

RESOLUTION NO. 16-1073

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, REPEALING RESOLUTION NO. 555; APPROVING BYLAWS OF THE SENIOR CENTER ADVISORY BOARD; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING FOR SEVERABILITY

WHEREAS, the Town Council established the Town of Chino Valley Senior Center Advisory Board and the Senior Center Advisory Board Bylaws (the "Bylaws") in 1991 pursuant to Resolution No. 290; and

WHEREAS, the Bylaws were amended thereafter by the adoption of Resolutions No. 425, 495, 507, and 555; and

WHEREAS, the Senior Center Advisory Board has reviewed the Bylaws and desires to amend them to change its duties, responsibilities and procedures; and

WHEREAS, the Town Council finds that it is in the best interests of the Town of Chino Valley and its residents served by the Senior Center to approve the amendments to the Bylaws;

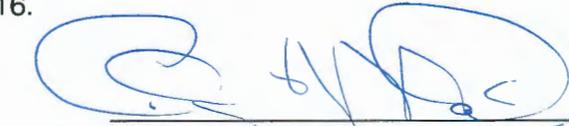
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, County of Yavapai, Arizona, as follows:

1. Resolution 555 is hereby repealed.
2. The Town of Chino Valley Senior Advisory Board Bylaws, dated January 12, 2016, as set forth in Exhibit A, which attached hereto and incorporated herein by this reference, are hereby approved and adopted.

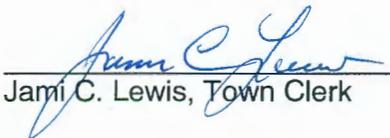
BE IT FURTHER RESOLVED that all resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

BE IT FURTHER RESOLVED that if any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 12th day of January, 2016.


Chris Marley, Mayor

ATTEST:

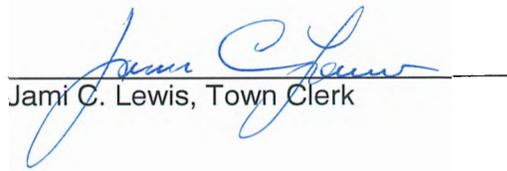

Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:



Phyllis L. N. Smiley, Town Attorney

I hereby certify the above foregoing Resolution No. 16-1073 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 12, 2016, and that quorum was present thereat and that the vote thereon was 7 ayes and 0 nays and 0 abstentions. 0 Council members were absent or excused.



Jami C. Lewis, Town Clerk

The following exhibits are attached hereto and incorporated herein:

1. Exhibit A Senior Center Advisory Board Bylaws

EXHIBIT A
Senior Center Advisory Board Bylaws

**Town of Chino Valley
Senior Center Advisory Board**

Bylaws

January 12, 2016

Section 1: Mission Statement

The mission of the Chino Valley Senior Center is to provide opportunities and participation for social interaction, education, recreation, nutrition, wellness and referral information to enhance the quality of life for the adult population of Chino Valley.

Section 2: Membership

- A. The Board shall consist of seven (7) members, a two-third majority of which shall be at least 55 years of age, appointed by the Mayor and Common Council in June. Each member shall serve for a term of two (2) years, with three (3) terms expiring in even-numbered years and four (4) terms expiring in odd-numbered years. An appointment to fill a vacant seat where there is an unexpired term shall be for the remainder of the term of the vacant seat to which the member is appointed.
- B. The Board and/or staff may make recommendations to the Mayor and Common Council for appointments to the Board to fill expired terms or vacancies on the Board.
- C. Members of the Board shall serve at the pleasure of the Council.
- D. Persons eligible to serve as Board members shall live within the Town limits, except that up to three (3) members may reside outside Town limits only if they reside in Yavapai County in the area served by the Senior Center.
- E. Full and part-time Town employees are not eligible to serve as Board members. An individual who works for the Town in the capacity of a temporary employee is eligible to serve as a Board member.

Section 3: Quorum

A majority of the Board, four (4) members, shall constitute a quorum.

Section 4: Meetings of the Board

- A. The Board shall meet monthly; the day, time and place of such meetings to be determined by the members of the Board.
- B. The Chairman may call special meetings at least forty-eight (48) hours in advance of such meeting or the meeting may be called at the request of three (3) members of the Board.
- C. The Board shall comply with all relevant provisions of the Arizona Revised Statutes (including Arizona Open Meeting Laws), the Chino Valley Town Code and these Bylaws. For rules of procedure not otherwise set forth, *Robert's Rules of Order, Newly Revised* shall govern the proceedings of the Board.

Section 5: Officers

A. Officers of the Board shall be a Chair and a Vice-Chair. These Officers shall constitute the Executive Committee.

B. The Chair and Vice-Chair shall be elected by the Board at the regular July meeting each year and shall serve a one-year term or until the successor officers are duly elected. If an Officer position becomes vacant during the term, an election shall be conducted at the next regular Board meeting to fill the position for the remainder of the term.

C. If an Officer's term as a Board member expires during his term as an officer, and the Council reappoints the Board member to the Board, the Board member shall not automatically resume his term as an Officer. An election shall be held to fill the officer position at the next regular meeting of the Board.

