

**SEATTLE-KING COUNTY ADVISORY COUNCIL ON AGING
AND DISABILITY SERVICES
BYLAWS PREAMBLE**

The Seattle-King County Advisory Council on Aging, mandated by the Older Americans Act of 1965, as amended (304) [c] 141 E), was established by an Interlocal Agreement, last updated in 2018, between the City of Seattle and King County (which entities may be referred to as the Partner Agencies) as the Advisory Council to Aging and Disability Services. Aging and Disability Services, a division in the City of Seattle Human Services Department, is the designated Area Agency on Aging for King County.

**ARTICLE I
Responsibilities of the Advisory Council**

The Advisory Council shall elect officers, establish necessary committees and adopt rules and regulations for the conduct of its affairs and performance of its functions. Major responsibilities of the Advisory Council are to:

- A. Serve as an advocate body on behalf of older adults and adults with disabilities who reside in King County, with special emphasis on the needs of those who are in greatest social and economic need.
- B. Sponsor and conduct public hearings, conferences, and other meetings designed to obtain and publicize information related to the problems, needs, accomplishments and interests of older adults and adults with disabilities.
- C. Sponsor and conduct all official Area Plan public hearings.
- D. Advise Aging and Disability Services in the development of the Area Plan and its annual amendments by:
 - 1. Reviewing and commenting on policies related to how Aging and Disability Services will serve the needs of the older adults and adults with disabilities in King County, especially those in greatest social and economic need. This includes policies related to the allocation of funds;
 - 2. Reviewing and commenting on Area Plan goals and objectives;
 - 3. Reviewing and commenting on the allocation of funds to specific areas of service.
- E. Advise Aging and Disability Services in its administration of programs under the Area Plan by:
 - 1. Establishing and monitoring task forces related to the development and implementation of Aging and Disability Services' policies and public positions;

2. Reviewing and approving Aging and Disability Services' plan for involving the Council in the implementation of the annual Area Plan objectives;
 3. Assisting in the assessment and evaluation of programs.
- F. Provide for representatives from the Council to serve on a screening committee for the selection and hiring of the Director of Aging and Disability Services.
- G. Assist the Director of Aging and Disability Services in the selection process for professional positions.
- H. In accordance with its responsibility for advocacy as set forth in Article I, in addition to the issues brought forth by the committees, the Council may consider addressing issues brought to it by an individual Council member or any member of the public. These issues may be outside the scope of those brought to the Council by the Director of Aging and Disability Services. Such request to the Council for consideration may require a summary memorandum submitted to the Chair.

ARTICLE II
Responsibilities of Advisory Council Members

It shall be the responsibility of each member of the Advisory Council to participate actively in the work of the Advisory Council by:

- A. Regularly attending monthly meetings of the Council.
- B. Notifying designated Aging and Disability Services staff if unable to attend a regular monthly meeting.
- C. Serving on at least one of the Council's committees and/or task forces.
- D. Attending Advisory Council sponsored hearings and other special events.
- E. Attending an orientation session within the first six months of his/her appointment to the Council.

ARTICLE III
Composition of the Advisory Council

The Seattle-King County Advisory Council on Aging and Disability Services shall be composed of twenty-one (21) members reflecting the diverse population of King County in terms of race, gender identity, sexual orientation, age, ethnicity, ability, and socio-economic status. The Partnership Agencies will coordinate recruitment to reflect the geographic distribution of older adults in King County. Approximately one-third to be appointed by the City of Seattle Mayor,

and confirmed by the City Council; and two-thirds to be appointed by the King County Executive and confirmed by King County Council. Of the 21 members, at least one locally-elected official appointed each from the City of Seattle and King County. Such officials must be elected and serving within the boundaries of King County.

- A. Council members are expected to show impartiality and objectivity in participating in the work and decisions of the Council. The appointing entities will take into consideration indications of possible conflict of interest such as could be held by board members and employees of agencies that are under contract to Aging and Disability Services.
- B. At least 51% of the membership shall be 55 years of age or older.
- C. Membership shall include representation of persons of color, persons with low incomes, and persons with disabilities.
- D. Each appointed member shall serve for a term of two years. A member may serve a maximum of three consecutive two-year terms, except those members filling vacancies created during unexpired terms which unexpired terms shall not be included in the maximum term of service.
- E. An appointment shall be deemed to have been made on the date the letter of appointment is filed with the clerk of the council of appointing jurisdiction.
- F. An appointee may exercise the powers of office beginning thirty (30) days after appointment or such earlier time as he or she is confirmed by the council. Appointees remain subject to later confirmation or rejection by the council.

ARTICLE IV Election of Officers

- A. At an annual Council meeting, the Council shall elect from its membership a Chair, Vice Chair, Secretary, and one Officer at Large. Terms of office shall be for one year and no person may serve more than two (2) consecutive terms in the same office.
- B. At an annual Council meeting, a Nominating Committee of three (3) Council members (representing the Partner Agencies) shall be elected by majority vote of its membership present by written ballot. All nominations for the Committee shall be made from the floor. The Nominating Committee shall present in writing at a regular Council meeting a slate of candidates for officers one month prior to an annual Council meeting. Nominations from the floor will be accepted and added to the slate of candidates for officers. For any given office, if more than one candidate is nominated, a written ballot shall be employed.

