

**DANE COUNTY AREA AGENCY ON AGING BOARD  
BYLAWS**

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**Article I: NAME AND JURISDICTION**

**Section 1. Name:** This body shall be the Dane County Area Agency on Aging (AAA) Board, also known as the AAA Board.

**Section 2. Jurisdiction:** The geographic area served will be the County of Dane in the State of Wisconsin.

**Article II: PURPOSE, DUTIES, AND POWERS**

**Section 1. Purpose:** The purpose of the Dane County Area Agency on Aging Board shall be to enhance the well-being of all older residents of Dane County and to promote the independence and involvement of older adults in their community.

**Section 2. Duties and Responsibilities:** The AAA Board is designated as the planning, policy, and advocacy body of the Area Agency on Aging of Dane County. The AAA Board's powers and duties shall include the following, subject to County Executive and County Board authorization to review program budgets and contracts:

- a. Develop and approve the Dane County Aging Plan in accordance with state and federal regulations (Older Americans Act, Sec. 306).
- b. Establish policies and procedures for all programs of the AAA consistent with federal and state laws, regulations, and policies.
- c. Approve the annual budget for Older Americans Act funds and other revenues allocated to the Area Agency on Aging by the State of Wisconsin.
- d. Monitor all programs and services for older adults that are directly provided for or contracted by the Area Agency on Aging.
- e. Investigate the needs of older adults and existing programs that serve those needs including, but not limited to, holding public hearings.
- f. Provide a public information and advocacy service for the aging population in Dane County.
- g. Serve in an advisory capacity to the County Executive and provide a voting member to serve on the County's Health & Human Needs Committee and Specialized Transportation Commission.
- h. Review the proposed annual budgets and make recommendations to the County Department of Human Services Director, County Executive, Health & Human Needs Committee, Personnel and Finance Committee, and County Board of Supervisors regarding the proposed budgets.
- i. Serve as an advocate for older adults with local, state, and federal governmental bodies and the community-at-large.
- j. Investigate the changing needs of older adults in Dane County and the existing programs that serve those needs and make recommendations.

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- k. Provide policy direction recommendations for the County Executive, Health and Human Needs Committee, and Specialized Transportation Commission.
- l. Serve as a community liaison with county government programs that serve older adults.
- m. Provide a public information service to individuals, groups, and the community about the needs, interests, circumstances, and services available to older adults.
- n. Prepare an annual report for the County Board of Supervisors on the status of older adult programs and services in Dane County.

**Article III: MEMBERSHIP**

**Section 1. Appointing Authority:** The members of the Dane County Area Agency on Aging Board shall be appointed by the Dane County Executive and subject to confirmation by the Dane County Board of Supervisors.

**Section 2. Board Make Up:** The Dane County Area Agency on Aging Board shall consist of at least nine members, no more than 49% of whom are County Board Supervisors. All appointees shall have a recognized ability and demonstrated interest in services for older adults. Membership should be representative of the diverse older population of Dane County. At least one member of the Board shall be a voting member on the County Board's Health & Human Needs Committee and the Specialized Transportation Commission. The majority of members shall be at-large members and 60 years of age or older (State Elders Act). Employees of agencies holding a current contract with the Dane County Area Agency on Aging are not eligible to apply due to potential conflict of interest.

**Section 3. Tenure:** Members shall serve staggered three-year terms which shall expire in April or as soon thereafter as a successor is appointed. A member appointed while a County Board Supervisor shall be considered a citizen appointee from and after the date he or she no longer serves on the County Board. No person may serve more than two consecutive three-year terms DC Ordinance 15.18 (2). All appointments to fill vacancies occurring within a term shall be for the remainder of the term. (State Elders Act)

**Section 4. Compensation:** Public members of the Area Agency on Aging Board shall receive compensation in accordance with 15.72 of the Dane County Ordinances, referred to as "non-supervisor members of administrative bodies."

**Article IV: MEETINGS**

**Section 1. Regular Meetings:** Regular meetings of the Dane County Area Agency on Aging Board shall be held on the date and place determined by AAA Board members.

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All meetings shall be posted in accordance with County Board rules and Wisconsin's Open Meeting Laws.

**Section 2. Special Meetings:** Special meetings of the Dane County Area Agency on Aging Board may be called by the chair at any time or by a majority vote at a meeting. All members shall be informed, with information on the subject for which the meeting is called, at least 48-hours before the meeting.

**Section 3. Quorum:** A majority of the members of the Dane County Area Agency on Aging Board shall constitute a quorum for the transaction of business at any Board meeting.

