

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING

Charles P. McKean Building
294 Pleasant Street



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COUNCIL ON AGING SPECIAL MEETING

July 12, 2023 at 11:00 AM

**Gardner Senior Center
294 Pleasant Street, Gardner, MA 01440**

ANNOUNCEMENT - Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents referenced or used during the meeting are to be submitted in duplicate to the Chair, pursuant to the Open Meeting and Public Records Law. All documents shall become part of the official record of the meeting.

1. Call to order
2. By Law Revisions
 - a. To amend Article I, Establishment, defining COA as a Municipal Board
 - b. To amend Article II, Purpose, to include customary language for the work the COA does and define it's role more clearly.
 - c. To amend Article III, Offices, striking existing address, establishing offices at the location of the Gardner Senior Center or where designated by Mayor/Council
 - d. To amend Article IV, Membership, to more clearly define and establish the make up of the COA and the process by which membership is established on the COA. To remove the language establishing seats on the COA for specific organizations. To remove terms of service restrictions and more clearly define residency requirements to serve. To merge affiliate or Associate Membership/Advisory Committee language from the former Article XI, Affiliate or Associate Membership/Advisory Committee.
 - e. To amend Article V, Voting Rights and Responsibilities of Members to include one person, one vote rule, define rules around proxy voting, establish remote participation by members, define process for voting by members, make minor changes to the definition of unpaid municipal employees and Conflict of Interest, and merge Article VII, Section 6, Representation into this section to ensure this provision applies to all COA members and not just officers.

- f. To amend Article VI, Meetings of Members to better define the types of COA meetings, when they meet and how they are called including notice requirements, and add language that allows the Secretary to delegate notice requirements to the CEO or their staff. Re-arranges Sections in this Article, defines process for absence and resignation from the board including merging Section 7 of this Article into Section 4 of this Article, removes conflicting requirements for a quorum, establishes guidelines for conducting meetings, and more clearly defines record keeping requirements for meetings.
 - g. To amend Article VII. Officers, to include a description of the role of the Chair, outline terms of service for officers, expand the definition of the roles of Secretary and Treasurer, define relationship between CEO and Officers, and amend role of CEO to reflect current roles.
 - h. To amend Article IX, Board/Staff Relationship to follow outline and creates Article VIII, Board/Staff Relationship. Strikes provisions found in other sections of By Laws.
 - i. To amend Article VIII, Amendments to re-order to Article X, Amendments, cleans up language for process, and includes language for precedence if conflict occurs between City Charter and By Laws.
 - j. To Amend Article X, Committees to become Article IX, Committees and defines how such groups are established
 - k. To amend Article XII, to become Article XI and establish the date for revisions if accepted
- 3. Training
 - a. Open Meeting Law Training
 - b. A Guide for Board Members
 - c. Ethics Training
 - 4. New Business
 - a. CMAA MOU for Grandparents Raising Grandchildren Update
 - b. Board Vacancy
 - 5. Adjournment

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.