

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
AREA AGENCY ON AGING**

**ADVISORY COUNCIL ON AGING  
RULES OF FUNCTION**

**Article I**

**AUTHORIZATION**

The Lower Rio Grande Valley Development Council (LRGVDC) Area Agency on Aging (AAA), consistent with 45 CFR Part 1321 of the federal regulations under the Older Americans Act of 1965 as amended, shall appoint an Advisory Council on Aging for the Lower Rio Grande Valley which consists Cameron, Hidalgo, and Willacy Counties.

**Article II**

**NAME**

The Advisory Council on Aging shall be known as the Lower Rio Grande Valley Development Council, Area Agency on Aging, Advisory Council. For functional purposes, it may be referred to as "The Advisory Council on Aging."

**Article III**

**PURPOSE**

The purpose of the Advisory Council on Aging shall be to foster the development of a comprehensive and coordinated services system which makes available a full range of social services to older persons who are in need of them; including the need to secure and maintain maximum independence and dignity in a home environment for those persons who are capable of self care with appropriate supportive services, giving special attention to the elderly with the greatest economic and social need.

**Article IV**

**DUTIES AND RESPONSIBILITIES**

**SECTION 1.**

As members of the community, the Advisory Council on Aging will attempt greater cohesion among the older population in the community and attempt to promote active concern over the administration and provision of services for older persons of the Lower Rio Grande Region.

## **SECTION 2.**

The duties and responsibilities of the Advisory Council on Aging will be, but not limited to, the following:

- A. To advise Area Agency staff on all matters related to the development and administration of the Area Plan as adopted.
- B. To reflect the needs of the individual communities in the region.
- C. To assist the AAA in identifying existing and potential resources in the region.
- D. To review recommendations from the Proposal Review Committee and to recommend to the LRGVDC Board of Directors for final approval on all funding requests.
- E. To review action program proposals and make recommendations on actions which affect older persons.
- F. Reviews evaluations performed by the Area Agency on Aging of services being provided for the purpose of improving those programs.

## **Article V**

### **MEMBERSHIP**

#### **SECTION 1.**

The Advisory Council on Aging membership will consist of representatives of program participants, elected officials, and the general public. It shall include persons with the greatest economic or social need from this area. The composition of the Advisory Council on Aging shall consist of more than 50% older persons as specified in the Older Americans Act of 1965 as amended.

#### **SECTION 2.**

Prospective members to the Advisory Council on Aging should be carefully selected for their interest and devotion to the needs of the elderly. They should be able and willing to donate sufficient personal time to attend regular council meetings and to work on other assigned tasks. Prospective members will also assign an alternate with full voting rights to serve when the member is unable to serve.

#### **SECTION 3.**

The Advisory Council on Aging will consist of twenty three (23) members. Appointments will be made according to the elderly population in each county. Representatives by county will be 50% Hidalgo County, 40% Cameron County, and 10% Willacy County.

Composition (45 CFR Part 1321.61) of the Advisory Council on Aging will consist of more than 50% of persons 60 years of age or older with the greatest economic or social need; older minority individuals; and participants under this part.

Other members of the Advisory Council on Aging shall be composed of representatives of older persons; local elected officials; and the general public. Thus, the Council membership shall be composed of:

- 51% = 12 members 60+ as described;
- 49% = 11 other members as described;

and County Distribution as described shall be:

50% - Hidalgo County	-	12 - 60+= 6 - Other = 6
40% - Cameron County	-	9 - 60+= 5 - Other = 4
10% - Willacy County	-	2 - 60+= 1 - Other = 1
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TOTAL		23 - 60+=12 - Other = 11

and/or less than 2 representatives per county, or at least 1 older person and 1 other member per county.

#### **SECTION 4.**

The selection of Advisory Council members shall be made in the following steps:

- A. Area Agency staff shall recommend to the Advisory Council a list of nominees taken from a list of names submitted by Advisory Council members or other interested persons to the AAA office.
- B. The Advisory Council shall review the nominees and submit its recommendations to the LRGVDC Board of Directors, who shall make all appointments. All appointments including the alternate shall be for three (3) years with the period of time extending from October 1st of each year and expiring one (1) day before the third anniversary date. An Advisory Council member can succeed himself/herself.

Consideration of any vacancies shall be discussed in August and recommendations be made in September so that a full compliment of members be available by October 1<sup>st</sup> of each year. The Advisory Council shall appoint a nominating committee at their regular August meeting to recommend a slate of officers. The Area Agency on Aging staff shall submit for approval a Chairperson and Vice-chairperson, to the LRGVDC Board of Directors.

## **Article VI**

### **OFFICERS**

The term of office for chairperson and vice-chairperson shall be for one year or until their successors are selected. Chair and Vice-Chairperson filling these posts may succeed themselves. Should the chairperson, for any cause vacate that position, the Vice-Chairperson shall become Chairperson and a new Vice-Chairperson shall be selected by the Advisory Council membership in its usual method of selection.

The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence. In the event the Chairperson and Vice-Chairperson are both absent, the remaining members shall vote for a Chairperson Pro-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice-Chairperson remain absent.

Chairperson is expected to attend at least 75% of AAA Advisory Board annual meetings. A Chairperson not present at 75% of the board meetings shall be deemed to have resigned unless the absences are considered excusable.

The Chairperson may resign at any time by delivering written notice to the Director of Area Agency on Agency. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

## **Article VII**

### **AD-HOC COMMITTEES**

The chairperson shall appoint Ad-Hoc Committees as the need may arise and shall set forth rules for their purpose and function. Members of Ad-Hoc Committees do not necessarily need to be Advisory Council Members.

## **Article VIII**

### **SECTION 1.**

The Advisory Council shall hold regular meetings at least on a monthly basis. Prior notice of the meeting shall be mailed to all Advisory Council members specifying the time and place of the meeting.

The suggested time for beginning the Advisory Council meetings shall be 2:00 p.m. and preferably should terminate by 4:00 p.m.

## **SECTION 2.**

Special meetings of the Advisory Council may be called at the discretion of the chairperson or upon petition of one fourth of the Advisory Council. The petition shall state the purpose of the special meeting in writing and shall be presented to the Director of the Area Agency on Aging. The special meeting shall be held within ten (10) days of the receipt of the petition.

Special called meetings shall require at least four (4) days notice so that Area Agency staff can contact each member by mail or telephone.

## **SECTION 3.**

A quorum shall consist of one-third (1/3) of the total membership. All action of the Advisory Council shall be approved by a majority vote of those members present. Business conducted at a meeting without a quorum becomes official when minutes of that meeting have been approved at the next official meeting.

## **SECTION 4.**

Any member or officer of the Advisory Council on Aging who fails to attend three (3) consecutive regular or called meeting of the Advisory Council will automatically lose his/her membership unless the chairperson determines the absences are justifiable and excusable.

In the event of a vacancy, the vacancy shall be filled according to Article V section 4 of the Rules of Function.

### **Article IX**

#### **COMPENSATION**

Members of the Advisory Council receive no financial compensation for their time and services. Reimbursement for approved travel of members shall be made according to the established travel policy of the LRGVDC policy and procedures.

Members whose travel is reimbursed by their respective agencies shall not be reimbursed by the LRGVDC.

### **Article X**

#### **AMENDMENTS**

All amendments to these Rules of Function must be passed by the Advisory Council and submitted in writing to the Area Agency on Aging for their review. Appropriate recommendations will then be submitted to the LRGVDC Board of Directors for approval.