

MILWAUKEE COUNTY COMMISSION ON AGING ADVISORY COUNCIL BYLAWS

PREAMBLE

The Milwaukee County Commission on Aging's Advisory Council (the "Advisory Council"), mandated by the Older Americans Act of 1965, is created to "carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older persons and family and older relative caregivers in the planning and service area." The Advisory Council retains the ability to set its own bylaws in accordance with the Milwaukee County Commission on Aging's bylaws.

ARTICLE I **Responsibilities of the Advisory Council**

The Advisory Council shall elect officers, establish necessary committees and adopt rules and regulations for the conduct of its affairs and performance of its functions. In alignment with the Older Americans Act, the Advisory Council shall advise the area agency relative to:

1. Developing and administering the area plan;
2. Ensuring the plan is available to older individuals, family caregivers, service providers, and the general public;
3. Conducting public hearings;
4. Representing the interests of older persons and family caregivers; and
5. Reviewing and commenting on community policies, programs, and actions which affect older persons and family caregivers with the intent of assuring maximum coordination and responsiveness to older persons and family caregivers.

ARTICLE II **Responsibilities of Advisory Council Members**

It shall be the responsibility of each member of the Advisory Council to participate actively in the work of the Advisory Council by:

1. Regularly attending monthly meetings of the Council.
2. Notifying designated Aging and Disability Services staff if unable to attend a regular monthly meeting.
3. Attending Advisory Council sponsored hearings and other special events.
4. Attending an orientation session within the first ~~six~~three months of his/her appointment to the Council, as practicable.

An ex-officio member shall be appointed to serve on the Advisory Council by the Chair of the Commission on Aging. The ex-officio member is responsible for reporting to the Advisory Council relevant and timely updates on the business of the Commission on Aging at its regular meetings. The ex-officio member will also provide a report on the business of the Advisory Council at regular meetings of the Commission on Aging. This includes requesting approval of any action items arising from meetings of the Advisory Council and approval of the Area Aging Plan.

ARTICLE III **Composition of the Advisory Council**

The Advisory Council shall be composed of at least 17 members and shall not exceed 21 members. The Council shall strive to include individuals who reflect the diverse population of Milwaukee County, considering factors such as race, gender identity, sexual orientation, age, ethnicity, ability, socio-economic status, geographic location, cultural background, professional expertise, and lived experiences.

All members of the Advisory Council shall apply for appointment to the Advisory Council via the process established by the Commission on Aging. Appointments are reviewed by the Chair and confirmed by the Commission on Aging. Staff from Milwaukee County Aging and Disabilities Services will collaborate with the Advisory Council and Commission on Aging to ensure the Advisory Council maintains broad demographic and geographic representation and consistency with composition requirements.

In accordance with the Older Americans Act, the council shall include individuals and representatives of community organizations from and serving the planning and service area who will help to enhance the leadership role of the area agency in developing community-based systems of services targeting those in greatest social and economic needs. The advisory council shall be made up of:

1. More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs provided by the Older Americans Act, with efforts to include those identified as in greatest social and economic need;
2. Representatives of older persons;
3. Family caregivers, including older relative caregivers;
4. Representatives of health care provider organizations, including providers of veterans' health care;
5. Representatives of older adult service providers, including legal assistance, nutrition, evidence-based disease prevention and health promotion, caregiver, long-term care ombudsman, and other service providers;
6. Persons with leadership experience in the private and voluntary sectors;
7. Local elected officials;
8. The general public; and
9. As available:
 - a. Representatives from Indian Tribes, Pueblos, or tribal aging programs; and
 - b. Older relative caregivers, including kin and grandparent caregivers of children or adults age 18 to 59 with a disability.

The Council shall strive to include at least one member from each of the above categories without encountering overrepresentation of any one category.

~~Each appointed member shall serve for one term of three years, according to the Commission on Aging's bylaws. Members are expected to attend scheduled meetings of the Advisory Council. After three consecutive unexcused absences, a member will be removed from the Council. Requests to be excused from a meeting must be communicated to the Milwaukee County Aging and Disabilities staff person assigned to coordinate the Advisory Council 24 hours in advance of a meeting.~~

~~An appointment shall be deemed to have been made on the date the letter of appointment is sent by the Chair of the Commission on Aging to the Chair of the Advisory Council.~~

ARTICLE IV

Council Appointments and Election and Duties of Officers

An appointment shall be deemed to have been made on the date the letter of appointment is sent by the Chair of the Commission on Aging to the Chair of the Advisory Council.

