period.

Article IX
HONORARY MEMBER APPOINTMENT

When a member is no longer able to actively participate on the Council on Aging, the remaining membership may, by majority vote, request the Mayor to appoint the nonactive member to the Council on Aging as an honorary member. The honorary member would be a non-voting member.

Article X
VOLUNTEERS

Volunteers wishing to serve upon committees established by the Council on Aging may be appointed by the Council chairperson or his representative to do so without, therefore, becoming members of the Council.

Article XI
RULES OF MEETING

All meetings of the Council shall be conducted in accordance with rules of parliamentary practice and, in the absence of other authority, shall be governed by the provisions of Roberts Rules of Order.

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The Council on Aging during their February 10, 2022 meeting by a majority vote of the membership recommended Council approval of the amended By-Laws and Rules of Procedures.

The Kenai City Council at their February 16, 2022 meeting approved the amended By-Laws and Rules of Procedures.