

**Mecklenburg  
Home & Community Care Block Grant (HCCBG)  
Advisory Committee  
By-Laws**

**Article I: Name**

Section 1: The name shall be the Mecklenburg Home & Community Care Block Grant (HCCBG) Advisory Committee.

**Article II: Purpose**

Section 1: The purpose of the Mecklenburg Home & Community Care Block Grant (HCCBG) Advisory Committee shall be to support the general well-being of older adults and their family caregivers as intended by NCGS 143B-18-1.1(A) (11) through such activities as:

- A. Providing funding allocation recommendations for the Mecklenburg Home & Community Care Block Grant to the Mecklenburg County Board of County Commissioners and the Centralina Council of Governments Area Agency on Aging based upon its understanding of current needs for services and priorities for older adults.
- B. Promoting cooperation with other agencies and groups, public or private and utilizing information from same, about the short-term service concerns and needs of older adults with consideration of long-term planning efforts of other agencies and groups.

**Article III: Membership**

Section 1: Qualifications. Membership of the Mecklenburg Home and Community Care Block Grant (HCCBG) Advisory Committee shall consist of persons who:

- are interested in the well-being of older adults and are able to commit appropriate time, advice, skill and energy to the work of the Committee;
- reside in Mecklenburg County (or is the designated representative of an agency serving Mecklenburg County residents);
- will contribute experiential, cultural, ethnic, economic and geographic diversity, regardless of physical ability;
- must be willing to represent the broad spectrum of senior needs and interests of Mecklenburg County residents rather than any specific agenda

Section 2: Appointments. The Advisory Committee shall have at least 14 and no more than 19 members, appointed by the Mecklenburg County Board of Commissioners.

Section 3: Composition of the Advisory Committee. The Advisory Committee will include:

- Individuals aged 60 years or older (excluding designated agency representatives) which shall be no less than 1/3 of the membership;
- Individuals who represent interests across the entire County (including those of Charlotte, Cornelius, Davidson, Huntersville, Matthews, Mint Hill, Pineville and unincorporated County areas);
- A delegate or alternate from Mecklenburg County to the NC Senior Tar Heel Legislature or a delegate or alternate to the Region F Aging Advisory Committee;
- A representative from the Mecklenburg County Department of Social Services (DSS) who shall serve as perpetual Chair of the Committee;
- A representative from the CharMeck Council on Aging who shall serve as perpetual member of the Committee;
- A representative from the Public Health Department who shall serve as perpetual member of the Committee;
- Representatives from public agencies in Mecklenburg County (e.g. Area Mental Health, Veterans' Affairs, Parks & Recreation) shall not exceed 25% of the Advisory Committee membership; and
- Representatives from private organizations who provide services to adults over age sixty shall not exceed 25% of the Advisory Committee membership (no more than one representative from a service type such as Adult Day Care, Adult Day Health, Senior Centers, etc.)
- A representative can serve in more than one category of the above assigned roles. Said member will only have one vote.

Section 4: Ex-officio. A representative from Centralina Council of Governments Area Agency on Aging shall serve as an ex-officio member of the Advisory Committee.

Section 5: Term. The term for Advisory Committee appointments shall be three years (except perpetual members).

- Members conforming to performance provisions of these by-laws, as determined by the Chair, may be recommended for only one re-appointment. (Total consecutive years of service would be six years)
- Terms will be staggered in order that one-third of the appointed members' terms will expire every year.

Section 6: Attendance. Consistent with Mecklenburg County Advisory Board Procedures Policy (as rev. 11.8.2008) Advisory Committee members shall attend all meetings.

- Any member who fails to attend a majority of all meetings from their term initiation until the end of that calendar year and each subsequent calendar year thereafter, will be considered for revocation of membership from the Advisory Committee.
- Members must attend at least 50% of the meeting to be counted as present at that meeting.

