Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council

By-Laws

ARTICLE I. Name

The name of this organization will be the Area Agency on Aging of Pasco-Pinellas, Inc. (AAAPP) Advisory Council**.** The AAAPP serves as the designated Aging and Disability Resource Center (ADRC) for Pasco and Pinellas counties.

ARTICLE II. Purpose and Responsibilities

Section 1:

The purpose of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council is to encourage maximum involvement and coordination between interested citizens in Pasco & Pinellas Counties, agencies providing services to older persons, and the Area Agency on Aging. The Council provides an opportunity for older persons and persons knowledgeable about the needs of older persons to work with the staff on the current and future directions of programs in the planning and service area 5 (PSA 5) encompassing Pasco and Pinellas Counties.

Additionally, as an ADRC, the agency serves seniors, adults aged 18 and over with disabilities and their caregivers. ADRC functions include, but are not limited to, information; referral; long term care education; assistance with Medicaid eligibility for long term care services; intake/screening and wait list management for designated programs; and assistance with grievance/complaints for Medicaid managed long term care clients.

For the purposes of these By-Laws, the definition of “older person” is someone 60 years of age or older as defined by the Older Americans Act. However, it is recognized that the AAAPP administers programs with varying age requirements, as defined by each funding source.

Section 2:

The Advisory Council has been assigned the following responsibilities subject to change as the needs and responsibilities of the Area Agency on Aging expand:

1. ~~A~~dvocate on behalf of older persons at the federal, state and local levels. The advocacy effort shall include:

   A. Maintaining an awareness of issues affecting older persons and informing and representing the interests of older persons, when possible, federal, state and local officials and other decision makers of the needs of older persons.

   B. Establishing goals promoting community awareness of the needs of the older persons in Pasco and Pinellas Counties.

   C. In addition to the above, the Council may consider addressing issues brought to it by an individual Council member or any member of the public. Such issues must be relevant and appropriate to the mission and vision of the AAAPP and will require being submitted to the Chair and/or the AAAPP in advance of the regular meeting agenda being sent out to all members.

   D. Reviewing and commenting on community partner organization policies, programs, and actions that affect older persons with the intent of assuring maximum responsiveness to

older persons.

2. Participate in assessment and evaluation of the needs of older persons in this area.

3. Assist in the coordination of community-based systems of services for older persons.

4. Participate in the establishment of priorities for services for older persons.

5. Recommend to the Area Agency on Aging staff the allocation of available funds. These recommendations will be based on the results of needs assessments as well as on federal and/or state priorities.

6. Participate in the identification of unused resources.

7. Participate and advise in the development and implementation of the Area Plan and approve the Plan before its submission to DOEA.

8. Participate in the monitoring and evaluation of projects administered by the AAAPP.

9. Participate in special projects and events coordinated and/or administered by the AAAPP.

10. Become more knowledgeable resource persons regarding agencies, organizations, and programs available to older persons in Pasco and Pinellas counties.

11. Provide assistance with AAAPP public hearings and other meetings designed to obtain and/or publicize information related to needs, problems, and accomplishments of older persons.

12. Maintain awareness of local, regional, and national trends that may be beneficial to both the AAAPP and the older persons represented by Council members.

ARTICLE III. Membership Criteria and Selection

Section 1:

The Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council is comprised of representatives from Pasco and Pinellas Counties. The Council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. As much as possible, membership selection will be closely representative of both the demographics and Geographic's of PSA 5: Pasco and Pinellas Counties. In order to be in compliance with federal, state and the Area Agency on Aging guidelines, the membership is made up of:

(1) More than 50% older persons (aged 60 or older) and includes:

a. minority individuals; and
b. participants or persons eligible to participate in Older Americans Act programs or other programs administered by the Area Agency on Aging

(2) One or more local elected officials;

(3) Representatives of older persons;

(4) General public;

(5) Providers of veterans' health care;

(6) Family caregivers of individuals, which may include older relative caregivers;

(7) Service providers that have no financial relationship with the AAAPP;

(8) Representative of supportive service provider organizations;

(9) Persons with leadership experience in the private and voluntary sectors

(10) Representatives from Tribes and Tribal aging programs, as available; and

(11) Older relative caregivers, including kin and grandparent caregivers of children or adults 18 to 59 with a disability.

The following may not be voting members of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council:

a. DOEA employees;
b. AAAPP employees or AAAPP Board members;
c. employees of service provider agencies or vendors under the Area Plan;
d. members of the Board of Directors of service provider agencies or vendors under the Area Plan; and
e. immediate family members of an AAA employee including spouse, parent, grandparent, child, brother or sister.

