

ARTICLE I: NAME

The name of this body shall be the *Plaistow Elder Affairs Committee*.

ARTICLE II: PURPOSE AND RESPONSIBILITY

The Elder Affairs Committee shall plan and carry out a set of activities suitable for the senior citizens of Plaistow. The Committee shall also identify needs of Plaistow's senior citizens and work with various Town departments, state and regional agencies and organizations to provide solutions for their needs.

Mission: The Elder Affairs committee will strive to:

- 1. Reduce senior citizen social isolation,**
- 2. Increase senior participation in healthy choices, both physical and mental**
- 3. Offer opportunities for seniors to continue to be vital members of the population.**

ARTICLE III: DUTIES OF THE COMMITTEE

A. Review annual activities and budgets for Town senior recreational activities and services for Plaistow's senior citizens.

B. Explore programs and initiatives that would promote the quality of life for Plaistow's senior citizens.

C. Support and help implement Committee activities as part of a team and not as an individual.

D. Be well informed concerning the duties of a committee member on both local and state levels.

E. Remember that Committee members represent the entire community at all times.

F. Before any Committee members vote, they shall recuse themselves on any matter in which either the Committee member or immediate family member (spouse, former spouse, children, parents, grandparents, in-laws, siblings, nephews, and/or nieces) has a personal or business financial interest.

ARTICLE IV: COMMITTEE MEMBERSHIP

There shall be eight (8) members appointed by the Town Manager and three (3) alternate members of the Plaistow Elder Affairs Committee as follows:

A. One (1) member of the Board of Selectmen serving as a voting ex-officio member,

B. One (1) member representing a collegial organization (such as YMCA, Vic Geary, Lions, etc) as a non-voting member, who may or may not be a resident of Plaistow,

C. The Recreation Director and Human Services Director or their designee shall serve as non-voting members.

D. Eight (8) members who are residents of Plaistow and shall be appointed by the Town Manager.

E. Three (3) alternate members who are residents of Plaistow and shall be appointed by the Town Manager. Alternate members shall not be voting members unless so appointed by the Committee Chair in cases where voting members are excused or absent.

F. As a need arises, an organization representative will be invited and appointed by the Town Manager as a non-voting member who may or may not be a resident of Plaistow.

G. Interested residents may attend meeting and express interest in being appointed to committee as a member or alternate.

Terms of three (3) years will be staggered in order to allow for orderly transition from member to member. Members appointed to the committee before the enactment of these Rules of Procedure shall not have term limits. As existing committee members resign, their replacements will serve 3-year terms. There shall be no restriction on the number of 3-year terms a committee member may serve. A membership year shall start on April 1st and end on March 31st. No more than four (4) members may be appointed in any given year. Alternate members may be appointed to fill a staggered term of any member who has resigned.

Four (4) members of the Committee shall constitute a quorum.

ARTICLE V: MEETINGS

The Committee shall hold such regular meetings as necessary to carry out its responsibilities. No action shall be valid unless authorized by a majority of the members present and at a meeting where there is a quorum, The Election of Officers shall be held at the April meeting for a 3-year term. The Committee shall elect a Chair, a Vice Chair, a Secretary, and a Treasurer from its members, as well as any other officers as it may, from time to time, deem necessary.

The Committee shall keep minutes and records of all its meetings and work. At least quarterly and from time to time or upon request of the Board of Selectmen, the Committee shall submit a report of its activities to the Town Manager and Board of Selectmen.

ARTICLE VI: OFFICERS AND THEIR DUTIES

A. Chair:

1. The Chair of the Committee shall set the agendas for all meetings and see that all meeting notices are legally posted to meet RSA 91-A requirements.
2. The Chair shall verify that all meetings have a quorum, shall conduct all meetings and adjourn all meetings.
3. The Chair shall prepare all required reports of the Committee and shall work with the Treasurer and Town staff to prepare the Committee's budget.
4. The Chair may appoint any Committee member to fulfill a duty normally assigned to the Chair.
5. The Chair shall create subcommittees and appoint subcommittee Chairs from the Committee membership as needed. Subcommittee members may or may not be from the Elder affairs Committee and will be non-voting members of that subcommittee. Subcommittees may be dissolved by the Chair when their task is completed.

B. Vice Chair:

1. The Vice Chair shall assume all duties of the Chair when the Chair is not present unless the Chair had previously assigned a duty to another Committee member.

C. Secretary:

1. The Secretary shall take meeting minutes and prepare them for Committee approval at the next Committee meeting consistent with RSA 91-A
2. The Secretary shall work with a member of the Town staff to get all approved meeting minutes posted to the Town web site.

D. Treasurer:

1. The Treasurer shall work with the Chair and Town staff to prepare the Committee's budget.
2. The Treasurer shall periodically, but at least 4 times a year, report to the Committee all expenses and budget balances.
3. The Treasurer shall work with the Town staff to handle the day-to-day financial matters of the Committee.

ARTICLE VII: DUTIES OF THE COMMITTEE

- A. Review annual activities and budgets for Town senior recreational activities and services for Plaistow's senior citizens.
- B. Explore programs and initiatives that would promote the quality of life for Plaistow's senior citizens.
- C. Support and help implement Committee activities as part of a team and not as an individual.
- D. Be well informed concerning the duties of a committee member on both local and state levels.
- E. Remember that Committee members represent the entire community at all times.
- F. Before any Committee members vote, they shall recuse themselves on any matter in which either the Committee member or immediate family member (spouse, former spouse, children, parents, grandparents, in-laws, siblings, nephews, and/or nieces) has a personal or business financial interest.

ARTICLE VIII: CODE OF ETHICS/CONDUCT

Conflict of Interest – All Committee members shall comply with all terms of the Plaistow Conflict of Interest Ordinance.

ARTICLE IX: RULES OF ORDER

The current edition of Robert's Rules of Order shall be used as general guidelines to determine all questions of order and procedure for any meeting of the Committee or any sub-committee thereof.

ARTICLE X: AMENDMENTS

These Rules of Procedure may be recommended for amendment at any regular meeting or special meeting of the Committee at which a quorum is present and a majority of the members present recommend the amended Rules of Procedure be submitted to the Town Manager for approval. No amendment(s) shall be put to a vote unless written

notice of such amendment(s) has been entered into the minutes of the meeting held at least 10 days previous to the meeting during which a vote is to take place. Only minor changes to the amendment may be made at the meeting where the vote will be taken. If major changes are made, then the final vote must be postponed to a further meeting to be held no sooner than 10 days later.

ARTICLE XI: EFFECTIVE DATE

These Rules of Procedure and all subsequent amendments shall become effective immediately after Board of Selectmen approval.

Date Approved _____ Elder Affairs Committee Chair

Date Approved _____ Town Manager