

## **AMENDED ELDERS BOARD BYLAWS**

### **Article I: Name and Purpose**

Section A. The Official name of this committee shall be the Forest County Potawatomi Community (hereinafter “FCPC”) Elders Board.

Section B. The Elders Board shall exist only during such times as it may be authorized by the Executive Council.

Section C. The purposes and duties of the Elders Board shall be to:

1. Advocate for the interests and concerns of tribal elders and adults with disabilities in the FCPC Elderly Department service area.
2. Provide guidance to the FCPC Elderly Department on matters relating to programs that affect the well-being of older adults, including supportive social services.
3. Coordinate and further assist the FCPC Elderly Department in promoting and expanding services that are appropriate, accessible and acceptable to tribal elders.
4. Identify people and resources that can assist the Elderly Department in furthering its mission.
5. Understand the tribal grievance and appeals process concerning aging services.
6. Provide guidance to the FCPC Elderly Department regarding the food preferences of participants, hours and locations of operations, and the accessibility of the center for disabled or handicapped participants.
7. Conduct a yearly on-site review of the Senior Center.

### **Article II: Membership**

Section A. Membership on the Elders Board shall consist of five (5) members. Board members shall be at least 55 years of age or older. Current FCPC elected officials may be Board members (including ex-officio at the discretion of the Executive Council), but only one (1) elected official may serve on the Board at a time.

Section B. The Elders Board shall recommend Elders Board appointments to the Executive Council as the need arises. After a vacancy is created, the Elders Board shall recommend at least two (2) eligible elders to the Executive Council. The Executive Council shall choose one of the two (2) elders recommended by the Elders Board in a timely manner.

Section C. Membership for the Elders Board shall be drawn from enrolled FCPC Tribal elders at least 55 years of age or older, who possess the necessary skills and interests, including a demonstrated interest in services for older individuals, to serve on the Elders Board.

Section D. Appointments to the Elders Board shall be for terms of three (3) years, except as needed to establish an initial staggered term, or if the appointment is to fill an unexpired term. Any appointment made to fill a vacancy shall only be for the remainder of the unexpired term.

Section E. Upon the adoption of these Bylaws, the terms of Elders Board members shall be staggered in length. Two (2) Elders Board members will be selected by the Executive Council to begin one (1) year terms and the remaining three (3) Elders Board members will serve three (3) year terms. Thereafter all regular appointments shall be for a term of three (3) years.

Section F. All Elders Board annual term renewal dates shall be based on a May 1<sup>st</sup> to April 30<sup>th</sup> committee year. If such dates fall on a weekend or holiday, the Elders Board annual renewal dates shall fall on the tribal business day immediately preceding such weekend day or holiday.

Section G. Members of the Elders Board shall receive compensation for meetings per the Executive Council Committee Compensation Policy, provided that the member of the Elders Board is in attendance at an official meeting with quorum present during which business is transacted.

Section H. Telephonic, secure internet, or closed circuit participation in an Elders Board meeting may be permitted for exigent circumstances, at the discretion of the majority of the Elders Board.

### **Article III: Officers and their Duties.**

Section A. The Elders Board shall have the following officers: a Chair, Vice Chair, and a Secretary.

Section B. All Elders Board officers shall be elected annually by a majority vote of the Elders Board at the Board's annual meeting. The annual meeting shall be held in the month following the Board's annual term renewal date (May 1<sup>st</sup>) so as to allow for participation by newly appointed Elders Board members.

Section C. The Chair shall be elected by the Elders Board members from among those members who have served on the Elders Board for at least one (1) year. The Elders Board Chair shall not vote except in case of a tie. The Chair's duties shall include:

1. To preside over meetings of the Elders Board, according to Robert's Rules of Order, Revised.
2. To represent the Elders Board before the Executive Council and applicable granting agencies, at the request of the Executive Council or the Elders Board.
3. With the Secretary, prepare an agenda for each Elders Board meeting.

Section D. The Vice-Chair shall perform the duties of the Chair in his or her absence.

Section E. The Secretary shall:

1. Keep records of the attendance of the Elders Board members at meetings.
2. Keep a record of topics discussed and recommendations.
3. Maintain a permanent record file of Elders Board activities.
4. Within ten (10) business days after each official meeting, distribute a copy of meeting minutes to all members of the Elders Board and the Executive Council.
5. Provide an annual report to the Executive Council on the Elders Board's activities by the first Thursday in April of each year. The annual report shall include, at a minimum:
  - a. A list of all meetings held during the Elders Board annual year;
  - b. Attendance reports for each Elders Board member;
  - c. A summary of all Elders Board activities;
  - d. A certification from the Elders Board Chair that all agendas and meeting minutes have been sent to the Executive Council, and;
  - e. A statement detailing the remaining terms for each Elders Board member.
6. With the Chair, and such input from the Elderly Department staff as the Elders Board deems appropriate, prepare an agenda for each Elders Board meeting;
7. Transfer all records created pursuant to this Section to any succeeding Elders Board Secretary at the conclusion of his or her term.

