

BY-LAWS
MIAMI-DADE COUNTY
ELDER AFFAIRS ADVISORY BOARD

ARTICLE I

NAME

On May, 1, 2018, the Miami-Dade Board of County Commissioners approved Ordinance No. 18-49, and created article CLX of the Code of Miami-Dade County, Florida, which established the Miami-Dade County Elder Affairs Advisory Board, hereinafter referred to as the Elder Affairs Advisory Board.

ARTICLE II

PURPOSE

Section 1. The Elder Affairs Advisory Board shall:

- (a) Continuously identify and promote the interests and needs of visitors to and residents of Miami-Dade County who are 50 years of age and older, hereinafter referred to as the older adult community.
- (b) Encourage the interests and involvement of the older adult community, in matters related to their health and wellbeing.
- (c) Support the development of the older adult community as role models and resources in the community.
- (d) Assess the impact of all County programs and projects on the older adult community.

ARTICLE III

DUTIES, POWERS, AND RESPONSIBILITIES

The Elder Affairs Advisory Board shall have the following duties, powers, and responsibilities:

- (a) The board shall advise the Mayor and the Board of County Commissioners on issues related to programming, services, and facilities for the older adult community, including, but not limited to, transportation, health care, parks, and affordable housing.
- (b) The board shall serve as a liaison with the older adult community.
- (c) The board shall recommend activities or programming that promote a healthy lifestyle and enhance the quality of life for the older adult community.

- (d) The board shall annually report its activities, assessments, findings, and recommendations to the Board of County Commissioners.
- (e) The board shall act as an advisor to the Mayor and the Board of County Commissioners on all other policy matters pertaining to the older adult community, as may be requested by the Mayor, the Chairperson of the Board of County Commissioners, or the Board of County Commissioners.
- (f) To perform such other duties as may, from time to time, be directed by the Board of County Commissioners.
- (g) Draft, recommend, and advocate for the adoption of legislation supporting matters relevant to and of interest to the older adult community.

ARTICLE IV

MEMBERSHIP

Section 1. The Elder Affairs Advisory Board shall be comprised of a total of nineteen (15) members, as follows: (1) each County Commissioner shall appoint one member; (2) the Mayor shall appoint one member; (3) the Miami-Dade Chapter of the American Association of Retired Persons shall appoint one member; and (4) four members appointed at-large.

Section 2. Members of the Elder Affairs Advisory Board shall be permanent residents and electors of Miami-Dade County in accordance with section 2-11.38 of the Code of Miami-Dade County, Florida, as may be amended and shall have knowledge of and interest in the older adult community.

Section 3. All appointments to the Elder Affairs Advisory Board shall be made for a term of four (4) years. No member may serve more than eight (8) consecutive years. Board members' terms of office shall be in accordance with the provisions of section 2-11.38 of the Code of Miami-Dade County Florida, as may be amended.

Section 4. No member of the Elder Affairs Advisory Board shall become a candidate for elective office during his or her term on the board. Members shall resign prior to or will be automatically removed from the board upon becoming a candidate for elective office during his or her tenure on the Elder Affairs Advisory Board.

Section 5. Members shall serve without compensation.

Section 6. The board's attendance requirement for members shall be in accordance with section 2-11.39 of the Code of Miami-Dade County, Florida, as may be amended.

It shall be the responsibility of each member to attend all Elder Affairs Advisory Board meetings and committee meetings that said member may be assigned.

A board member shall be considered for removal from the board if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or (ii) he or she is absent from three (3) of the board's meetings without an acceptable excuse. An "acceptable" excuse is defined as an absence for medical reasons, business reasons or any other reasons which the board, by a two-thirds majority vote of the membership deems appropriate. A member shall also be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the time the meeting is ongoing.

All members must provide notice of absence to the Executive Director and Chairperson.

Section 7. Upon a board member being absent from two (2) consecutive meetings without acceptable excuses or having three (3) unexcused absences, in a given fiscal year, the Executive Director shall notify the office of the person or entity that appointed the member of such absences and request for said member's removal. The Executive Director will notify the Clerk of the Board of County Commissioners. The seat shall be deemed vacant effective on the date the Clerk receives the notification. Member's removal from office shall be in accordance with the provisions of Section 2-11.38 of the Code of Miami-Dade County.

Section 8. Any member desiring to resign from the Elder Affairs Advisory Board shall submit his or her resignation in writing to the office of the person or entity that appointed the member, the Chairpersons of the Board of County Commissioners and Elder Affairs Advisory Board, and the Executive Director of the board. The Executive Director of the board shall send a copy of the letter to the Clerk of the Board of County Commissioners.

Section 9. The terms of office of members shall begin on the day of appointment and expire when the appointing Commissioner leaves office or the appointing Commissioner's term of office expires.

ARTICLE V

MEETINGS

Section 1. The regular meetings of the Elder Affairs Advisory Board shall be held on the last Thursday of each month unless otherwise requested or voted upon by the membership. Meetings shall be at a time and place designated by the Chairperson or Vice-Chairperson.

