

Town of York, Maine

Senior Citizens Advisory Board
Board Charter

Purpose:

It shall be the purpose of the Senior Citizens Advisory Board to advocate for services to older adults in the Community.

Responsibilities:

The Board will work to identify needs among the older adult population and provide recommendation for beneficial and enriching programs and opportunities designed to meet those needs. The Board may work with Town departments, as well as other senior service agencies and organizations, to accomplish their goals. The Board will report annually, in writing, to the Board of Selectmen. The Board's function is advisory only.

Membership:

The Board shall be composed of 7 members (voter approval 7/2020), each of whom shall be appointed by the Board of Selectmen. No more than two (2) Members of the Advisory Board shall also be affiliated with the management or board of another organization. Members shall be appointed for a 3-year term. Members may be re-appointed. Members-elect shall be sworn to faithful discharge of their duties by the Town Clerk prior to attending their first meeting.

The Board shall elect, by majority vote, one of its members to serve for the ensuing year as Chair. The Chair shall preside over the meetings and be recognized as the head of the Committee for all ceremonial purposes.

The Board shall elect, by majority vote, one of its members to serve for the ensuing year as Vice-Chair. The Vice-Chair shall have all of the powers as the Chair during such temporary absence or disability of the Chair.

The Board shall elect, by majority vote, one of its members to serve for the ensuing year as Secretary. The Secretary's role will be to take attendance, record and post meeting minutes, and deliver approved meeting minutes to the Town Clerk for permanent archiving.

Quorum:

A simple majority of the Board shall constitute a quorum for the transaction of business. If a quorum is not present and those who are present adjourn the meeting with the intent to reconvene when a quorum is present, at least twenty-four (24) hour notice of the reconvening shall be given to all members who were not present at the meeting. Public notice shall also be made.

Qualifications:

Board members shall be registered voters of the Town of York.

Vacancies:

If a seat on the Board becomes vacant, the vacancy shall be filled by appointment of the Board of Selectmen for the unexpired term, as soon as possible, after the vacancy occurs.

Compensation:

There shall be no compensation for services.

Meetings and Minutes:

The Board shall meet on the third (3rd) Tuesday of the months of January, March, May, July, September and November. Meeting time and location are to be established and reviewed annually. Additional meetings may be called by the Chair. Meetings shall be posted publicly, and on the Town website at least three days in advance of each meeting. Meetings shall be conducted in accordance with Robert's Rules of Order and in compliance with Title 1 M.R.S. §406. Minutes shall be taken, voted into the record at the next meeting, and provided to the Town Clerk for archiving, within one week of approval. Meeting minutes, once approved, should be posted on the Town website.

Attendance at Meetings:

As specified in the Town of York Home Rule Charter, Board members shall not be absent from more than 3 consecutive meetings without being excused in advance by the Chair. Failure to obtain such excuse shall create a presumption that the member has resigned his or her membership on the Board and the Chair shall thereupon promptly notify the Town Manager of such presumption. The Board of Selectmen shall promptly fill said vacancy after affording the unexcused member an opportunity to appear and be heard and show just cause for failure to obtain the required excuse.

Modification of this Charter:

Any time after its adoption, charter modifications may be made, if it is believed necessary to enhance the Board's ability to achieve its purpose. The Board of Selectmen may accept, modify, or reject proposed changes.