

RENO COUNTY COUNCIL ON AGING (RCCA)

ADVISORY BOARD GUIDELINES

PURPOSE:

The purpose of the Reno County Council on Aging (RCCA) is to act as an advocate for older adults, their caregivers and families; providing advisement, feedback and recommendations to the Department of Aging that may address the needs of older residents 60+ to enhance individuals' ability to age in their choice of community within Reno County.

SECTION 1 - MEMBERSHIP

There can be up to nine (9) members of the COUNCIL, all of whom shall reside in Reno County. A fifty-one percent (51%) majority of the COUNCIL shall be sixty (60) years of age or older.

Individuals wishing to be considered for the COUNCIL must complete an application to be recommended for appointment to the COUNCIL by the Director of the Reno County Department of Aging. The final authority for all appointments and recommendations shall rest with the Reno County Commission.

The term of office for each membership of the COUNCIL shall be for a period of three (3) years. Terms shall begin on January 1 and expire on December 31 three years hence. Members may be appointed up to two (2) successive terms.

In the event that any member of the COUNCIL shall no longer meet residency qualifications as set out, their position shall at once become vacant. Any member of the COUNCIL who is absent from three (3) consecutive meetings without satisfactory cause shall be deemed to have resigned his/her position on the COUNCIL. A majority of COUNCIL members shall determine what constitutes "satisfactory cause."

If any member's position becomes vacant, for any reason, the position will be opened up for application of membership to the COUNCIL and will follow the procedures set by Reno County Commission of appointments to a Reno County Advisory Board. The Reno County Commission is where the final authority for appointment rests.

SECTION 2 - OFFICERS

The RCCA shall have a Chair, Vice-Chair.

The officer(s) of the COUNCIL shall be elected at a regular meeting held during the first quarter and assume office at the next regularly scheduled meeting. The officer(s) shall be elected to serve for one (1) year with the ability to serve three (3) consecutive terms.

Officers may be replaced, or vacancies filled by a majority vote of the COUNCIL at any time. Said elections shall be for the unexpired term of the predecessor.

Officer roles:

Chair – General knowledge and responsibility for the business of the RCCA that is in the best interest of the RCCA. Call to order meetings, keep meeting on schedule with the agenda and meeting timeframe, request motions as needed, conduct vote, affirm decided actions and

close of meetings.

Vice-Chair – Shall assume all duties in the absence of the Chair and upon resignation, incapacity or inability to perform duties of the Chair.

The Secretary of the RCCA will be a designated Department of Aging staff member that will take minutes of all COUNCIL meetings. Department of Aging staff (Director, Assistant Director, Secretary) will provide all items to the COUNCIL and whereby the Department of Aging will serve as custodian of all RCCA records.

The majority of appointed COUNCIL members present at a meeting shall constitute a quorum.

Quorum. A simple majority of the qualified and acting COUNCIL members of the RCCA shall constitute a quorum for the transaction of business.

SECTION 3 - MEETINGS

The regular meetings of the COUNCIL shall be held on the third Tuesday Quarterly (January, April, July, October) unless otherwise ordered by the COUNCIL. A written notice, agenda and minutes shall be mailed and or emailed to each COUNCIL member at least seven (7) days in advance of a meeting. Matters not on the agenda may be considered upon agreement of the majority of a quorum.

All meetings shall be open to the public and all records and minutes of the proceedings shall be provided to any requesting party in accordance with the Kansas Open Records Act through the Reno County Administration Office.

SECTION 4 - COMMITTEES

Committees, standing or special, shall be appointed by the Department Director as deemed necessary.

SECTION 5 - AMENDMENTS TO ADVISORY BOARD GUIDELINES

These Guidelines may be amended upon the approval of two-thirds (2/3) of the appointed COUNCIL members at any regularly scheduled meeting. Any proposed amendment shall be submitted with the notice and agenda with consideration of amendment adoption taking place no sooner than the next regularly scheduled meeting.

Date Record of Amendments and Adoption of Guidelines:

Created 12.21.1998

Adopted 02.15.1999

Amended 08.2001

Amended 09.2021

Amended 03.2025

Adopted 5.20.2025