

Policies and Procedures of the Monterey Council on Aging

In accordance with the Town of Monterey Bylaws, Article II Section 11 (1993 Version), the Council on Aging (CoA), established in 1973, has written these policies and procedures to lay out the structure, operations and responsibilities of the CoA and its members. These policies and procedures comply with all municipal laws and constitute the entirety of CoA policies and procedures.

1. **CoA Board Membership** The CoA Board shall consist of five (5) to nine (9) members, the majority of whom will be full time residents of Monterey.
 - a. **Qualifications** Full or part time resident of Monterey. Willing to attend and participate in CoA meetings and activities and be involved in determining and addressing the needs of seniors in Monterey.
 - b. **Nomination and Appointment** The CoA Board nominates individuals for Board membership who have shown interest in the COA through active participation in meetings and/or activities. The names of those elected to the CoA Board are presented to the Select Board for appointment.
 - c. **Length of Appointments** Three (3) years, with staggered appointments preferred.
 - d. **Quorum** Three members of the CoA Board constitutes a quorum.
 - e. **Meetings** Follow Robert's Rules of Order on plans, budget, activities, procedures and all business.
 - f. **Termination** A quorum of the CoA Board must review the work and attendance record of any Board member being considered for termination, along with any other issues of concern that have been brought to the Board's attention. The Board will vote on disposition and advise the Select Board of the CoA Board's decision.
2. **CoA Membership**
 - a. All full or part-time residents of Monterey who are 60 years of age and older are automatically members of the CoA.
 - b. All non-Board members are encouraged to attend CoA meetings as non-voting members.
 - c. Residents younger than 60 may become CoA members upon request to and approval by the Board.
3. **Officers** Elected at the Annual Meeting by a quorum of the CoA Board. Positions and responsibilities are as follows:
 - a. **Chair or Co-Chairs** - Primary contact(s) for the CoA. Lead(s) CoA meetings. Key liaison for all Monterey and inter-town business. Ensures proper reporting for funding is completed. Coordinates outreach and activities with CoA Board and members.
 - b. **Secretary/Treasurer** - Responsible for preparation of CoA meeting minutes. Responsible for preparing budget, paying bills, monitoring funding, balances and spending. Responsible for maintenance of mailing lists and list of services.
 - c. **Outreach Coordinator/Administrative Assistant** - as funding allows, the COA will hire an Outreach Coordinator/Administrative Assistant. This individual will include in their tasks the responsibilities of the Secretary/Treasurer listed above, and there will not be a Board Member appointed to the position of Secretary/Treasurer so long as the Outreach Coordinator/Administrative Assistant position is filled or is planned to be filled.
4. **Meetings** CoA meetings will be held at least once per month. The annual meeting will take place in the first quarter of the fiscal year.
5. **Committees** Committees will be formed on an ad hoc basis to address mission-driven activities and community needs.
6. **Conflict of Interest Policy** All state, town and other municipal policies as set forth in the mandatory Conflict of Interest (COI) training will be applicable and reported as necessary and presented for decision as appropriate.
7. **Procedure for Amendment of Policies and Procedures** A quorum of the CoA Board must vote on all amendments.

Adopted by the Monterey Council on Aging Board of Directors
Updated by the Monterey Council on Aging Board of Directors
(added 3.c. - Outreach Coordinator/Administrative Assistant
Updated by the Monterey Council on Aging Board of Directors
(increased maximum Board membership to 9)

December 13, 2021
February 6, 2023

December 8, 2025