

**COLUMBIA ASSOCIATION
SENIOR ADVISORY COMMITTEE
CHARTER**

Mission Statement

The mission of the Columbia Association Senior Advisory Committee (the “SAC” or “Committee”) is to provide input to the Columbia Association (“CA”) on the special needs of Columbia's seniors, herein defined as Columbia residents who are 55 years of age or older.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The SAC’s Charge may include some or all of the following:

1. Inform and advise CA of community issues and opportunities as they relate to Columbia’s seniors.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist CA in disseminating information about the needs and concerns of Columbia’s seniors.
4. Encourage a broad range of businesses, organizations and associations to contribute to the richness of the quality of life of Columbia's seniors.
5. Increase public awareness of Columbia's seniors as a distinct and active population within the Columbia community.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

1. The SAC shall consist of at least one CA staff member and no more than 17 at-large members, at least 55 years of age, with a demonstrated interest in issues relevant to the needs of seniors.
2. The Howard County Office on Aging and the Howard County Commission on Aging may each appoint a representative to serve in a non-voting liaison capacity with the SAC.

3. All Village Community Associations will be invited, though not required to, nominate a representative to serve on the Committee. The nominee must be a resident of the Village by which he/she is nominated, must be at least 55 years of age, and must have demonstrated interest in the senior population.

Section 2

On any matters brought to a vote before the Committee, each member present shall be entitled to one vote.

Section 3

At-large members shall be nominated by a majority vote of the SAC and appointed by the CA Board.

Section 4

Committee members will be appointed for two-year terms commencing May 1. Re-appointments of Village representatives will be confirmed by the appropriate Village Board of Directors.

Section 5

Members may be removed from the Committee by a two-thirds vote for not fulfilling their duties or for failing to adhere to the Columbia Association Board Values. CA management may at any time recommend charter amendments to the CA Board.

ARTICLE II: OFFICERS

Section 1

The officers of the Committee shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairpersons.

Section 2

The Chairperson with the assistance of the CA staff member shall be responsible for preparation of meeting agendas and shall preside over meetings of the Committee.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the SAC, each member agrees to attend and actively participate in regular and special committee meetings.

Section 2

The Committee advises on specific matters as directed by CA.

Section 3

The Committee may recommend policy to CA but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the Committee shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the Committee's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in “Robert’s Rules of Order, Newly Revised” shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member of the Committee will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The staff member also will assist the Committee in gathering, assessing and presenting information to the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year listing the Committee’s major accomplishments, stating its recommendations to the Board, if any, and outlining its proposed Charge.

Approved: December 2006

Revised May 2014

Revised October 27, 2016