

Pomfret Senior Advocate Commission By-Laws

Mission Statement

The mission of the Pomfret Senior Advocate Commission (PSAC) is to act in an advisory capacity to the Board of Selectmen and other municipal boards and commissions of the Town of Pomfret, making policy, program and operation recommendations regarding the Pomfret Senior Center. PSAC will also act as an advocate for all senior issues in Pomfret and oversee the budget of Town senior appropriations and reserve funds.

Article I, The Commission

The name of the organization shall be Pomfret Senior Advocate Commission (PSAC).
The mailing address is 5 Haven Rd, Pomfret Ctr, CT 06259.

Article II, Composition of The Commission

Appointment and Selection

The PSAC shall consist of five (5) members and two (2) alternate members. These shall be electors of and reside in the Town of Pomfret, and shall hold no salaried town office.

Terms of Office

Members of the PSAC shall be appointed by the Board of Selectmen, one member designated to serve one (1) year; two members to serve two (2) years; one member to serve three (3) years; and one member to serve four (4) years.

Chairmen (or their designee) of any officially recognized Town of Pomfret board or commission shall serve as members ex-officio of the PSAC.

At least three (3) of the regular members of the PSAC shall be age fifty-five (55) or older and one (1) of the alternates shall be age fifty five (55) or older. The alternate members will be appointed so that one member shall be designated to serve for one (1) year and one member to serve for two (2) years.

Upon resignation of a commission member, a new member shall be selected and appointed by the Board of Selectmen to finish the term of the member.

The Board of Selectmen may, upon the vote of a majority of the PSAC remove any member for cause.

The Board of Selectmen shall appoint new and unfilled positions on the PSAC in April of each year.

Article III, Selection of Officers

The officers of the PSAC shall be a Chairperson, a Vice-Chair, a Secretary, and a Treasurer.

The officers shall be elected by the membership. Each shall hold office for a period of one (1) year.

In the event of a vacancy among the officers the membership shall elect a new officer by a 2/3 vote of the remaining members. In the event of a vacancy in the office of Chairperson, the Vice Chair shall succeed until the next annual meeting.

Article IV, Officer Responsibilities

Chairperson

The Chair shall preside at all meetings of the PSAC.

The Chair shall present an agenda at least 24 hours before the designated meeting. The Chair shall send the agenda to the membership, Town of Pomfret Clerk and post at the Pomfret Senior Center.

He/She will appoint any sub committees formed of the membership and instruct them of their respective duties.

The Chair will present an annual report to the Board of Selectmen each year.

Vice Chairperson

The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In the case of a vacancy in the office of Chairperson, the Vice Chair shall succeed in that office until the next Annual Meeting.

Secretary

The Secretary shall record the minutes of all meetings of the PSAC and keep in good order all other documents pertinent to the business of the PSAC at the discretion of the Chair. He/she shall be responsible for handling all correspondence relating to the business of the PSAC.

Treasurer

The Treasurer shall keep regular books or accounts, showing receipts and expenditures and shall report that to the PSAC at each regular meeting or more often if requested.

The Treasurer is responsible for all income and donated funds of the Pomfret Senior Center.

The Treasurer will work and consult with the Town of Pomfret pertaining to the monies allocated in the Town budget.

The Treasurer shall prepare with the Chair an annual budget. This will be approved by the PSAC and be presented to the Board of Selectmen.

Article V, Meetings

Regular Meetings

Regular meetings shall be held monthly at the Pomfret Senior Center at such time and on such date as designated by the vote of the PSAC for the transaction of business of the PSAC. Agenda will be prepared and distributed to members, Town Clerk and Pomfret Senior Citizens Center at least 24 hours in advance.

Attendance of a simple majority of the PSAC shall constitute a quorum for the purpose of conducting the business of the PSAC and exercising power.

The regular monthly meeting held in May will be designated as the Annual Organization Meeting. At this time officers shall be elected and By-Laws reviewed and made part of the minutes.

Special Meetings

The Chair may, when he/she deems it expedient or upon the written request of two members, call a special meeting of the PSAC for the purpose of transacting any business properly brought before the commission. The membership shall be notified at least 24 hours prior to such meeting. Agenda will be prepared and distributed to members, Town Clerk and Pomfret Senior Citizens Center at least 24 hours in advance.

Recommended Order of Business

Call to order

Seat alternates

Approval of the minutes of the previous meeting

Secretary's report

Citizen participation
Items to be added to the agenda
Treasurer's report
Committee reports
Unfinished Business
New Business
Citizens Participation
Adjournment

Manner of Voting

All questions coming before any meeting of the PSAC shall be presented in the form of motions.

Business and procedural action of the PSAC will be conducted in conformance with parliamentary procedure.

Article VI, Amendments

The By-Laws of the PSAC shall be amended only by motion adopted by affirmation vote of 2/3 of the members, at a regular or special meeting of the PSAC, held no less than seven days after written notice of the substance of the proposed amendment has been sent to the membership, posted in the Town Hall and at the Pomfret Senior Center.

Accepted 12-19-12