

PENNSYLVANIA COUNCIL ON AGING

Henceforth the Pennsylvania Council on Aging (PCoA) referred to as the Council.

Article I

Purpose, Functions, and Responsibilities

Section 1 - Purpose

The purpose of this Council shall be to assure full participation of the elderly in developing a program of services for the aging in the Commonwealth in accordance with Act 1978-70, as amended, and the Older Americans Act, as amended.

Section 2 - Functions

The Council shall serve as a statewide forum, clearinghouse, and advocate for the rights and interests of the elderly in determining a comprehensive program of services for the elderly.

The Council shall advise the Governor, the General Assembly, and the Department of Aging through its Secretary, regarding the planning, coordination and delivery of services provided by Pennsylvania Department of Aging and other State agencies.

Section 3 - Responsibilities

1. Assist the Department in the preparation of the State Plan on Aging.
2. To review and comment on rules and regulations promulgated by the Department and other state agencies.
3. To prepare and submit to the Governor, the General Assembly, the Secretary of the Department of Aging and the public reports evaluating the level and quality of services and programs provided to the aging by Commonwealth agencies together with

4. recommendations for improved, expanded or additional programs and services for the aging.
5. To carry out public hearings on matters affecting the rights and interests of the aging including matters involving cases of neglect, abuse and age discrimination against older persons in the administration of the laws of the Commonwealth and its political subdivisions.
6. To carry out studies in the areas of age discrimination, health care, Medical Assistance program policies affecting the elderly, duration of stay contracts for nursing homes, health-related insurance increases and, as appropriate, other major issues affecting the aging and to report to the Governor, the General Assembly, the Secretary and the public its findings and recommendations in regard to appropriate action and a long-term strategy for an appropriate manner in which to address these issues.
7. Consult with the Secretary regarding the operations of the department.
8. To establish no more than five regional councils on aging which shall consist of fifteen citizen members and concerning which the composition, members' terms of offices, organization and duties and responsibilities shall be determined by the council.
9. Employ, with such funds as are annually appropriated by the General Assembly, sufficient staff and services to carry out these duties and powers as well as the duties and powers of the regional councils.

ARTICLE II

Membership

Section 1 - Members

The Council shall consist of twenty-one (21) persons at least eleven (11) of whom shall be sixty years of age or older, which shall include the chairpersons of the five regional councils on aging. The regular members of the council shall be nominated by the Governor, to the consent of a majority of the members of the Senate, and shall represent, as far as possible, different geographical sections of the Commonwealth. The members shall serve staggered three-year terms and shall serve until their successors are appointed and qualified. Members shall be eligible for reappointment. If a conflict of interest is found the applicant will not be seated as a member of the Council.

Section 2 - Absences

Absence of a member at three consecutive meetings shall result in the member forfeiting their seat, unless the member requests in writing and receives approval from the chairman for an absence necessitated by illness of the member or the death of a loved one. Attendance at a minimum of three meetings per calendar year is required.

ARTICLE III

Officers

Section 1 – Officers

Officers shall be a Chairperson, vice-chairperson, and secretary.

Section 2 – Terms of Officers

Officers shall be elected during the first meeting held after July 1 of each year and shall be elected from the members of the Council for a term of one (1) year. Officers may succeed themselves twice.

Section 3 – Duties of Officers

Chairperson

The Chairperson shall preside at all meetings of the Council.

The Chairperson shall appoint all members and chairpersons of committees created by the Council and may be an ex-officio member of all standing and special committees.

Vice-Chairperson

The Vice-Chairperson shall assume the responsibilities of the Chairperson during the Chairperson's inability to assume these responsibilities. The Vice-Chairperson shall perform other duties as requested by the Chairperson.

Secretary

The Secretary shall be responsible for the minutes of all Council Meetings and Executive Committee meetings in accordance with established rules and regulations of the Commonwealth of Pennsylvania. The Secretary shall also have

available at the Council Office, the Council minutes and others Council records for public inspection, at all reasonable times, as defined in Pennsylvania’s “Right to know Law” (Act of June 21, 1957, P.L. 320, No. 212, 65 P.S., Section 66, 1 et seq.)

ARTICLE IV

Committees

Section 1 – Standing Committees and their Functions

Executive Committee

The Executive Committee shall be composed of the Council Chairperson, Vice-Chairperson, Secretary, and the Council members designated as chairpersons of standing committees. Four members shall constitute a quorum. In emergency or other situations in which time constraints prohibit a meeting of the full Council, the Executive Committee shall have the full decision-making power of the Council. Minutes of the Executive Committee meetings are to be kept and are to be reported to the Council at its next regular or special meeting.

Legislative Committee

The Legislative Committee will stay apprised of legislation that is on the horizon, its impact, the legislators involved, and the actions that could be taken to recommend or not to recommend adoption.

