

CORRALES SENIOR CENTER ADVISORY BOARD BYLAWS

ARTICLE I. NAME

The name of the organization shall be the Corrales Senior Center Advisory Board hereafter designated "Board."

ARTICLE II. PURPOSE AND RESPONSIBILITIES

Section 1. The Board shall conduct itself under the sponsorship of the Sandoval County Senior Program, Bernalillo, NM 87004.

The purpose of the Board shall be:

- A. To serve in an advisory capacity to the staff or sponsors as they strive to fulfill the goals of the Senior Center.
- B. To assist in promoting activities in order to attract greater participation of eligible senior citizens in the Village of Corrales.
- C. To assist in facilitating the provision of services to the shut-in population of seniors in Corrales.
- D. To communicate information and assist members of the Senior Center when needed.

ARTICLE III. BOARD MEMBERSHIP

Section 1. Any Sandoval County resident having achieved the Sandoval County eligibility age for Senior Center membership shall be eligible for appointment as a member of the Board.

Section 2. The Board shall consist of a minimum of 7, but not more than 9, members chosen by the Village of Corrales' Governing Body and appointed by the Mayor of the Village of Corrales. Appointments shall be for a term of 2 years. Board members can be reappointed.

Section 3. Board vacancies shall be filled in accordance with ARTICLE III, Section 2 of these Bylaws as soon as possible following the vacancy.

Section 4. Only one family member shall serve on the Board at any one time.

Section 5. Board member appointments may be rescinded by the Village of Corrales Mayor:

- A. Due to resignation, death or failure to attend 3 consecutive meetings.

B. For malfeasance, misfeasance, or nonfeasance in the performance of a member's official duties as a member of the Board if so determined by a majority vote of members of the Board.

ARTICLE IV. MEETINGS

Section 1. The Board shall meet monthly with the week, day and hour to be determined by a majority of the Board members at the beginning of each calendar year. The schedule shall be posted in the Senior Center monthly newsletter. A scheduled meeting of the Board may be cancelled by the Chair for lack of a quorum or other appropriate reason as determined by the Chair.

Section 2. A quorum for effective action by the Board shall require the attendance at a regularly called meeting of the Board of not less than a majority of currently appointed members. Any vote taken at this meeting may be passed by a simple majority of the current full Board membership.

Section 3. The Chair may call a special meeting of the Board by giving notice and stating the reason for convening of the special meeting no less than seventy-two (72) hours prior to the date for the special meeting.

Section 4. Parliamentary Authority: Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.

ARTICLE V. OFFICER'S AND MEMBER DUTIES

Section 1. The Advisory Board shall consist of 3 elected officers-Chair, Vice-Chair, and Secretary elected in December by the Board. Officers shall assume duties in January. Officer vacancies shall be filled as soon as possible following the vacancy by a simple majority of the Board.

Section 2. The term of office shall be two(2) years. Any officer may be re-elected for additional terms.

Section 3. **Chair:** The Chair shall preside at the meetings of the Board and shall perform such duties as may be assigned by the Board, shall appoint committee chairs and prepare the agenda for each meeting. The Chair shall provide notice of meeting to each member of the Board with agenda for the meeting. The Chair shall appoint a member of the Board as attendee representative to the Sandoval County Senior Advisory Council meetings. An alternate Board member representative shall also be appointed. In the event of a Board vacancy, the Chair shall recommend a candidate for Board membership to the Mayor of Corrales for appointment.

Section 4. **Vice-Chair:** In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and in so acting shall have all the powers of the Chair. The Vice-Chair shall perform such other duties as may be assigned by the Chair of the Board.

Section 5. **Secretary:** The Secretary shall keep minutes, including names of the Board members and guests present at the Board meetings. The Secretary shall provide the minutes of the meetings to each Board member. The Secretary shall provide an up-to-date list of Board members including names, addresses, contact information and term. The Secretary shall be custodian of the Board records.

If the Chair and the Vice Chair are absent, the Secretary shall chair the meeting provided there is a quorum present.

ARTICLE VI. GENERAL

Section 1. The fiscal year of the Board shall be the same as the fiscal year of the Village of Corrales.

Section 2. The provisions of these Bylaws may be repealed, amended or altered by an affirmative vote of at least 5 members at a duly called meeting of the Board.

ARTICLE VII. DISSOLUTION

The Board can be dissolved only by the action of the Village of Corrales Mayor and the Sandoval County Board of Commissioners.

APPROVED: January 19, 2016

Mel Alper, Chair

Marge Gerber, Vice Chair

Dolores Biehl, Secretary

Alice Glover, Member

Richard Perea, Member

Ted Modica, Member

Gilbert Merriman, Member

Don Reightley, Member

Mary Jane Rodriguez, Member