

OPERATING RULES  
STATE OF MONTANA  
GOVERNOR'S ADVISORY COUNCIL ON AGING

PREAMBLE

The Governor's Advisor Council on Aging serves as the official advisory body to the Governor and the State Aging Coordinator in fulfilling the goals and objectives of the Montana State Legislature and the Older American's Act of j1965 as amended. These Operating Rules define the role and responsibilities of the Council and its members in acting on behalf of all older Montanans, as provided within Montana statutes, and in themselves hold no force of law.

ARTICLE I

NAME

The name of this organization is the Governor's Advisory Council on Aging for the State of Montana, hereafter referred to as "Council." The authority for the creation of the Council comes from HB 873 passed by the 1983 Legislature approved, and incorporated in Chapter 664 of the Laws of Montana, 1983

ARTICLE II

PURPOSE

The purpose of the Council is to advise, assist and work with the Governor and the State Aging Coordinator on all matters within the state which impact on the independence, dignity and quality of life of Montana's elders.

ARTICLE III

DUTIES AND RESPONSIBILITIES

- A. The Council serves as the principal body to provide advice and advocacy for affairs on aging in the Governor's Office, State Departments, and other public and private, state and local agencies affecting the elderly as defined by 2-15-2206 and 2-15-232.
- B. The Council serves as the central body for the planning, coordination, implementation and evaluation of the Annual Governor's Conference on Aging, with appropriate input from Area Agencies on Aging, senior citizen organizations and other public and private agencies.
- C. The Council monitors the implementation and other progress of the White House Conferences on Aging objectives for Montana.

- D. The Council advises and assists state departments in developing, implementing reviewing and commenting on state plans, budgets and policies, which affect older persons.
- E. The Council works with groups and organizations such as Area Agencies on Aging that affect elderly programs. The Council shall encourage citizen participation in the discussion of aging.
- F. The Council provides a record of actions taken by the Council by making available minutes of the meetings, pertinent correspondence and operating procedures.
- G. The Council shall publicly notice any meeting of the Council, including conference calls. Agendas should also be publicly noticed.

## ARTICLE IV

### MEMBERSHIP

#### Section 1 Members:

The Council shall be composed of eleven members, a majority of whom must be sixty years of age or older. The members shall further represent actual and potential consumers of services under this program and major public or private agencies concerned with the interest of older persons. Every effort shall be made to represent the diversity of cultures, and the geographic areas of Montana in appointing Council members.

#### Section 2 Appointment and Tenure

Each Council member shall be appointed by the Governor for a term of three years. An officer or Council member may be recommended to the Governor for removal for cause by a majority of the Council. Any member missing two consecutive regular meetings without a valid reason shall, after a majority vote by the Council, be recommended to the Governor for removal.

#### Section 3 Vacancies

If vacancies occur before expiration of a member's term, the Governor shall appoint a replacement to fill the remainder of the term.

#### Section 4 Compensation

Members of the Council shall be reimbursed for actual and necessary expenses incurred while in performance of Council duties, not to exceed authorized payment, per diem and mileage as provided for in 2-15-122 (1) (c) (5) RCM

#### Section 5 Ethics and Public Statements

Council members shall not characterize themselves as representing the Council without approval by the Council, and knowledge of the Aging Coordinator. Council members shall at all times maintain the highest standards of ethical conduct when representing the Council.

## ARTICLE V

### OFFICERS

#### Section 1 Officers

The officers of the Council shall be one chairperson, one vice-chairperson, one secretary.

#### Section 2 Election, Terms of Officers, and Executive Committee

- A. While recognizing the Governor's prerogative to select the chairperson, the other officers shall be elected by Council members. The Governor shall appoint the chair prior to the start of the state fiscal year. After the chair is appointed, he/she shall appoint a nominating committee, which shall present a slate of officers to the Council members prior to a meeting prior to the state fiscal year. Election will be held at the meeting immediately preceding the state fiscal year. The officers shall serve on an annual basis
- B. The terms of officers shall be contingent upon their membership on the Council. No officer shall serve more than two consecutive terms. Should the chairperson cease to be a Council member, the Governor shall appoint a person from the Council to serve out the remainder of the term. Should any other officer cease to be a Council member, that office shall be filled by a majority vote of the Council members.
- C. The members of the Executive Committee of the Governor's Council on Aging shall be the chairperson, vice chairperson and the secretary.

