

By-Laws of the University City Commission on Senior Issues

Section 1: Name

- A. The name of the organization is the University City's Commission on Senior Issues.

Section 2: Offices

- A. The principal office of this commission shall be in University City, Missouri.

Section 3: Purpose

- A. This commission shall review, evaluate and make recommendations to the City Council and City staff on matters affecting senior (50 years and older) residents. These matters include the physical, psychological, recreational and social needs of the elderly to enable them to function with independence and dignity in their homes and in the community to their fullest capacity. The Commission shall interact with and collect information on existing programs in University City, as well as other nearby communities.
- B. The Commission is advisory to the Council and may request assistance, such as a resource person to gather data and provide information in response to requests from seniors. Generational change is a current issue and the Commission is directed to keep the Council informed as new problems arise.
- C. The Commission on Senior Issues shall not engage in any activities that are not in the furtherance of the purpose stated in this section.

Section 4: Members

- A. The Commission on Senior Issues shall consist of seven members who shall be appointed by the city council. Such members shall be appointed for terms of two years and may be appointed for a second consecutive term. Appointments shall be staggered. Three of the initial appointments shall expire after one year, and appointees could serve two additional terms. The remaining four initial appointments shall be for a two-year term. No member of the commission shall receive any compensation for serving on the commission.

Section 5: Officers and their Duties

- A. The commission shall organize by electing one of its members as Chairperson and one as Vice-Chairperson, who shall hold such offices for one year or until the Chairperson's successor is elected. The city officers and the staff of city departments may consult and advise the commission from time to time on matters coming within the scope of this section; and the commission may consult with such city staff and officers.
- B. Any officer may be removed, with cause, by the majority of the commission membership, at any regular or special meeting.
- C. Any officer may resign at any time by giving written notice to the commission.
- D. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by nomination from the remaining Commission membership and shall be voted upon at the meeting following nominations.
- E. The Chairperson shall:
 - 1) Preside at all Commission meetings and shall have the duties normally conferred by Robert's Rules of Order.
 - 2) Solicit and approve items for regular and special meeting agenda.
 - 3) Represent the Senior Commission upon agreement and consent of the other Commission members.
- F. The Vice-Chairperson shall act for the chair in her/his absence.

Section 6: Elections

- A. Elections shall be held at the regular monthly meeting in January of each year. In the event of lack of a quorum, elections shall be held at the next regular meeting at which a quorum is present and all officers shall serve until such elections.
- B. Nominations shall be made from the floor and elections shall follow immediately thereafter.

Section 7: Meetings

- A. The Senior Commission shall meet a minimum of once each quarter of the calendar year. Meetings more frequent than quarterly shall be determined by consensus of the Commission membership.
- B. Such meetings shall be held on the 3rd Monday evening of each month (except in months when a holiday occurs on the 3rd Monday; in which case, the Commission will meet on the 3rd Tuesday) at the Heman Park Community Center, 975 Pennsylvania, unless otherwise agreed to by a vote of the majority of the entire Commission.

- C. A majority of the voting members of the Commission, four (4) shall constitute a quorum.
- D. All meetings will be open to the general public with time allocated for public comment as noted on each meeting agenda.
- E. No proposition or motion shall be approved unless it receives the affirmative vote of a majority of those present and voting.

Section 8: Attendance

Members of the Senior Commission shall attend regular and special meetings unless their absence is excused for good cause. The City Council shall be advised in writing of the name of any member of the Senior Commission who, without being excused for good cause, has failed to attend three (3) consecutive regular meetings of the Senior Commission, or has failed to attend five (5) meetings during a period of 16 consecutive months.

Section 9: Amendments

These By-Laws may be amended at any regular or special meeting of the Senior Commission by a majority vote of the members of the Senior Commission, provided notice of any proposed amendment shall be given in writing at least seven (7) days before the regular or special meeting at which action thereon shall be taken.