ARTICLE V
Duties of Officers

- A. The Chair shall preside at all meetings of the Council and shall call special meetings when necessary with prior notice given to all Council members. The Chair or designee shall sign all official documents. The Chair shall give an annual report of Council activities to the Council and the Partner Agencies.
- B. The Advisory Council Chair shall appoint Chairs of all Council committees and task forces and shall serve as an ex-officio member of all standing committees except the Nominating Committee, and ex-officio member of all task forces. The Chair or designee may appoint persons from the community to serve as non-Council members on the Outreach/Advocacy Committee and task forces. The Chair shall be responsible for seeing that the work of all standing committees and task forces is coordinated.
- C. The Vice-Chair shall preside in the absence of the Chair and shall perform such other duties as may be assigned by the Chair.
- D. The Secretary shall be responsible for seeing that complete files of all correspondence sent and received by the Council are kept and shall report on such correspondence to the full Council. In addition, the Secretary shall be responsible for seeing that accurate minutes of the Council meetings are kept, shall sign said minutes, and shall perform such other duties as may be assigned by the Chair.
- E. The Officer at Large shall be responsible for overseeing and/or undertaking such tasks and responsibilities as assigned by the Chair.
- F. If an officer is unable to serve, the Chair will call for nominations and a vote at the next regular Council meeting.

ARTICLE VI
Committees and Task Forces

- A. Standing Committees. Standing committees are needed for the Advisory Council to conduct its ongoing business. The Council chair shall appoint the Chairs of the standing committees from members of the Council. Except for the Planning & Allocations Committee, the Chairs of the standing committees may select persons from the community to participate as non-Council members; however, a majority of the members of each standing committee shall be members of the Council. Standing committees shall be staffed by Aging and Disability Services. Standing committees shall submit reports, including recommendations, to the Council. The standing committees of the Advisory Council are:

- (1) The *Nominating Committee* (see Article IV).
 - (2) The *Executive Committee* shall be chaired by the Council chair and shall include the officers of the council, standing committee, and task force chairs. Such committee shall meet at least quarterly and whenever necessary to implement the work of the Council and shall plan and evaluate the program section of the Council monthly meetings.
 - (3) The *Planning & Allocations Committee* shall consist of at least 5 members of the Advisory Council, with consideration given to geographic representation. The Council chair shall serve as an ex-officio member. The Committee shall guide Aging and Disability Services' planning and allocations work. The Committee shall develop recommendations to the Advisory Council, which in turn makes recommendations to the Seattle Human Services Department regarding goals, policies, objectives and allocations. The Committee will collaborate with Aging and Disability Services staff on planning efforts. The development of allocation recommendations remains the prerogative of the Committee.
 - (4) The *Advocacy Committee* shall attempt to inform elected and appointed officials of current issues affecting older adults and persons with disabilities and advocate for relevant legislation on their behalf. To fulfill this mission the Committee may sponsor forums for lawmakers and collaborate with other advocacy groups.
- B. Subcommittees. To facilitate the work of standing committees, subcommittees may be established. Such subcommittees shall be appointed by the Chair of the appropriate standing committee from its own membership. The Council chair may appoint persons from the community to participate as non-Council members of subcommittees; however, a majority shall be Council members. Such subcommittees shall submit reports, including recommendations, to the appropriate standing committee.
- C. Task Forces. Task Forces may be created by the Council as needed to develop, study, recommend and implement Aging and Disability Services objectives and to enhance the programmatic work of Aging and Disability Services. Such task forces may examine and make recommendations to the Council for action concerning issues of ongoing importance and concern or may be appointed by the Council to examine new areas of service and interest. If no longer timely, the work of existing bodies may be ended upon task force recommendation and approval of the Council. Chairs of task forces shall be appointed by the Council chair from the members of the Council. Members of the task forces may include the community-at-large. Such task forces shall submit reports, including recommendations, to the Council.

ARTICLE VII
Meetings

- A. The Council shall meet at least ten times per year at such time and place as the Council chair shall designate, and meetings shall be open to the public.
- B. Special meetings or executive sessions may be called at the discretion of the Council chair or in response to a request by six (6) or more members of the Council.
- C. An annual meeting of the Council shall be held at a time and place established by the Executive Committee for purpose of elections.
- D. A majority of the members of the Council shall constitute a quorum for the conduct of business.
- E. After three consecutive unexcused absences, the member will be considered to have resigned. On request, exceptions can be made by review of the Executive Committee. Elected official members are excluded.

ARTICLE VIII
Ethics

Any Council member having or appearing to have a conflict of interest may speak to the matter at issue but shall abstain from voting on the matter at issue; the abstention shall be noted in the minutes. All members shall sign an agreement governing ethics, conflict of interest, and objectivity.

ARTICLE IX
Amendments

Amendments to the bylaws shall be adopted by the Council at a regular monthly Council meeting, subject to a two-thirds affirmative vote of the members of the Council in attendance. Such amendments shall be submitted in writing to Council members at least 30 days prior to the meeting at which the amendments are to be acted upon.

ARTICLE X
Procedures

Procedures not otherwise covered in these bylaws, or in the rules subsequently adopted by the Council, shall be in accordance with Roberts Rules of Order, Revised.

BYLAWS AS REVISED AND APPROVED BY A VOTE OF THE SEATTLE-KING COUNTY ADVISORY COUNCIL ON AGING AND DISABILITY SERVICES ON December 11, 1998 by Nancy H. Edquist, Chair

Bylaws Amended June 11, 2004
Bylaws Amended July 8, 2011
Bylaws Amended June 8, 2018