#### Section 3 Duties of Officers, Executive Committee, with reference to Aging Coordinator

##### Chairperson:

- A. Prepares agenda with the help of the Aging Coordinator and the Executive Committee.
- B. Conducts meetings of Council and Executive Committee
- C. Appoints members and chairpersons of all committees
- D. Serves as an ex-officio member to all committees except the Nominating Committee
- E. Calls all meetings of Council, and Executive Committee and all special meetings
- F. Performs other duties as determined by the Governor, the Aging Coordinator or the Council
- G. The Executive Committee shall prepare agendas for the full council.
- H. The chairperson serves as chair of the Executive Committee
- I. The Executive Committee shall, keep minutes, publicly announce meetings, report to full council
- J. The Executive Committee serves as adviser to the chairperson, its suggestions are not binding to either the Chair or to the full Council

### Vice-chairperson

- A. Assists the chairperson with all duties
- B. Conducts the meetings and acts as chairperson in the in the absence or incapacity of the chairperson
- C. Attends meetings of the Executive Committee
- D. Performs other duties as determined by the chairperson or the Council

### Secretary

- A. Takes or causes to be taken, all minutes of Council and Executive Council
- B. Distributes or causes to be distributed minutes to Aging Coordinator, Council members, interested persons, and Governor's office and with the public notice. In addition, makes sure minutes are archived.
- C. Attends Executive Council meetings
- D. Performs other duties as determined by the chairperson or the Council

### Coordinator on Aging

- A. The Coordinator on Aging, although not a member or officer of the Council, shall provide staff assistance in carrying out the activities of the Council

## ARTICLE VI

### MEETINGS

#### Section 1 Number of Meetings

- A. Regular meetings shall be held at least quarterly. Special meetings may be held as necessary at the call of the chairperson or at the request of the majority of the Council members. Meetings shall be held in Helena, Montana, unless otherwise specified and agreed to by a majority of the Council members and with the approval of the Aging Coordinator.
- B. Regular meeting dates will be set at the first meeting of the fiscal year.

#### Section 2 Notice of Meetings

- A. Notice of all regular and special meetings shall be publicly noticed and sent to the entire membership, interested persons and Governor's office by Aging Coordinator at least ten working days in advance of the meetings
- B. /These notices are to include minutes of the last meeting, agenda for the meeting, and any other information or communications pertinent to the regular or special meeting.
- C. Special care should be taken if Council has dinner or lunch group meetings. They also need to be noticed to the public.

### Section 3 Conduct of Meetings

- A. The chairperson, vice-chairperson or secretary shall preside at all meetings.
- B. The meetings shall be conducted in accordance with Robert's Rules of Order (as revised)
- C. All meetings shall have a time for public comment, which shall be noted on the agenda.

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### Section 4 Open Meetings

- A. In accordance with the Montana Open Meeting Law, Section 2-3-201 MCA, all Council meetings are open meetings.

### Section 5 Voting, Proxy Votes, Quorum

- A. At any meeting of the Council, the chairperson and all members have the right to vote. Voting will be by voice or by secret ballot (if requested by a member of the Council.)
- B. No proxy or alternates voting will be allowed.
- C. A quorum shall consist of a majority of Council members.

## ARTICLE VIII

### COMMITTEES

#### Section 1 Standing and Ad Hoc Committees

- A. Standing and Ad Hoc Committees shall be authorized by the Council when deemed necessary to expedite the work of the Council. The duties and functions of committees shall be determined at the time they are established including purpose, duration, and number of members. The chairperson of the Council shall appoint standing committee members for a term of one year.
- B. Committees shall make and submit reports as requested by the chairperson of the Council. Reports of committees shall not be binding on the Council.

## ARTICLE IX

### AMENDMENTS

- A. The Council may alter, amend or repeal current Operating Procedures or adopt new Operating Procedures by a two-thirds vote of the Council members and with a concurrence of the Aging Coordinator.

B. Proposed changes in Operating Procedures must be publicly noticed at least 30 days before the meeting where voting will take place.

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