

BYLAWS OF THE
GLEN ROCK SENIOR CITIZEN ADVISORY COMMITTEE

Article I-Name

The name of the organization shall be: Glen Rock Senior Citizen Advisory Committee (SCAC)

Article II-Authority

The Senior Citizen Advisory Board operates pursuant to §4-30 of the Ordinances of the Borough of Glen Rock.

Article III-Mission

The Mission of the SCAC is to advise and assist the Mayor and the Borough Council of Glen Rock, in their function of overseeing matters pertaining to the general physical and social welfare of the senior citizens, including, but not limited to, housing, activities, transportation, and such other duties which may be appropriately assigned. The Committee shall, from time to time, report to the Borough Council. Members of the Committee shall serve for terms of one three (3) years and/or until their successors are approved and qualified.

Typical duties of the Senior Citizen Advisory Committee include:

Providing a forum for the exchange of information and ideas to maintain and improve the quality of life of senior citizens living in Glen Rock. ;

Making recommendations regarding appropriate funding and allocation of resources to maintain and improve services and facilities for seniors;

Developing and assisting in the implementation of programs, activities and services for Glen Rock seniors;

Advising the Mayor, Borough Council, and Board of Education of the future needs of Glen Rock seniors;
and,

Investigating Bergen County programs and Services that which may be beneficial to Glen Rock seniors; .

Article IV-Members

Section 1. Membership. The Members shall consist of the following classes: Appointed Members, Members Emeritus and Ex Officio Members.

Appointed Members: Nine (9) members appointed by the mayor and approved by the Borough Council to serve a term of three (3) years. The number of consecutive terms served shall be limited to two (2). Members become eligible for additional terms after stepping down for a period one (1) year.

Members Emeritus: Three (3) former Appointed Members serving to advise the SCAC, with no term limit, until their successors are appointed and qualified.

Ex Officio Members: The Mayor and one (1) appointed Councilmember shall serve as a Ex Officio Members of the SCAC.

All Appointed Members, and Members Emeritus, shall be collectively referred to as "Members".

Section 2. Removal and Suspension. Any member, upon approval of two thirds (2/3) of the Members, for cause. For purposes of this section, "cause" shall mean any act or conduct of a member, which is an abuse of, and has a significant detrimental effect upon, or which is detrimental to the Brough of Glen Rock, to the SCAC itself, or to another SCAC Member. A member may also be removed or suspended if he/she does not attend more than half (1/2) of yearly meetings. Removal or suspension of a member shall only occur at a meeting of the SCAC called for that purpose, upon prior written notice of the proposal to remove or suspend such member. In the case of suspension, the duration will be one (1) to three (3) months at the discretion of the remaining voting Members.

Section 3. Readmission. A suspended or removed member may apply for reinstatement at the end of the suspension period by requesting reinstatement from the SCAC. The suspended member may be

reinstated upon approval of two thirds (2/3) of the SCAC conducted obtained at a regular or a special meeting.

Section 4. Vacancies. Any vacancy occurring in the Appointed membership shall be filled by the mayor and approved by the Borough Council.

Section 5. Voting Rights. Voting rights are held only by Appointed Members with each member having one vote. Members Emeritus and Ex Officio Members do not have voting rights.

Article V-Officers

Section 1. Chairperson. The Chairperson shall be voted in by a majority of the SCAC Members and shall serve a term of one (1) year. ...a term of three (3) years. No Chairperson shall serve in excess of 2 consecutive terms. The Chairperson shall be responsible for carrying out the purposes of the SCAC. The Chairperson shall be the public spokesperson for the SCAC and shall represent the SCAC with any outside agencies, associations, etc. The Chairperson shall supervise and control all the affairs of the SCAC and shall perform all duties incidental to the office of the Chairperson and such other duties as may from time to time be assigned by the Mayor and Council. The Chairperson shall provide in advance an Agenda for the conduct of each meeting, including any agenda item requested by any SCAC Member and properly within the purpose of the Committee.

In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

Section 2. The Vice Chairperson shall be voted in by a majority of the SCAC members and shall serve a term of three (3) years with no more than two (2) consecutive terms.

Section 3. Secretary. The Secretary shall be voted in by a majority of the SCAC Members and shall serve a term of three (3) years. The Secretary shall perform all duties incident to the office of Secretary, or which may be required by these procedures, or which may be assigned to the Secretary from time to time by the SCAC. The Secretary shall keep and maintain these procedures as amended, or otherwise revised to date, a book of minutes of all meetings of the membership, recording therein the time and place of holding, whether annual, regular or special, how called, how notice thereof was given, the names of those members present, how called, how notice was given, the names of those present and the proceedings thereof. The Secretary shall see that all notices are duly given in accordance with the provisions of these procedures and be custodian of these records. The Secretary shall exhibit, at all

reasonable times to any officer or Member of the SCAC, the records of the Senior Citizen Advisory Committee.

Article VI- Sub-Committees

Section 1. Sub-committees shall operate under the guidance and approval of the SCAC. Each sub-committee shall be headed by a Chairperson appointed by the SCAC. Sub-committees will be assigned responsibilities by voting Members of the SCAC. Sub-committee Chairpersons will report to the SCAC members at each monthly meeting, updating members on programs, projects and committee responsibilities.

Sections 2. Sub-committees under the SCAC include: Programs and Communication. Additional sub-committees may be added upon approval of two thirds (2/3) of the SCAC conducted obtained at a regular meeting.

Article VII-Meetings

Section 1. Regular Meetings. Regular public meetings of the SCAC shall be held on the second Tuesday of each month in the Conference Room B of Borough Hall, Harding Plaza, Glen Rock, New Jersey. No meeting shall be conducted during the month of August. Meeting times are at 1:30pm at Borough Hall, excepting February and July meetings which will be conducted via Zoom at 7:30pm. All meetings are open to residents of Glen Rock. The Chairperson shall provide in advance an Agenda for the conduct of each meeting including any agenda item requested by any Member of the SCAC and properly within the purpose of the Committee.

Section 2. Special Meetings. The President Chairperson may at any time call a Special Meeting of the SCAC. A Special Meeting may also be called at the written request of a majority of the membership of the Senior Citizen Advisory Committee. Upon proper call for a Special Meeting, the meeting shall take place no less than seven (7) nor more than thirty (30) days thereafter.

Section 3. Quorum. A majority of the SCAC members shall constitute a quorum for the transaction of business at any meeting of the Advisory Committee. If less than a majority of the members are present at such a meeting, a majority of SCAC members may adjourn the meeting from time to time and without further notice. However, a regularly scheduled meeting may continue for discussion purposes only.

Section 4. Voting. A majority vote of those SCAC members present at any duly called meeting shall govern, except when otherwise stated in the procedures.

Section 5. Conduct. The Chairperson shall preside at all meetings of the SAC, or in the absence of the Chairperson, the Vice Chairperson shall conduct the meeting.

Article VIII-Conflicts of Interest

No Member of the SCAC shall be interested directly or indirectly in any contract relating to the operations of the Committee, not nor in any contract for furnishing supplies to the SCAC or the Borough or any of its agencies, nor in any contract relating to investment, legal, accounting or banking services.

Article IX-Compensation

No Member of the SCAC shall be compensated for their his/her services on the Committee.

Article X-Amendment of the Operating Procedures

These procedures may be amended by a majority of all the Members of the SCAC.

Article XII-Parliamentary Authority

The rules contained in the current edition of the Robert's Rules of Order Newly Revised may be used as a professional reference during the meetings of the SCAC in all cases to which they are applicable and in which they are not inconsistent with these procedures.

Dated: