

TOWN OF WALPOLE, MASSACHUSETTS COUNCIL ON AGING POLICY AND PROCEDURES

April 7, 2021

(amended April 3, 2012. February 3, 2015. November 17, 2015, April 7, 2021)

ARTICLE I

The Council shall function according to the Policies & Procedures and the Home Rule Charter of the Town of Walpole.

ARTICLE II -PURPOSES

- a. To identify and serve the needs of the community's elderly current and future population.
- b. To educate the community and enlist its support and participation in meeting the needs of Walpole's elderly population.
- c. To design, promote, implement, and coordinate new and existing elderly services and programs.

ARTICLE III - OBJECTIVES

- a. To cooperate with the Executive Office of Elder Affairs and be cognizant of all state and federal legislation concerning funding, information exchange, and program planning.
- b. To cooperate with private, public agencies, and schools that are organized for mutual programs to enhance the well-being of the elderly.
- c. To enlist and train capable volunteers and professional leadership for the purposes and objectives of the Council.

ARTICLE IV - FULL MEMBERSHIP

- a. The Council shall consist of nine (9) Walpole residents appointed by the Select Board. Candidates interested in filling any COA position shall have a conversation with the Executive Committee. The COA may make recommendations after these discussions to the Select Board as to prospective members. However the Select Board will consider all applicants before them.
- b. Membership appointment shall be for three (3) years with terms arranged so that at least three (3) terms expire each year.
- c. Within thirty (30) days of the vacancy of any member(s) of the Council on Aging, the Council Chair or Director of the Council on Aging shall notify the Town Clerk, and the Board of Selectmen Executive Assistant who shall cause notice of the vacancy and corresponding request for applicants to be posted on the Town web site, and Cable Television for a period not less than thirty (30) days. Interested applicants shall apply to the Select Board. The Select Board & COA Board shall have any and all opportunity to consider any interested resident filing an application. If a regular member resigns or otherwise fails to complete a term of office, a successor shall be sought as set forth in Section C of this Article.

- d. Regular members absent from three (3) consecutive Council meetings may be subject to removal from office upon a majority vote of the Select Board. Such member shall be notified in writing, by the COA board, of his/her delinquency and given the opportunity to be heard by the COA board, before the Select Board would consider to a removal vote.

ARTICLE V - ASSOCIATE MEMBERS

- a. Up to two (2) associate members may be recommended by the Council for appointment by the Select Board to serve for a term of one (1) year each. Associate members shall provide expertise and assistance in particular Council functions as well as serve on appointed committees as set forth in Article VIII, Section B, of these Policy and Procedures. Associate members shall not be voting members of the Council on Aging except as specified in Article VII herein.

ARTICLE VI - MEETINGS AND VOTING

- a. The Council on Aging shall hold its annual meeting on the fourth Thursday in September preceding the regular meeting of the Council. Monthly meetings shall be held on the fourth Thursday at the South Street Center. Changes in meeting date or place shall be reported to all Council members in writing at least seven (7) days in advance. A notice shall also be posted at the town hall, the COA bulletin board, and on the Town web site consistent with the rules of the Town.
- b. The presence of five (5) voting members shall constitute a quorum for the transaction of any business of the Council.
- c. All organizations having dealings with Walpole elders will be encouraged to send a representative to Council meetings to provide advice and input when necessary or requested.

ARTICLE VII - OFFICERS AND DUTIES

The Council on Aging shall elect a chairman, a vice chairman, corresponding secretary, a secretary, and a treasurer from its membership at the June meeting. Upon vacancy of any office, a successor shall be elected by the Council at the next regularly scheduled monthly meeting.

The officers of the Council shall be elected annually for a term of one (1) year. Starting in FY22 no officer may be elected to serve more than three (3) consecutive terms in the same position.

