

**TALLAHASSEE SENIOR CENTER  
ADVISORY COUNCIL BY LAWS**

**ARTICLE I.**

**NAME AND ADDRESS**

This Advisory Board is established and appointed by the City Commission, and shall be known as the Tallahassee Senior Citizens Advisory Board. The address is 1400 North Monroe Street, Tallahassee, Florida 32301, telephone (850) 891-4000. The Board may move the address to another location in Tallahassee.

**ARTICLE II.**

**PURPOSE AND FUNCTION**

This Advisory Board is organized to advise the City on appropriate and proper measures to be undertaken in matters relating to senior citizens residing in Tallahassee.

**ARTICLE III.**

**MEMBERSHIP**

- A. Members of the Board shall be appointed by the Tallahassee City Commission (update 07/16/07— per Commission Policy #110, members are appointed by the Mayor) with membership limited to a total of fifteen (15) persons. Members serve for staggered three-year terms, with a maximum of two consecutive terms allowed.
- B. Membership shall be comprised of an equitable representation of City Residents or City property owners based on race and sex, determined by the demographic ratio of the City as defined by census data available in the Tallahassee-Leon County Planning Department.
- C. A member's position shall become vacant when:
  - 1. A member is absent from four (4) or thirty-three (33%) percent of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused by a majority vote and duly entered in the meeting summary, or
  - 2. When the committee is notified by staff that a member no longer meets the membership requirements, or
  - 3. When a member's term expires, or
  - 4. When a member resigns.

**ARTICLE IV.**

**OFFICERS**

- A. The officers shall be a Chair, Vice Chair, and Secretary.
- B. Officers shall be nominated by a nominating committee of three (3), chosen by the chair. No one shall be nominated without his/her consent. Additional nominations may be made from the floor.
- C. Officers shall be elected at the October meeting.
- D. The term of office shall be for one (1) year and shall begin immediately following the October meeting. Officers may succeed themselves only once.
- E. The officers shall have the usual duties and authority exercised by officers of a non-profit organization.
- F. The Chair shall be ex-officio member of all committees except the Nominating Committee.
- G. The Chair shall appoint chairs of all committees except the Nominating Committee.
- H. The Chair shall appoint chairs of all committees, Standing and Special.

## **ARTICLE V.**

### **MEETINGS**

- A. The regular meetings of the Board will be on the third Monday of each month or as needed at the Tallahassee Senior Center. The meeting date may be changed by the Chair with notification in advance by mail to Board meetings.
- B. A majority of the Board shall constitute a quorum.
- C. Vacancies among officers shall be filled by the Board until the next annual meeting.
- D. All meetings of the Board are open to the public.

## **ARTICLE VI.**

### **AMENDMENTS**

Amendments to these bylaws may be made at any meeting of the Board at which there is a quorum, provided a two weeks notice, in writing, has been given of the proposed amendment.

## **ARTICLE VII.**

### **PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, when not in conflict with these bylaws shall govern the proceedings of this organization.

## **ARTICLE VIII.**

### **STAFFING**

Staffing for the Board shall be provided by the Coordinator of the Tallahassee Senior Center and other Senior Center staff as directed by the Coordinator.

## **ARTICLE IX.**

### **SUNSET PROVISION**

This Advisory Board is subject to review by the Assistant to the City Manager once every four (4) years, to determine if the Board has completed its original objectives and to determine if the Board should continue its activities.

## **ARTICLE X.**

### **APPROVAL OF BY LAWS**

These by laws shall become effective on October 1, 1988, as recommended by the Board on July 18, 1988.