Members of the AAAPP Advisory Council shall not have a direct or indirect financial connection with the AAAPP, its contractors, subcontractors or provider agencies of vendors. In any instance where an Advisory Council's membership conflicts with the membership guidelines, the Advisory Council member must notify the AAAPP Executive Director and submit their resignation from the Advisory Council with immediate effect.

AAAPP Advisory Council Members are not permitted to serve on the AAAPP Board of Directors or its Committees.

Section 2:

The Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council shall have a minimum of 12 members and a maximum of 14 members. The Advisory Council may from time to time decide to leave any number of positions vacant and unfilled.

Section 3:

Prospective members may submit an application, or be nominated by members of the Advisory Council, the AAAPP staff, or the general public**.** Members are invited to complete application forms and agree to an interview with the Executive Director. Completed applications are presented to the Advisory Council at a regularly scheduled meeting for a vote. An elected member's term begins as of the following meeting.

Section 4:

Terms of membership are limited to a two-year period. Terms expire in December. Members in good standing may serve more than one term consecutively, with no limits, subject to Area Agency on Aging approval.

Section 5:

The Executive Director creates a slate of members whose terms are expiring in December and presents it at the November Advisory Council meeting for a majority vote by the Council.

Section 6:

Members are required to attend all regular meetings of the Advisory Council. Any member who is absent from a meeting must notify the Executive Director of AAAPP of the reasons for the absence. If no notice is received, the absence will be considered unexcused. Unexcused absence from any three meetings during a calendar year may result in immediate dismissal from the Advisory Council. Recurring absences by

members will be subject to review and possible action by the AAAPP in conjunction with the Chairman. Notification of action, up to and including dismissal, will be provided to the affected member in writing via regular mail, or email.

Section 7:

Any member whose actions are detrimental to the functioning of the Council may be removed from membership upon recommendation of the Executive Committee and subject to review of the entire membership.

ARTICLE IV. Committees

Section 1:

There shall be a standing Executive Committee comprised of the Chairperson and Vice-Chairperson. Minutes of meetings shall be recorded by the AAAPP.

ARTICLE V. Officers

Section 1:

Officers shall be comprised of the Chairperson and Vice-Chairperson.

Section 2:

Officers serve for two years. Officers may serve only one term consecutively.

Section 3:

Officers nominated by the Nominating Committee shall have names submitted for confirmation at the November meeting, after action has been taken on the membership slate.

Section 4:

Newly elected officers shall assume office at the January Advisory Council meeting.

ARTICLE VI. Duties of the Executive Committee

Section 1:

The Chairperson shall be the head of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council and its Executive Committee. The Chairperson shall be an ex-officio member of each standing and ad hoc committee of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council.

Section 2:

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or inability of the Chairperson.

Section 3:

The Executive Committee shall appoint and/or dissolve any committee it deems necessary to promote the purposes of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council.

ARTICLE VII. Meetings

Section 1:

The regular meetings of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council shall be held every other month or at least six times a year.

Section 2:

The regular meetings of the Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council, shall be held at a location convenient for Advisory members.

Section 3:

Special meetings may be called by the AAAPP and/or the Chairperson or by written request of any six (6) members to the Chairperson. Written notice and definition of the special meetings shall be sent by regular mail or email to each member at least ten (10) calendar days prior to the special meeting.

Section 4:

All meetings shall be conducted according to Roberts Rules of Order, Revised Edition.

Section 5:

Minutes of the previous meeting and the proposed agenda shall be sent by email to all Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council members at least seven (7) calendar days prior to the next meeting.

Section 6:

Telephonic Meetings. Members of the Advisory Council or any Council committee shall be deemed present at a meeting if a conference telephone, or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time, is used.

ARTICLE VIII. Quorum

A majority of the membership constitutes a quorum. Business shall be conducted upon presence of a quorum at regular meetings.

ARTICLE IX. Amendments of By-Laws

A proposed amendment to these By-Laws must be sent to all Area Agency on Aging of Pasco-Pinellas, Inc. Advisory Council Members at least seven (7) calendar days prior to the next regular meeting and shall be presented for adoption at the next regular meeting. Amendments are passed by a two-thirds vote of the membership present.

ARTICLE X. Conflict of Interest

A conflict of interest will occur if membership on the Council is used for purposes that are, or give the appearance of being, for private gain on the part of the individual member or for any institution, facility, agency, or organization represented by the member. In the event of conflict of interest with the membership restrictions listed in Article III, Section 1, the AAAPP will require the member to resign from the Advisory Council with immediate effect.

Whenever a Council member believes that a matter to be voted upon would involve him or her in a conflict of interest, he/she must announce the conflict of interest and abstain from voting on any such matter.

Meeting minutes will identify such member and potential conflict. Additionally, the AAAPP will annually require council members to complete a conflict of interest form in an effort to keep the agency updated of any potential conflicts.

Amended and Final:
09/15/2026