- a. Chairperson
 - 1. Shall preside at all regular and special Council meetings.
 - 2. Shall, in the absence of regular members, assign voting power to associate member's (according to longevity) to constitute a quorum.
 - 3. Shall present an annual report of the affairs and activities to the Town.
 - 4. Shall perform other duties incumbent upon the office or assigned to the office by Council members or the Select Board.
- b. Vice Chairperson
 - 1. Shall, in the absence of the Chairperson have the authority to exercise all the powers of the Chairperson and shall perform all the duties of that office as required.

c. Secretary

1. Shall maintain a current listing of Council members, including addresses, e-mail addresses, and telephone numbers.
2. Shall maintain the Council's record of attendance at meetings, record of resignations and other such information as required and shall notify the Select Board and the town clerk of the officers elected.
3. All resignations shall be sent to the town clerk and the Select Board within 30 days.
4. The Council on Aging minutes of meetings and correspondence shall be posted on the Town web site, and the COA Bulletin Board
- 5 Shall provide a list of officers eligible for reappointment according to Article VII of the Policy and Procedures, and shall be posted on the Town web site and COA Bulletin board.
6. Shall post notices of meetings and agendas at the town hall and the COA Bulletin Board at least forty-eight (48) business hours prior to each meeting, and shall be posted on the Town web site..

e. Treasurer

1. Shall, with the assistance of the director, be responsible for the financial affairs of the Council and assist the Director on the preparation and presentation of the annual budget.
2. Shall report all financial activities at regular meetings for approval by the Council.
3. Shall notify the Director to make payment of Council obligations from Council funds subject to authorization by the full Council and to appropriate rules, regulations, and policies of the Town of Walpole.

ARTICLE VIII- COMMITTEES

a. Executive Committee

1. There shall be an Executive Committee, consisting of the Chairperson, Vice Chairperson, the Secretary, and the Treasurer.
2. The Committee is empowered to carry out the policies and the purposes of the Council.

b. Nominating Committee

1. There shall be a Nominating Committee appointed by the Chairperson at each May meeting consisting of three (3) members.
2. At the June meeting the Nominating Committee shall present a slate of officers for consideration by the Council on Aging.

c. Other Task-Oriented Committee

1. The Council Chairperson shall appoint functional committee, as necessary to assist in the accomplishment of the purposes and goals of the Council. Such committees shall consist solely of regular members of the Council.

ARTICLE IX - EMPLOYEES

- a. The Council shall not have appointment powers of any employee.
- b. The Town Administrator shall appoint, and may remove, in accordance with Article IV of the Walpole Charter, a Council on Aging Director for an indefinite period.
- c. The Director shall serve under the general direction of the Town Administrator in accordance with the job description for said position, and shall be the primary staff contact for the Council on Aging.
- d. The Council shall give guidance to the Director and shall provide the Director annually with the Council's goals for the ensuing year. The Director shall assist the Council in the execution of these goals as well as the day to day operations of the Senior Center.
- e. The Council, through its Chairperson, may provide to the Town Administrator on or before November 1st of each year a written statement of the performance of the Director for the prior year. This performance analysis will assist the Town Administrator or his/her designee in conducting the Director's annual performance evaluation.
- f. The Council, after discussion with the Director, may bring any unresolved operational issues to the attention of the Town Administrator.
- g. If a vacancy shall occur in the position of the Director, the Town Administrator shall seek one member of the Council on Aging to participate in the recruitment and screening process for a successor.
- h. All other employees of the Council on Aging department will be appointed by the Town Administrator in accordance with the Walpole Charter.

ARTICLE X - AMENDMENTS

- a. No amendment to these Policy and Procedures may be made by the Council on Aging until the following shall have occurred:
 1. Notice of the proposed change shall be posted by the Council not less than thirty (30) days in advance of a vote.
 2. The Council, by at least a two-thirds vote of a full quorum, shall vote to make said change.
 3. The Select Board shall have voted in the affirmative to endorse said change.
- b. The Select Board, as appointing authority of the Council on Aging and Chief Executive of the Town of Walpole, may alter, amend or revise these Policy and Procedures at any time.
- c. These Policy and Procedures shall be reviewed by the Council on Aging every five (5) years.

revised as of 12/17/09
revised as of 01/10/12
Adopted 2/7/2012
revised as of 2/14/2012
“Bylaws” to “Policy and Procedures”
Amended 2/3/15
Amended final 11/17/2015
Amended April 7, 2021