The Regional Council Committee

The Regional Council Committee shall consist of the five regional chairs. It shall be the duty of the committee to recruit and recommend the members of the Regional Councils and, in general, to oversee the activities of the Regional Councils.

Section 2 – Other Committees

The Chairperson of the Council shall have the authority to appoint other committees as the need arises and which will facilitate the work of the Council.

ARTICLE V

Meetings

Section 1

The Council shall meet at least six times a year and more often if the membership feels that it is necessary. All meetings shall be open to the public; such persons attending may have voice but no vote.

Section 2

Special meetings may be called at any time by the Chairperson or on written request by five Council members.

Section 3- Quorum

Attendance by a majority of the members of the PA Council on Aging (in person or by phone/virtual) shall constitute a quorum.

Section 4

The rules in “Robert’s Rules of Order,” latest revised edition, shall govern meetings of the council and its committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VI

Staff

The Administration of Department of Aging and the Chairperson of the Pennsylvania Council on Aging or their designee shall select an Executive Director, who shall serve at the pleasure of the Pennsylvania Council on Aging and the Administration Department of the Department of Aging.

Function

The Executive Director shall be “a non-voting member” of the Council; shall have an appropriate staff to administer the responsibilities assigned by the Council; shall develop methods of implementing policy decisions, and be responsible for such

implementation; and shall have all other powers and duties reasonably appropriate, and normally reside in the office of an “Executive Director” for the execution of his/her functions, including but not limited to:

- The authority to speak for and represent the Council before other agencies and organizations on matters in keeping with approved Council policy;
- Such other authority as may, from time to time be given to the Executive Director by the Council.
- Shall represent the Pennsylvania Council on Aging at all Regional Council meetings.

Section 1- Compensation

The Executive Director shall be a salaried employee of the Department of Aging, and shall receive such compensation as the Administration may determine, in accordance with accepted Commonwealth of Pennsylvania rules and regulations. The Executive Director shall also be reimbursed for all expenses for travel incurred in the performance of the duties of Executive Director, and in accordance with the travel rules and regulations of the Commonwealth of Pennsylvania.

Section 2- Other Personnel

As a statutory Council located within the Governor’s office, the Council adheres to the Commonwealth of Pennsylvania’s personnel procedures, classification structure, travel rules and regulations, affirmative action procedures, management-labor relations procedures, and other common services and procedures adopted by the Commonwealth and/or the Council.

Legal counsel to the Council, and certain other personnel, may be provided by the appropriate Commonwealth agency.

ARTICLE VII

Adoption and Amendments

Section 1- Procedure for Adoption

These Bylaws may be adopted by an affirmative vote of two-thirds of the current membership only at a regular council meeting held at least fifteen (15) days after their distribution to members of the Council.

Section 2- Procedures for Amendment

These Bylaws conform to the statute of law and may be altered, amended, or repealed, only by the administrative code. Bylaws may be adopted by the affirmative vote of two-thirds of the current membership of the Council; provided that: (a) any such action may only be introduced at a meeting of the Council, and the voting shall occur at the following meeting (or special meeting called for such purpose); (b) the proposed change be put in writing, and sent to all members prior to the second meeting; and, (c) the written notice of such meeting shall be mailed/electronically delivered to each member at least seven (7) calendar days before the date of the meeting.

Section 3- Effect of Adoption of Bylaws

The adoption of these Bylaws shall simultaneously repeal any existing Bylaws.

REGIONAL COUNCILS ON AGING

Duties and Responsibilities of the Regional Councils on Aging

- Obtain reports of local needs and service delivery and report their findings to the Pennsylvania Council on Aging.
- Respond and take action on requests made by the Pennsylvania Council on Aging and the Pennsylvania Department of Aging.
- Nominate Regional Council members and officers of each region and submit to Pennsylvania Council on Aging for approval.
- Report a summary of activities and meetings to the Pennsylvania Council on Aging.
- Submit recommendations to the Pennsylvania Council on Aging.
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- Attend the annual statewide meeting of the State and Regional Councils.

Member's Roles and Responsibilities

Roles

As a member of the Regional Councils you inherit a challenge to perform to the best of your ability. The following is a checklist of items that will help you to evaluate your role in the organization:

- Understand and support the mission, goals and objectives of the PCoA/Regional Councils
- Share your special skills and contribute these skills for the good of the Council
- Keep interact the constituency you represent
- Work cooperatively with others to improve the quality of life for the elderly As a Council Member, you are expected to:
 - Attend and actively participate in all meetings
 - Improve relationships and respect the ideas of others
 - Help define and correct problem areas
 - Encourage group members to be team oriented
 - Express personal goals which may be integrated into the Council's goal

Responsibilities

You have been appointed to serve on the Regional Council because of your interest and concern for senior citizens. As a representative of the elderly, your community, and the Commonwealth, you have a responsibility to uphold this position with integrity and good judgment. It should be your goal to serve with honor and dedication.