Section 2. The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings can be called by the Chairperson and shall be called upon the written request of a majority of the board members. The purpose of the meeting shall be stated when the meeting is requested. Except in cases of emergency, a minimum of seven days' notice shall be given for all meetings. In no event shall a meeting be conducted without at least 24 hours' notice.

Section 4. At least 50 percent plus one of the full board membership shall constitute a quorum. The board is not authorized to take any action or hold any discussion on any matters that the board may vote on unless a quorum is present at the meeting.

Section 5. Members of the public shall be given the opportunity to speak about a proposition or matter on the agendas of all Elder Affairs Advisory Board and committee meetings. Members of the public who speak will be advised to state their names and addresses and, if representing an organization and its views, shall state the organization's name and address. Unless further time is granted by the board, each speaker shall be limited to three (3) minutes. All remarks shall be addressed to the board as a whole and not to an individual member, no questions shall be asked to individual board members.

Section 6. The Elder Affairs Advisory Board is subject to and shall comply with the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, Florida's Public Records and Open Government laws, respectively, chapter 119, Florida Statutes, and section 286.011 et seq., Florida Statutes.

ARTICLE VI

OFFICERS

Sections 1. Board members shall elect a Chairperson, a Vice-Chairperson, and a Second Vice-Chairperson, and such additional officers as the board may deem necessary. These officers shall perform the duties prescribed by these bylaws and Mason's Manual of Legislative Procedure.

Section 2. Commencing in November 2019, officer elections shall occur at every annual meeting, or at the first annual meeting after the vacancy of an officer position. The staff person shall open the floor for nominations starting with the Chairperson and followed by the Vice-Chairperson, Second Vice-Chairperson, and such other officers deemed necessary by the board. Nominees shall be given no more than five minutes to speak prior to a vote. Officers shall be elected by a written ballot, to be made a part of the public record, signed by the member casting the vote. Officers' terms of office shall begin at the start of the first meeting taking place after the election. Officers shall serve for one year or until their successors are elected. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.

Section 3. No members shall be eligible to serve more than two consecutive terms in the same office.

Section 4. A vacancy in the Office of Chairperson shall be filled by the Vice-Chairperson and a vacancy in the Office of the Vice-Chairperson shall be filled by the Second Vice-Chairperson. The Vice-Chairperson or Second Vice-Chairperson shall assume the role of Chairperson or Vice-Chairperson, respectively, for the balance of that term or until the return of the Chairperson or Vice-Chairperson.

Section 5. In addition to those duties prescribed by Mason's Manual of Legislative Procedure, the Chairperson shall: (i) upon creation of committees, assign members to each committee with due consideration given to members' area(s) of interest and the needs of the committee; (ii) shall present all reports to the Board of County Commissioners; (iii) have the discretion to appoint a registered parliamentarian, and (iv) serve as the only official representative and spokesperson for the Elder Affairs Advisory Board, unless otherwise authorized by a majority vote of the board.

ARTICLE VII

The Executive Committee

Section 1. The officers of the Elder Affairs Advisory Board shall constitute the board's Executive Committee.

Section 2. The Executive Committee shall: (i) have general supervision of the affairs of the board between its business meetings; (ii) make recommendations to the membership; and (iii) perform other duties as are specified in these by-laws. The Chair of the Board shall be the Chair of the Executive Committee. The Executive Committee shall be subject to the orders of the Elder Affairs Advisory Board.

Section 3. Meetings of the Executive Committee shall be called at a time and place designated by the Chairperson.

ARTICLE VIII

COMMITTEES

Section 1. The Chair, with the approval of the board, may establish standing and ad hoc committees.

Section 2. Each committee shall meet at a time, date, and place upon the call of its Chair, and such meetings shall be open, announced, and publicized as required herein and by applicable law.

Section 3. Reports of committee activities shall be provided in writing at the board's annual meeting as well as at such times other reports are made to the Board of County Commissioners as provided in Article III (d) herein or as requested by the Board of County Commissioners, Mayor, or Chairperson. Copies of reports shall be distributed at least five (5) days prior to the meeting calling for such report or within any request for said report.

Section 4. A majority of the board members assigned to any committee shall constitute a quorum for said committee. Committees are not authorized to take any action on behalf of the board unless approved by the full board at a regularly scheduled meeting.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Parliamentary procedure shall be conducted in accordance with the most current edition of Mason's Manual of Legislative Procedure, when applicable and not inconsistent with these by-laws, or any special rules of order properly adopted by this board. The by-laws adopted by the Elder Affairs Advisory Board shall be held above any other special rule of order.

ARTICLE X

AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting by a vote of the majority of the votes cast by members present and voting, provided that the amendment has been submitted in writing to the membership at least fifteen (15) days prior to the meeting at which it will be considered.

ARTICLE XI

STAFFING

The Office of Community Advocacy shall supply staff support and shall act as liaison between the Board and the County.