C. The Chair shall

1. Set the agenda for meetings of the Board no less than one week prior to the regular meeting.

2. Preside at all meetings of the Board.

3. Call special meetings of the Board.

4. Mediate any problems arising among Board members.

5. Work with Staff to prepare meeting agendas.

6. Work with Staff and the Clerk's Office, to post copies of meeting agendas in compliance with Arizona Open Meeting laws no less than twenty-four hours prior to a meeting of the Board, ensure that meeting minutes, agendas, and appropriate attachments are sent to all Board members prior to a regular meeting, and ensure accurate records are kept of the Board's proceedings.

D. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

E. The Chair shall represent the Board to the Council, providing reports on the activities of the Board and any recommendations for the Council that the Board may have from time to time.

Section 5: Board Community Liaisons

A. The Board may create Community Liaisons ("Liaisons") as it deems necessary; Liaisons may include functional areas of: Executive, Finance, Nutrition, Transportation, and Activities.

B. At the annual July meeting, or when there is a vacancy or a need for a Liaison, the Chair of the Board shall nominate a Liaison for each of the functional areas and the Board shall vote on such nominations. The term for all Liaison positions shall be for one year. Liaisons may be appointed to serve for consecutive terms. If a Liaison position becomes vacant during the term the Chair may, at the next

regularly scheduled Board meeting, nominate a new Liaison and the Board shall vote on such nominations. Appointments to fill unexpired Liaison terms shall be for the remainder of the term.

C. If the Board creates a Finance/Fundraising Liaison, the primary duties will be:

1. Working with the Senior Center Director in planning, organizing, and carrying out fundraising activities;
2. Giving a report each month at the Board Meeting on the status of fundraising activities;
3. Working with the Senior Center Activities Director to develop activities which will have a positive financial impact to the Senior Center;
4. With Senior Center Director, perform analysis/ comparisons with other entities of fees for meals, programs, services, and activities at the direction of the Board; and
5. Such other duties as assigned by the Chair.

D. If the Board creates a Transportation Liaison, the primary duties will be:

1. Working with the Senior Center Director to plan and create a transportation program for the use of the Senior Center vans;
2. Making recommendations to the Board on what fees should be charged to individuals utilizing the services of the van;
3. Giving a report each month at the Board meeting detailing how the vans have been used, and how the vans will be used in the coming month(s).
4. Coordinating the effort to get volunteers to drive the vans;
5. Such other duties as assigned by the Chair.

E. If the Board creates an Activities Liaison, the primary duties will be:

1. Working with the Senior Center Director to plan, organize and carry out activities;
2. Working with the Finance Liaison to plan activities for the purpose of fundraising;
3. Assisting the Senior Center office staff to conduct surveys of the seniors to determine what activities are wanted;
4. Planning activities which will generate awareness in the community of the Senior Center;
5. Planning activities designed to increase the participation of Town residents in Senior Center sponsored events; and

6. Such other duties as assigned by the Chair.

Section 7: Meeting Agenda

- A. Agenda requests shall be presented to the Chair or Senior Center Director at least 5 days prior to a Board meeting.
- B. The Chair shall determine the items to be placed on the agenda.
- C. Meeting agendas shall be posted as required by state law.
- D. The format of the agenda for Board meetings shall be as follows:
 1. Call to Order
 2. Invocation
 3. Roll Call
 4. Approval of Minutes
 5. Reports from Senior Center Director, Chair, and Members of the Board/Liaisons
 6. Call to the Public
 7. Unfinished Business
 8. New Business
 9. Future Agenda Suggestions
 10. Adjournment.

Section 8: Standing Rules

The Board may approve Standing Rules to govern the Board procedures so long as they are not in conflict with the provisions of these Bylaws. Such Rules shall be adopted by an affirmative vote of two-thirds (5) of the members of the Board.

Section 9: Absences; Removal for Unexcused Absences

- A. Except in an emergency, a Board member shall notify the Senior Center Director of any intended absence from a Board meeting not less than twenty-four (24) hours prior to any scheduled meeting.
- B. If a Board member misses three (3) consecutive meetings or if a Board member misses five (5) regular meetings within a twelve (12) month period, the Chair shall forward a recommendation to the Town Council for consideration of removal of said Board member.

Section 10: Resignations

- A. A Board member who wishes to resign shall submit the resignation in writing to the Chair, stating the effective date of the resignation.
- B. The Chair shall immediately forward the resignation to the Town Council for Council action to appoint a new Board member.

Section 11: Board Members Shall Comply with the Law

Board members shall be bound by Town Code, Title III, Chapter 35 Code of Ethics and by all other provisions of law.

Section 12: Use of Name of Senior Center

The name, "Chino Valley Senior Center" shall not be used for solicitation for any commercial or private purpose but may be used for solicitation and fundraising efforts for the benefit of the Senior Center. Concerning any other proposed use of the name, the Board shall review the request and shall make recommendation to the Town Manager for approval. The Town Manager may make final approval unless the Town Code requires Council action or the Town Manager, in his discretion, believes the decision should be made by the Town Council.