Map of Regional Councils on Aging

Regional Council on Aging By-Laws

Introduction

The governing body of the Regional Councils on Aging is the Pennsylvania Council on Aging (PA Act 1989-70).

ARTICLE I

Name, Area, and Persons to be Represented

Section 1: Name

The name of this organization shall be (Southeast, Northeast, Northwest, Southwest, or Central) Regional Council of the Pennsylvania Council on Aging. The five Regional Councils are mandated by the Commonwealth of Pennsylvania (Act 1988-153). Hereafter, it shall be referred to as the "Council."

Section 2: Area Definition of Regions

The official territory served by Council shall be the counties of:

- Central: Adams, Centre, Cumberland, Dauphin, Franklin, Huntingdon/Bedford/Fulton, Lancaster, Lebanon, Mifflin/Juniata, Perry, Union/Snyder, York.
- Southeast: Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia.
- Northeast: Carbon, Columbia/Montour, Lackawanna, Luzerne/Wyoming, Lycoming/Clinton, Monroe, Northumberland, Schuylkill, Tioga/Bradford/Susquehanna/Sullivan, Wayne, Pike.
- Northwest: Cameron/Elk/McKean, Clarion, Clearfield, Crawford, Erie, Forest/Warren, Jefferson, Mercer, Potter, Venango.
- Southwest: Allegheny, Armstrong, Beaver, Blair, Butler, Cambria, Indiana, Lawrence, Somerset, Washington/Fayette/Greene, Westmoreland.

Section 3: People Represented in Each Region

All residents of the Commonwealth, sixty years and over, shall be represented regardless of race, color, national origin, gender, religion, or age.

ARTICLE II

Purpose

Section 1: Purpose

Each Regional Council shall serve as a forum for the discussion of aging issues, a channel of communication between adults age 60 and above, and the PCoA, and advocate for the rights and interests of those Pennsylvanians.

Section 2: Responsibilities

The Council shall have as a major function, the obtaining of reports of local needs and service delivery and reporting their findings to the Pennsylvania Council on Aging.

Respond and take action on requests made by Pennsylvania Council on Aging.

Nominate Regional Council members and officers of each region and submit to Pennsylvania Council on Aging for approval.

Report a summary of activities and meetings to Pennsylvania Council on Aging.

Submit recommendations to Pennsylvania Council on Aging.

Attend the annual statewide meeting of the State and Regional Councils.

ARTICLE III

Membership

Section 1: Composition

The Council shall consist of fifteen persons, the majority of whom shall be sixty years of age or older. The members of the Council shall be appointed by the Pennsylvania Council on Aging and shall represent on the different counties included in the territory of the Council.

Section 2: Terms of Membership

Members shall be appointed to serve three (3) year terms, with a maximum of two (2) consecutive terms. Reappointment to additional terms will follow a one (1) year leave of absence. If a conflict of interest is found by the Council the applicant will not be seated as a member of the Regional Council.

Section 3: Vacancies

Persons appointed to fill a vacancy will serve the unexpired term of the member he/she replaces. The term served while filling a vacancy will not be considered as a term served.

Section 4: Absences

If a member of the council does not attend three consecutive Council meetings, his/her seat shall be deemed vacant. An excused absence requires notification to the Chairperson.

Section 5: Responsibilities of Members

Regularly attend all meetings.

Represent constituents in their region.

Participate actively in Council affairs.

Disseminate information to their constituents.

ARTICLE IV

Officers

Section 1:

Officers shall be a chairperson, vice-chairperson, and secretary.

Section 2:

Officers shall be nominated by the local Regional Council from a slate and submitted to the state PCoA for approval. Officers may serve a maximum of three years in a specific position.

Section 3: Duties

Chairperson: The chairperson shall preside at all meetings of the Council.

The chairperson shall present nominees to the state Council for approval.

The chairperson shall appoint all members of committees created by the Council and may be an ex officio member of all standing and special committees.

The chairperson shall attend all meetings of the Pennsylvania Council on Aging.

Vice-Chairperson: The vice-chairperson shall assume the responsibilities of the chairperson during the chairperson's inability to assume these responsibilities. The vice-chairperson shall perform other duties as required by the chairperson.

Secretary: The secretary shall keep records for the Council of all meetings of the membership. A copy of the records shall be forwarded to the Pennsylvania Council on Aging for distribution to each member of the Regional Council and other designated persons. A copy of the records shall be kept by the Executive Director of Pennsylvania Council on Aging.

ARTICLE V

Committees

The Council shall establish committees necessary to facilitate completion of its duties and responsibilities.

ARTICLE VI

Meetings

The Council shall meet not less than four (4) times a year.