

Fluvanna Partnership on Aging (FPA) Committee Bylaws

Article I – NAME

The name of this committee will be the Fluvanna Partnership on Aging, hereafter referred to as “FPA” or the Partnership.

Article II – PURPOSE

The purpose of the Partnership is to study the needs of people 55 years and older in Fluvanna County and recommend specified support services that seek overall improvement in the quality of life for those Fluvanna residents and their families.

Article III – RESPONSIBILITY/AUTHORITY

The Partnership serves at the pleasure of the Fluvanna County Board of Supervisors, hereafter referred to as the “Board”. The Partnership presents and reports to the Board annually and as requested. Also, the Partnership will submit additional reports that are deemed appropriate.

Article IV – MEMBERSHIP

Section 1: The Partnership Members shall carry out the purpose and responsibilities as stated in Article II and III.

Section 2: The Partnership will consist of;

- a) One (1) voting member appointed by the Board from each of the five (5) Fluvanna election districts and two (2) at large voting members, hereinafter referred to as Appointees.
- b) Non-voting Representatives from;
 - Fluvanna Department of Social Services
 - Fluvanna Parks and Recreation
 - Jefferson Area Board for Aging (JABA)
 - Monticello Area Community Action Agency (MACAA)
 - Virginia Cooperative Extension Services
 - Fluvanna Sheriff’s Department/TRIAD
 - Health Department
 - Region Ten
 - Representatives from other Agencies, Organizations or Businesses serving Fluvanna Seniors as may, from time to time be requested to attend meetings by the Partnership.
- c) The Fluvanna County Administrator or designated representative and a Board member shall also participate as a permanent, non-voting member.

Section 3:

- a) Appointees shall serve a two (2) year term beginning with the date of their appointment by the Board. Appointees may serve no more than four (4) consecutive terms.
- b) Representatives from departments or agencies, organizations or businesses shall serve at the direction of their respective Director or Administrator.

Section 4: Vacancies of Appointees shall be filled in like manner as the original member except that the term of office is restricted to the unexpired term.

Section 5: A quorum shall consist of a majority of the Partnership's current voting membership. At no time shall a quorum consist of less than three (3) members.

Section 6: The Board may remove any member of the Partnership for misconduct or neglect of duties. Absences by an Appointee from three (3) or more meetings in a calendar year can be cause for dismissal.

Section 7: No member shall receive financial compensation for their services. Appointees may be reimbursed for travel and subsistence to conferences and workshops related to the purpose of the Partnership, when such travel is authorized in advance by the County Administrator.

Article V - OFFICERS

Section 1: Election of Officers shall be held at the first meeting in January, each year.

Section 2: The Partnership will elect three (3) Officers, a Chairperson, a Vice-Chair and a Secretary. The officers shall be elected by the Partnership Appointees to a one year term. Officers may be elected to serve a maximum of four (4) consecutive terms in the same position.

Section 3: The Chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings as necessary and perform such duties as recommended by the Board.

Section 4: The Vice-Chair shall accept the responsibility to oversee all committees and to ensure they function according their purpose. The Vice-Chair in the absence of the Chairperson shall perform all duties of the Chairperson.

Section 5: The Secretary shall take minutes of meetings. Copies of the minutes will be provided to all members of the Partnership. Electronic copies of the minutes will also be sent to the County Administrator or designated representative for posting on the County website. The Secretary will maintain regularly updated contact information lists of Partnership appointees and partners. In the Secretary's absence, the Chairperson will appoint a member in attendance to take minutes and forward them to the Secretary for distribution.

Article VI – Meetings

Section 1: Regularly scheduled meetings of the Partnership appointees shall be held every other month, during odd numbered months. The meetings shall be held at a regular time and location to be determined by the Partnership's Chairman. Agency Partner Representatives are notified of all meetings and are requested to attend the January, May and September meetings. Agency reports from Partners will be scheduled by the Partnership's Chairman on an annual basis. All regular meetings are open to the public.

Section 2: It is recommended that the Chair or their designee attend BOS meetings and

report to the Partnership at the following meeting.

Section 3: Special meetings may be called by the Chairperson or at least two (2) regular appointee members upon written or electronic request at least 48 hours prior to the proposed meeting.

Section 4: Meetings will be conducted according to Robert's Rules of Order and should not be in conflict with State Law or the purpose of the Partnership.

Section 5: The suggested Order of Business shall be as follows:

- Call to Order
- Discussion/Approval of prior meeting's Minutes
- Partner's Reports
- Committee Reports
- Special Meeting Reports
- New Business
- Old Business
- Adjournment

Article VII – Amendments

These Bylaws may be amended by the Membership of the Partnership on Aging at a meeting where there is a quorum present, the meeting to be held after reasonable notice has been given to the members and with formal concurrence by the Board.



Chair, Fluvanna County Board of Supervisors

1/9/2019

Date



Chair, Fluvanna Partnership on Aging

1-14-2019

Date

Adopted December 21, 1993
Amended June 7, 2006
Amended June 16, 2010
Amended April 2, 2014
Amended June 3, 2015
Amended December 19, 2018