

Commission on Aging By-Laws

The following by-laws are adopted by the Mayer Senior Commission on Aging to facilitate the performances of its duties and the exercising of its functions as a Commission established by the City Council pursuant to the provision of Section 412.111, Minnesota State Statutes annotated.

Mission Statement

The mission of the Mayer Senior Commission on Aging is to ensure that the city and surrounding townships are prepared to offer growing numbers of older adults the best possible environment in which to live and retire with vitality, dignity and safety.

Duties and Responsibilities

- A. The Commission on Aging shall serve as an advisory body to the City Council in addressing the special needs of the people aging in Mayer. All final decisions are to be made by the City Council.
- B. The Commission on Aging shall make recommendations to the City Council in the areas of transportation, information and assistance, independent living in the home, social and recreational programs, senior centers and senior housing, but will not be limited to these issues.
- C. The Commission on Aging shall make recommendations to the City Council regarding funding for special services to be provided for the citizens aging in Mayer.
- D. The Commission on Aging shall propose needs studies of this age group where necessary and make recommendations to the City Council according to the results.
- E. The Commission on Aging shall coordinate services with other agencies for this age group.
- F. The Commission on Aging shall conduct public forums on issues in areas of transportation, information and assistance, independent living in the home, social and recreational programs, senior centers and senior housing, but will not be limited to these issues.
- G. The Commission on Aging shall, as they deem appropriate, establish special sub-committees comprised of their own members and other citizens from the community.
- H. Commission on Aging members may also serve on committees and represent the City at functions related to aging issues.
- I. The Commission will serve without compensation.

Meetings

- A. Regular meetings of the Mayer Commission on Aging will be held on the first Monday of each month beginning at 10:00 a.m. These meetings will be held in Mayer City Hall at 413 Bluejay Avenue.
- B. Special meetings may be held as needed and called upon by the Chairperson or in his/her absence, the Vice-Chairperson.

Terms and Vacancies

- A. Number of members. The Mayer Commission on Aging shall consist of a maximum of 7 voting members who are at least 45 years of age. This voting body may consist of residents of the city of Mayer; no more than one representative each from the townships of Camden, Waconia, Watertown, and Hollywood; and no more than one representative from any one local service group. Service groups include Mayer-Mayer School District, non-public schools, churches, senior care facilities or any other organization whose purpose is to improve the lives of older adults in the Mayer area. Those acting as Council liaison shall be considered non-voting members.
- B. Application Process. All persons seeking membership to the Commission on Aging shall submit an application form obtained at City Hall. A sub-committee of two voting Commission members and a Council liaison member shall review the applications and make a recommendation to the Council for appointment to the Commission on Aging. The voting members shall be appointed by the Mayer City Council and may be removed by the Council.
- C. Terms of members. All members shall serve three (3) year terms. Members of the Mayer Commission on Aging may seek reappointment without having to reapply. All regular terms shall commence on the first day of January of each year. Initial appointments shall be staggered. Vacancies shall be filled for the remainder of a term by appointment of the City Council following the application process.
- D. Quorum. A simple majority of appointed voting members shall constitute a quorum for the transaction of business. Whenever a quorum is not present, no final or official action shall be taken at such meeting.

Organization

- A. Election of Officers. At the first meeting of each year, the Commission shall hold an organizational meeting. At this meeting, the Commission shall elect from its membership a chairperson and vice-chairperson. This shall be done by voice vote. If the Chairperson retires from the Commission before the next regular organizational meeting, the Vice-Chairperson shall be Chairperson. If both Chairperson and Vice-Chairperson retire, new officers shall be elected at the next regular meeting. If both Chairperson and Vice-Chairperson are absent from a meeting, the Secretary-Treasurer shall chair the meeting. The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at meetings, appoint sub-committees from its own membership and perform duties as ordered by the Commission.
- B. Secretary-Treasurer position. The Secretary-Treasurer position shall be fulfilled by a representative of the City of Mayer staff. This person's duties will be to record the minutes of each meeting and present a report of the Commission's financial resources. The Secretary-Treasurer will distribute meeting agendas and past minutes to Commission members prior to each regular meeting. The City of Mayer shall be the official depository for the Commission. All expenses shall be approved by a simple majority of the Commission.

Miscellaneous

- A. Amendments. Proposed amendments of these by-laws must be in writing and distributed to members prior to any regular or special meeting of the Commission and scheduled on the agenda in advance of the meeting.
- B. Review. These by-laws shall be read and adopted by the Commission at its first meeting of each year.