#### **Article IV: Meetings**

Section A. The Elders Board shall meet at least quarterly pursuant to a schedule determined by the Board. The Elders Board shall also meet with the Executive Council at least quarterly, as determined by the Executive Council. The first Elders Board meeting held after the annual term renewal date for the Elders Board (May 1) shall be the Elders Board's annual meeting.

Section B. Meeting dates of the Elders Board may be changed by a two-thirds (2/3) majority vote of the Elders Board members present.

Section C. The Chair, or the Elders Board by a one-third (1/3) vote, may call a Special Meeting of the Elders Board to act on urgent Board matters between regular meetings.

Section D. The Secretary shall mail written notices of meetings to all members of the Elders Board at least one week before each meeting.

Section E. All Elders Board meetings shall be open to Elders of the Forest County Potawatomi Community. The Elders Board may go into executive session, by a majority vote, to discuss confidential issues. The Secretary shall clearly identify each executive session in the minutes. During executive sessions, only Elders Board members, special invitees and such employees/staff as the Elders Board may determine are necessary may remain in the Elders Board meeting.

Section F. An Elders Board quorum shall consist of a simple majority of all members of the Elders Board. A quorum shall be required for any official action of the Elders Board.

**Article V: Vacancies.**

Section A. A vacancy on the Elders Board shall be filled by the Executive Council in a timely manner.

Section B. Resignation from the Elders Board should be in writing and be sent to the Secretary. Upon receipt of such notice, or other notice of vacancy, the Elders Board shall immediately notify the Executive Council of the vacancy.

**Article VI: Removal**

Section A: All Elders Board members are subject to removal from office by the Executive Council for any of the following reasons:

1. Gross negligence of duty.
2. Failure to attend three regular or special meeting within one calendar year without just cause.
3. Failure to comply with the tribal Constitution, applicable tribal ordinances, and/or these Bylaws.
4. Violating the oath of office.
5. Failure to disclose any action or information to the Executive Council when requested to do so by a motion of the Executive Council relating to paragraphs 1-4 of this section.

Section B. Any Elders Board member may be removed by a majority vote of the Executive Council members at a regular or special meeting called for that purpose, providing quorum is present. The affected Elders Board member will be provided written notice and will be asked in writing to be present at the meeting where the removal will be discussed. As long as such notice is provided, the affected Elders Board member's presence is not required for official action by the Executive Council. If the Elders Board member chooses to attend the meeting, the decision whether to remove or not remove the Elders Board member will be made after the affected Elders Board member has had an opportunity to address the allegations against him or her and leaves the meeting.

Section C. If the Elders Board wishes to recommend the removal of an Elders Board member for violation of Article VI, they must pass a resolution by a majority vote of the entire Elders Board (quorum present) for the Executive Council to consider the removal. The resolution must state clearly the reason(s) for the recommended removal. The resolution, once adopted by the Elders Board, will be forwarded to the Executive Council Secretary.

Section D. If the Executive Council votes in the affirmative to remove the affected Elders Board member, the Executive Council will notify the Elders Board member that he or she is no longer a

member of the Elders Board, and will remind the member of his or her oath of office in regard to continued confidentiality. All removal decisions made by the Executive Council shall be final.

Section E: Should the Executive Council vote against removal, the Elders Board member will remain on the Elders Board in accordance with these Bylaws.

Section F: The Elders Board may remove an officer from his or her position, by a two-thirds (2/3) vote at a special meeting called for that purpose, provided a quorum is present. A removed officer will remain an Elders Board member. The Elders Board shall notify the Executive Council of its decision to remove an officer from his or her position. The Elders Board decision to remove an officer shall be final. Vacant officer positions shall be filled by the Elders Board at the next regular scheduled meeting.

### **Article VII: Bylaws Adoption and Amendment**

Section A. A majority vote of the Executive Council (quorum present) shall be required for the adoption of these Elders Board Bylaws.

Section B. A majority vote of the Executive Council (quorum present) shall be required for any amendments to these Bylaws.

### **Article VIII: Conflict of Interest**

Section A. Any Elders Board member that is an immediate family member (spouse, father, mother, brother, sister, son or daughter) to a person(s) with an interest in a matter being considered by the Elders Board shall recuse himself or herself from any vote regarding the affected person.

Section B. The Elders Board may accept any contribution, gift, bequest, or devise for specific purposes of the Elders Board. However, individual Elders Board members may not accept contributions, gifts, bequests or devises given in relation to their status as Elders Board member.

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Original Elders' Board Bylaws approved by Executive Council on November 29, 2010.

Amended Elders Board Bylaws approved by Elders Board on \_\_\_\_\_

Amended Elders Board Bylaws approved by Executive Council on November 8, 2021.