

# BYLAWS OF THE GLEN ROCK SENIOR ADVISORY COMMITTEE

## Article I-Name

The name of the organization shall be Glen Rock Senior Advisory Committee (SAC).

## Article II-Authority

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

## Article III-Mission

The Mission of the SAC 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 older residents, 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 their appointed terms and/or until their successors are approved and qualified.

Typical duties of the Senior Advisory Committee include:

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

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

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

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

Investigating Bergen County programs and Services which may be beneficial to Glen Rock older residents.

## Article IV-Members

### Section 1.

#### Membership.

The Members shall consist of the following classes: Appointed Members 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 of one (1) year.

Ex Officio Members: The Mayor and one (1) appointed Councilmember shall serve as Ex Officio Members of the SAC. The Director of Parks and Recreation also serves as an Ex Officio Member.

All Appointed Members and Ex Officio Members shall be collectively referred to as "Members."

## **Section 2.**

### **Removal and Suspension.**

Any member, upon approval of two thirds (2/3) of the Members, may be removed or suspended 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 Borough of Glen Rock, to the SAC itself, or to another SAC Member. A member may also be removed or suspended if they do not attend more than half (1/2) of yearly meetings. Removal or suspension of a member shall only occur at a meeting of the SAC 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 SAC. The suspended member may be reinstated upon approval of two thirds (2/3) of the SAC 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. Ex Officio Members do not have voting rights.

## **Article V-Officers**

### **Section 1.**

#### **Chairperson.**

The Chairperson shall be voted for by a majority of the SAC Members and shall serve a term of one (1) year. No Chairperson shall serve in excess of six consecutive terms. The Chairperson shall be responsible for carrying out the purposes of the SAC. The Chairperson shall be the public spokesperson for the SAC and shall represent the SAC with any outside agencies, associations, etc. The Chairperson shall supervise and control all the affairs of the SAC 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 SAC 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.**

#### **Vice Chairperson**

The Vice Chairperson shall be voted for by a majority of the SAC 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 for by a majority of the SAC 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 SAC. 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 SAC, the records of the Senior Advisory Committee.

### **Article VI- Sub-Committees**

#### **Section 1.**

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

#### **Section 2.**

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

### **Article VII-Meetings**

#### **Section 1.**

##### **Regular Meetings**

Regular public meetings of the SAC shall be held on the second Tuesday of each month in 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, except for 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 SAC and properly within the purpose of the Committee.

#### **Section 2.**

##### **Special Meetings**

The Chairperson may at any time call a Special Meeting of the SAC. A Special Meeting may also be called at the written request of a majority of the membership of the Senior Advisory Committee. Upon proper call, the meeting shall take place no less than seven (7) or more than thirty (30) days thereafter.

#### **Section 3.**

##### **Quorum**

A majority of the SAC members shall constitute a quorum for the transaction of business at any meeting of the Advisory Committee. A majority of members may elect to adjourn a meeting from time to time and without further notice.

If fewer than a majority of the members are present at a regularly scheduled meeting, the meeting may continue for discussion purposes only.

#### **Section 4.**

##### **Voting**

A majority vote of those SAC 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 SAC 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 SAC 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 SAC shall be compensated for their 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 SAC.

#### **Article XII-Parliamentary Authority**

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

Dated: Revised May 5, 2025; Approved by SAC May 13, 2025