

***North Reading Council on Aging***  
***Policies and Procedures***  
***2020, Revised January 2023***

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## **I. History**

On October 20, 1969, by vote taken at a Special Town Meeting (Article 6), the Town of North Reading established a Council on Aging (COA/Council) as a department of municipal government authorized under Chapter 40 Section 8B of the Massachusetts General Laws, consisting of from seven to eleven citizens of the Town, appointed by the Board of Selectmen<sup>1</sup> for terms not to exceed four years for any member<sup>2</sup>, said terms to be staggered so that not more than three appointments shall be made in any calendar year. Members can be reappointed for concurrent terms.

The duties of the Council on Aging were established to be to:

- (1) identify the total needs of the Community's elderly population;
- (2) educate the community and enlist support and participation of all citizens concerning these needs;
- (3) design, promote, or implement services to fill these needs, or coordinate present existing services in the community;
- (4) promote and support any other program which are designed to assist elderly programs in the community;
- (5) and in so doing, to cooperate with the Massachusetts Executive Office of Elder Affairs, cognizant of all state and federal legislation concerning funding, information exchange, and program planning which exists for better community programming for the elderly.

## **II. Purpose and Mission Statement**

The mission of the Council on Aging is to consult with, support and advise the Director of Elder Affairs on program and budgetary matters, and to advocate for older adults to identify their needs and help them to attain maximum independence and improve their quality of life.

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<sup>1</sup> N.B. The Town Charter adopted on March 7, 1970 does not list the Council on Aging as one of the Boards or Committees to be appointed by the Select Board (Section 3-4-1) and in Section 5-2-4 authorizes the Town Administrator broad powers to reorganize Boards and Committees "...except as otherwise provided for by this Charter...". It is generally recognized that the Board of Directors of the Council on Aging thereby came to be positions appointed by the Town Administrator.

<sup>2</sup> As of the date of adoption of the within Policies and Procedures it is the policy of the Town Administrator to make appoints to the Board for terms of three years.

### **III. Membership**

- A. The Council on Aging consists of a Board of Directors with from seven to eleven members appointed by the North Reading Town Administrator. Membership terms are designed to expire in such a manner that Board should always have some depth and experience.
- B. Any North Reading resident is eligible for appointment to the Board.
- C. Unless a new member is completing a term that began prior to their appointment, a member shall serve for a term of three years<sup>3</sup> and have full voting privileges.
- D. All members shall be sworn in by the Town Clerk at the time of appointment and all subsequent re-appointments
- E. It is expected that all members will participate fully at each meeting. It is further expected that a member will provide a minimum of 24 hours' notice to the Chair when they are unable to attend a meeting.
- F. The Board may recommend to the Town Administrator the termination of any member who misses three or more consecutive meetings.

It is recognized however, that emergencies do arise and any meeting missed due to an emergency shall not be counted as part of three consecutive absences referred to above.

### **IV. Meetings and Voting**

- A. All meetings of the Board are subject to the Open Meeting Law, Chapter 39 Section 23-C of the Massachusetts General Laws.
- B. Regular Meetings of the Board shall be held monthly. Any change made to the time or place of a meeting must be posted at least 48 hours prior to the meeting with the Town Clerk.

Saturdays, Sundays, and legal holidays do not count when calculating the

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<sup>3</sup> See footnote 2 above.

48 hour posting requirements.

Failure to meet this posting requirement as required by state law shall prevent a legal meeting from being held.

- C. Special Meetings can be called by the Chair. Notice of all Special Meetings must meet the same posting requirements as any Regular Meeting.

The agenda for any Special Meeting must be delivered to each Board member no less than 48 hours prior to the meeting. The agenda must clearly state the purpose of the meeting and the matters to be discussed. Each member of the Board present at a meeting may vote on any motion. A simple majority vote shall prevail, provided that a quorum is present.

## **V. Quorums and Agendas**

- A. A majority of the duly appointed and serving Members shall constitute a quorum. There shall be no meetings held without a quorum being present.
- B. A majority of any committee shall constitute a quorum for the transaction of business by such committee. A committee will not bind the Council in any matter, nor act beyond the purpose for which the committee was established by the Board.
- C. An agenda shall be prepared by the Chair and the Director at least 48 hours before any scheduled meeting. The agenda shall be given to each Board member and delivered to the Town Clerk for posting in compliance with Massachusetts Open Meeting law.

## **VI. Officers**

The Board shall have a Chairperson, Vice Chairperson and Secretary, all of whom shall be duly appointed and sitting members of the Board.

The Chair, Vice Chair and Secretary shall be elected by the Board and shall serve for a term of two (2) years, unless re-elected, and in any event until their successors are elected and qualified or in each case until he or she sooner dies, resigns, is removed or becomes disqualified

The Chair shall (i) preside at all meetings at which he or she is present, except as the Board shall otherwise determine and have such other powers and duties as may be determined by the Board; and (ii) prepare an agenda for all meetings of the Board in conjunction with the Director; and (iii) act in concert with the Director to carry out the Board's policies and to ensure effective public communication; and (iv) notify the Town Administrator and the Town Clerk of any changes in officers. During the absence or disability of the Chair the Vice Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the office of the Chair.

The Secretary shall (i) give notice of, and keep true records of all meetings of the Board, in accordance with Massachusetts General Law CH 39 s23b, in books kept for that purpose, which shall be kept in a location accessible to the Chair and to the Board, and which books shall also contain such other documents and things as the Secretary is directed to keep by the Chair or by the Board; and (ii) be responsible for posting meeting notices and agendas with the Town Clerk at least 48 hours prior to the meeting. If the Secretary is absent from any meeting of Board, a temporary secretary chosen at the meeting shall exercise the duties of the Secretary at the meeting.

Any officer may resign at any time by delivering a resignation in writing to the Chair and to the Secretary. Such resignation shall be effective upon receipt unless specified to be effective at some other time.

An officer may be removed with or without cause by a vote of a majority of the Board. An officer may be removed for cause only after reasonable notice and opportunity to be heard before the Board.

## **VII. COMMITTEES**

The Board may elect or appoint one or more committees, which shall consist solely of members of the Board.

The Chair shall be a non-voting member of all committees by virtue of the office. The Chair shall have voting powers when required to break a tie vote.

## **VIII. Annual Report**

No later than the third Monday in January of each year, The Council shall give an annual

report to the Town Administrator with a copy of that report directed to the Massachusetts Executive Office of Elder Affairs. This report shall be included in the appropriate annual Town report.

## **IX. AMENDING THIS DOCUMENT**

This document may be amended from time to time. Any Board member as well as the Director of Elder Affairs may propose changes. A two thirds vote of the Board is required to approve changes.

## **X. APPROVALS**

The vote approving any changes to these Policies and Procedures shall be accomplished with a minimum of a two thirds vote of the Board. Said evidence of the vote shall be filed with the North Reading Town Clerk's office. The master copy shall be held in hard copy and electronically by the Director of Elder Affairs of the town of North Reading and by the Secretary.

### **Approvals**

Katherine McCabe-Scott \_\_\_\_\_

Daniel Greenberg \_\_\_\_\_

Andrea Gladu \_\_\_\_\_

Dated: January 17, 2023