**Section 4. Attendance at Meetings:** Members shall attend all regular meetings of the Dane County Area Agency on Aging Board. If a member has three absences in a calendar year, the Board chair shall inform the County Executive and may recommend to the appointing authority that the person be replaced.

<b>Article V: OFFICERS</b>
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**Section 1. Election of Officers:** The Dane County Area Agency on Aging Board shall elect a chair, one vice chair, and a secretary every two (2) years at the May meeting of even-numbered years.

**Section 2. Term of Officers:** Officers shall serve for a term of two (2) years. Vacancies shall be filled at any time by a vote of Board members.

**Section 3. Duties of Officers:**

**Chair**

- a. Preside and vote at all meetings of the AAA Board.
- b. Prepare an agenda for meetings.
- c. Ensure the action of the AAA Board is carried out.
- d. Maintain communication with the County Executive and the County Board of Supervisors.
- e. Appoint County Board members serving on AAA Board to AAA Board Committees, task forces, and advisory groups.
- f. Recommend at-large community members to serve on AAA Board Committees, task forces, and advisory groups to AAA Board for approval.
- g. When appropriate, appoint Board representatives to other governmental bodies and to private groups which request a Board representative.
- h. Represent the AAA Board at County functions of interest to older adults.
- i. Administer the AAA Board bylaws.

**Vice Chair**

- a. Assume the responsibilities of the Chair in the absence of that officer.
- b. Carry out responsibilities assigned by the Chair and/or the AAA Board.

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**Secretary**

- a. Ensure minutes of all AAA Board meetings are recorded and distributed to members.
- b. Assume duties of the Chair in the absence of the Chair and Vice Chair.

<b>Article VI: COMMITTEES AND ADVISORY GROUPS</b>
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**Section 1. Standing Committees:** Standing Committees may be formed by the Chair or a majority of the AAA Board and will reflect the needs described in the Dane County Aging Plan as submitted to the State.

**Section 2. Members of Standing Committees:** The AAA Board shall appoint all members of the Access, Legislative/Advocacy, and Nutrition/Wellness Committees. At least two (2) members of a committee shall be members of the AAA Board. All committee members shall be residents of Dane County and a majority of each committee shall be 60 years of age or older.

**Section 3. Tenure:** Members of the Access and Legislative/Advocacy Committees shall serve 3-year terms. Members of the Nutrition/Wellness Committee shall serve no more than two consecutive three year terms.

**Section 4. Chairs and Vice-Chairs of Standing Committees:** Shall be elected by their committees and have voting rights.

**Section 5. *Ad hoc* and Special Committees:** *Ad hoc* committees may be formed for a specific purpose and appointed by the AAA Board chair upon approval of the AAA Board.

**Section 6. Responsibilities of Committees:** Committees shall act as advisors to the AAA Board.

<b>Article VII: ROLES AND RESPONSIBILITIES OF STAFF</b>
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**Section 1.** The administrative personnel of the Area Agency on Aging shall staff the AAA Board.

**Section 2. Responsibilities of the Staff to the Area Agency on Aging Board shall include:**

- a. Implement decisions of the Board.
- b. Post meeting dates, times, and locations as required by County statutes.
- c. Ensure all County Board resolutions affecting older adults are on the Board agenda.
- d. Work with the AAA Board/Committee Chairs to develop meeting agendas.
- e. Attend public functions at the request of the AAA Board or Chair.
- f. Inform AAA Board/Committee members of legislative and other issues of importance to older adults of Dane County.

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- g. Provide staff assistance for the AAA Board/Committee meetings to include being responsible for recording meeting minutes.
- h. Provide orientation for new AAA Board/Committee members.
- i. Provide information and assistance and technical assistance to the County Board and its standing committees.
- j. Assist the AAA Board in preparing AAA annual reports for the County Board and Health and Human Needs Committee.
- k. Act as liaison with the Dane County Department of Human Services.

<b>Article VIII: AMENDMENTS TO THE BYLAWS</b>
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These bylaws shall be reviewed biennially in odd-numbered years. These bylaws may be amended as deemed necessary at a regular meeting by a 2/3 majority of the membership of the Dane County Area Agency on Aging Board. The bylaws shall be placed on file with the County Clerk's office and in the permanent Dane County Area Agency on Aging Board records.

*The original bylaws were approved by the Commission on Aging on October 9, 1979, with revisions and amendments on December 8, 1981; January 10, 1984; April 10, 1984; May 10, 1996, and February 10, 1999. The Commission on Aging became the Board of the Area Agency on Aging in January 1999. The bylaws were revised by the AAA Board and approved on February 2, 2005, February 11, 2014, February 6, 2017, March 4, 2019, and April 5, 2021*