Section 7: Voting. Advisory Committee members otherwise eligible to vote any matter before the Committee have one vote.

- Ex-officio members have no vote (unless needed for a tiebreaker).
- When a vote is taken, it is considered a conflict of interest for a member of the Advisory Committee to determine the dollar amount allocation to a specific provider, and the member is:
  - A provider of the service to be considered,
  - An employee of the agency,
  - The current owner, or
  - Former owner, fiduciary, contractor, creditor or consultant of the agency (within the previous twelve-month period)
  - Any member considered to have a conflict of interest shall excuse him/ herself from the vote.
  - Existence of a conflict does not proscribe a member from participating in discussion and his/ her attendance at the meeting counts toward determining a quorum.
  - No proxy voting is allowed.

Section 8: Quorum. A quorum of the Advisory Committee is required to be in attendance to conduct valid Advisory Committee business.

- A quorum is achieved when 50% or more of the eligible voting membership is present at any regularly-scheduled or properly announced special meeting.

Section 9: Resignation/ Removal. Vacancies and unexpired terms may be filled by appointment of the Board of County Commissioners or, on an interim basis, as agreed upon and recommended by the Advisory Committee Chair.

#### Article IV: Officers' and Members' Roles and Responsibilities

Section 1: As provided under Article III, Section 3, Mecklenburg County DSS shall serve as permanent Chair of the Advisory Committee and will be the only officer.

Section 2: The Roles and Responsibilities of the Chair shall be:

1. Attend all meetings which voting will occur

2. Coordinate dates and arrange places for meetings.
3. Prepare the agenda.
4. Preside at all meetings. (One may preside when the other is unable to attend).
5. Provide agency staff to record and distribute minutes to provide timely notice of meetings (at least seven days in advance).
6. Conduct meetings in a manner that ensures factual information, relevant data and first-hand accounts are presented.
7. Manage meeting discussions so that members and stakeholders are fairly heard.
8. Appoint sub-committees or task groups as needed.
9. Strive to maximize the benefits experienced by older adults and caregivers in Mecklenburg County that meets the needs, address the concerns, and enhance quality of life available through the HCCBG process.

Section 3: Members should:

1. Attend all meetings.
2. Contribute positively to the work of the Committee.
3. Listen respectfully to the opinions and experiences of others.
4. Be willing to compromise.

Section 4: Role of the Ex-officio representative from the Centralina Council of Governments Area Agency on Aging:

1. Attend all meetings.
2. Provide local HCCBG service performance data and interpretation of same from the State.
3. Apprise the Committee of State policy or programs affecting its schedule or deliberations.
4. Advise the Committee of other matters that may influence decisions regarding prioritization or funding services.
5. Act as a liaison between the Committee and the NC Dept. of Health and Human Services in administering HCCBG funds.

Article V: Meetings

Section 1: Meetings. Regular meetings of the Mecklenburg HCCBG Advisory Committee shall be up to nine times per year but not less than quarterly.

Section 2: Place of Meetings. Meetings will be held at a place designated in the notice of the meeting.

Section 3: Special Meetings. Special meetings may be called by the Chair or upon majority vote of the membership.

Section 4: Notice of Meetings. A written notice, stating the time and place of any meeting shall be distributed electronically (emailed), mailed or otherwise publicly posted (as agreed upon by the members) at least one calendar week prior to the meeting.

Section 5: Parliamentary Authority. The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the Committee in all cases to which they are applicable, in which they are not inconsistent with these By-Laws, or any special rule of order the Committee may adopt.

Article VI: Amendments to the By-Laws

Section 1: Amendments to these By-Laws may be recommended by a majority vote of the Advisory Committee members present, provided a quorum of the members is in attendance at the time of the vote. Any member intending to propose a change to the By-Laws should present the proposed change in writing at a regularly scheduled meeting. The membership can consider the change and vote on it at the next meeting. The proposed changes would be submitted to the Board of County Commissioners for final approval.