

**REVISED BYLAWS  
OF THE  
CITY OF SOUTHLAKE SENIOR ADVISORY COMMISSION**

**ARTICLE I**

**PURPOSE AND POWERS**

**Section 1.1**      **Purpose**

The Southlake City Council established the Southlake Senior Advisory Commission to act as an advisory board to the City Council in all matters pertaining to senior programs and issues.

**Section 1.2**      **Powers**

In fulfillment of its purpose the Southlake Senior Advisory commission shall be governed by and shall have all the powers set forth in the Southlake City Code and other applicable law.

**ARTICLE II**

**COMMISSION MEMBERS**

**Section 2.1**      **Number and Terms of Office**

- (a) The Commission shall consist of seven (7) residents of the City of Southlake, Texas and shall be appointed by the City Council.
- (b) Members shall be appointed for two-year terms. Members shall serve without compensation. All appointments for regular and/or alternate members to fill unexpired terms shall be filled in the same manner as regular appointments and shall terminate as per the original term being filled.

**Section 2.2**      **Meetings of the Commission**

The Commission shall meet regularly the second Tuesday of each month. Members not able to attend a regular meeting or special meeting shall notify the Community Services staff liaison or the Chairman of the Commission at least two hours prior to the posted meeting. Any member with (3) consecutive unexcused absences from regular meetings shall be reported to the City Council, which may at its discretion, remove the commission member and appoint a replacement. All meetings and deliberations of the commission shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with Chapter 551 of the Texas Local Government Code.

**Section 2.3**      **Special Meetings**

Upon the request of any Commission member, the Chairman shall call a special meeting of the Commission. The Chairman shall fix a place and time for such special meetings of the Commission subject to posting public notice in compliance with Chapter 551 of the Texas Local Government Code.

**Section 2.4**      **Quorum**

Four (4) members of the Commission shall constitute a quorum to conduct official business of the Commission.

**Section 2.5**      **Conduct of Business**

- (a) At the meeting of the Commission, matters pertaining to the business of the Commission, as posted on the agenda, shall be considered in accordance with the rules of procedure as from time to time prescribed by the Commission.

- (b) At all meetings of the Commission the chair shall preside. In the absence of the chair, the Vice chair shall preside.
- (c) The Chair shall be a voting member of the Commission.
- (d) Minutes of the Commission meeting shall be filed with the City Secretary and distributed to members of the City Council.

**Section 2.6      Ex-officio Members**

The commission may, as it deems appropriate, appoint ex-officio members to the Commission if such is determined to be in the best interest of the Commission. Consideration shall be given to appointing individual ex-officio members or individuals who represent organizations whose purpose is to promote the health, safety, and well being of seniors. Such ex-officio members shall have no voting authority for senior advisory matters. The terms for ex-officio members will be at the discretion of the Commission.

**ARTICLE III**

**OFFICERS**

**Section 3.1      Officers and Terms of Office**

- (a) The Officers of the Commission shall be a chairman, vice-chairman and secretary.
- (b) At the first regular meeting following the annual appointment of new commission members by the city council, the commission shall elect by majority vote from the members, a chair, vice-chair, and secretary, each to serve two year terms or until their successors are elected.
- (c) Any officer shall be subject to removal from office at any time by a vote of the majority of the Commission.
- (d) A vacancy in the office of any elected officer shall be filled by a vote of the majority of the commission members at the next regular scheduled meeting, following the effective date of the vacancy.

**Section 3.2      Powers of the Chairman**

The Chairman shall set the agenda for and preside at all meetings of the Commission. The Chairman shall perform all duties incident to the office of Chairman including the appointment of all committees and subcommittees of the Commission and such other duties as may be prescribed by the Commission and the City Council.

**Section 3.3      Vice-Chairman**

In the absence of the Chairman or in the event of his/her inability or refusal to act, the Vice-Chairman shall perform the duties of the Chairman, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice-Chair shall perform such other duties as from time to time may be assigned to him/her by the Chairman of the Commission.

**Section 3.4      Secretary**

The Secretary shall ensure that the minutes of each Commission meeting shall be filed with the City Secretary and in general shall perform all other duties as from time to time may be assigned to him/her by the Chairman of the Commission. In the absence of the Chairman and Vice-Chairman or in the event of their inability or refusal to act, the Secretary shall perform the duties of the Chairman, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairman. In the absence of the Secretary, the Chairman or acting Chairman shall designate a Commission member to perform the duties of Secretary.

**Section 3.5      Compensation**

Officers who are members of the Commission shall not receive any salary or consideration for their services.

**ARTICLE IV**

**ROLE AND RESPONSIBILITIES OF THE SENIOR ADVISORY COMMISSION**

**Section 4.1      Roles of the Senior Advisory Commission**

- (a) Act in an advisory capacity to the City Council in all matters pertaining to senior programs and issues affecting senior citizens.
- (b) Recommend policies to improve senior services and improvements.
- (c) Recommend senior related programs for development of recreational facilities, areas and improved recreation services.
- (d) Review and consider recommendations from the Southlake Seniors and other senior organizations regarding senior related programs and activities. Develop recommendations to the City Council regarding programs that have funding, safety, or facility implications.
- (e) Submit recommendations to the City Council regarding contractual agreements that impact senior related services, including, but not limited to, the congregate lunch program and home delivered meal program and transportation services for seniors.
- (f) Prepare and submit to the City Council an annual report of senior related programs and services. Such review shall be submitted in May, prior to the election of new officers.
- (g) Review and provide input on budget items related to senior services, activities, and programs.

<b>Adopted Date</b>	<i>January 10, 2006</i>	<b>Adopted by</b>	<i>Senior Advisory Commission</i>
<b>Amended Date</b>	<i>March 2, 2010</i>	<b>Adopted by</b>	<i>City Council</i>
<b>Amended Date</b>		<b>Adopted by</b>	