Each appointed member shall serve for one term of three years, according to the Commission on Aging's bylaws. Members are expected to attend scheduled meetings of the Advisory Council. After three consecutive unexcused absences, a member will be removed from the Council. Requests to be excused from a meeting must be communicated to the Milwaukee County Aging and Disabilities staff person assigned to coordinate the Advisory Council 24 hours in advance of a meeting. It is the purview of the Chair to review excused absences to determine whether a Council member is in compliance with Article II of the Bylaws. Excessive excused absences (more than three consecutively or more than four in a calendar year) may result in reevaluation of a Council member's ability to serve.

To resign from the Council prior to the end of the appointment term, Council members shall submit their intent in writing to the Council Chair, with an included effective date.

At the first Council meeting of the calendar year, beginning January 2027, the Council shall elect from its membership a Chair, and Vice Chair. Terms of office shall be for one year and no person may serve more than two (2) consecutive terms in the same office. If an officer is unable to serve, the Chair will call for nominations and a vote at the next regular Council meeting.

The Chair shall preside at all meetings of the Council and shall call special meetings, when necessary, with prior notice given to all Council members. The Chair or designee shall sign all official documents.

The Chair shall appoint Chairs of all Council committees and task forces and shall serve as an ex-officio member of all standing committees, and ex-officio member of all task forces. The Chair shall be responsible for seeing that the work of all standing committees and task forces is coordinated.

The Vice-Chair shall preside in the absence of the Chair and shall perform such other duties as may be assigned by the Chair.

ARTICLE V

Committees

If needed, the Advisory Council Chair may establish committees to conduct the ongoing business of the Advisory Council. The Chair shall appoint the Chairs of these committees from members of the Council. If no longer timely, the work of these bodies may be ended upon recommendation from the committee or Advisory Council Chair and approval of the Council.

ARTICLE VI

Meetings

The Council shall meet at least quarterly at such time and place as the Council Chair shall designate, and meetings shall be open to the public. Special meetings may be called at the discretion of the Council chair or in response to a request by six (6) or more members of the Council. A majority of the members of the Council shall constitute a quorum for the conduct of business.

ARTICLE VII

Ethics

Any Council member having or appearing to have a conflict of interest may speak to the matter at issue but shall abstain from voting on the matter at issue; the abstention shall be noted in the minutes. All members shall sign an agreement governing ethics, conflict of interest, standards of conduct, and objectivity.

Conflicts of interest include those outlined in Milwaukee County Code of General Ordinances Chapter 9.05: Standards of Conflict. These standards apply to county employees, elected officials, and appointed individuals and include, but are not limited to:

- Council members shall not use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or for an organization they are associated with.
- Council members shall not solicit or accept from a person, directly or indirectly, anything of value if it could reasonably be expected to influence their vote, official action or judgment, or could be reasonably considered a reward. This does not prohibit a Council member from engaging in outside employment.
- Council members shall not disclose privileged information gained in the course of, or by reason of, their position or activities which in any way could result in financial gain for themselves or for any other person.

This section, nor the signed agreement, prevent any individual currently serving as contract vendor to the Milwaukee County Area Agency on Aging from serving on the Council.

Council member shall consult the Milwaukee County Aging and Disabilities staff person assigned to coordinate the Advisory Council with any questions regarding potential ethics, conflict of interest, and objectivity concerns. Concerns that cannot be addressed by Aging and Disabilities staff will be forwarded to the Milwaukee County Ethics Board for consideration and opinion.

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ARTICLE VIII

Amendments

Amendments to the bylaws shall be adopted by the Council at a regular monthly Council meeting, subject to a two-thirds affirmative vote of the members of the Council in attendance. Such amendments shall be submitted in writing to Council members at least 30 days prior to the meeting at which the amendments are to be acted upon.

ARTICLE IX

Procedures

Procedures not otherwise covered in these bylaws, or in the rules subsequently adopted by the Council, shall be in accordance with Roberts Rules of Order, Revised.

BYLAWS AS APPROVED BY A VOTE OF THE MILWAUKEE COUNTY COMMISSION ON AGING ADVISORY COUNCIL ON
January X, 2026 by Ellen Pimentel, Chair