

LEWISTON SENIORS ADVISORY COUNCIL (LSAC)

NAME & STATEMENT OF PURPOSE

The official name of the City of Lewiston senior council shall be the “Lewiston Seniors Advisory Council” (LSAC). The LSAC, established by the Lewiston City Council on June 7, 2022, shall serve as an advisory council to the Lewiston City Council in regards to community issues affecting senior citizens and shall serve as a liaison between the senior citizens of the community and the City. The LSAC shall enable seniors to send and receive recommendations from the City Council for consideration, to work toward goals that empower all of the community’s senior population, and to undertake service projects that enhance the community.

COMPOSITION

Through an application process, the LSAC shall have a composition of up to 9 voting 55+ year old members; one from each ward selected by their councilor and two at-large members chosen by the mayor, to serve a two (2) year term. To be considered for membership on the LSAC, an individual must be a Lewiston resident at the time of application and tenure as a member. Members may be reappointed to serve a maximum of six (6) consecutive years.

The LSAC shall have reasonable staff support coordinated by the City Administrator.

The LSAC shall also have one (1) ex-officio city councilor appointed by the Lewiston City Council. This individual will serve as a liaison between the City Council and the Lewiston Seniors Advisory Council.

MEETING SCHEDULE

A regular meeting of the LSAC shall take place a minimum of once a month on a weekday and at a time agreed upon by LSAC members. Special meetings shall be called if business at hand requires additional meetings.

LSAC PROCEDURES & RESPONSIBILITIES

All information pertaining to the procedures and responsibilities of the Lewiston Seniors Advisory Council are found in the by-laws that are incorporated herewith.

COORDINATE WITH THE CITY COUNCIL

The Council Liaison shall provide routine LSAC business updates to the Lewiston City Council during the agenda item titled “Reports and Updates.” The Council Liaison shall coordinate with the City Administrator to schedule workshop presentations and items requiring council action.

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LEWISTON SENIORS ADVISORY COUNCIL BY-LAWS

ARTICLE I - NAME

The official name of the City of Lewiston senior council shall be the “**Lewiston Seniors Advisory Council**” (LSAC).

ARTICLE II - PURPOSE

The LSAC shall serve as an advisory council to the Lewiston City Council in regards to community issues affecting seniors and shall serve as a liaison between the seniors of the community and the City. The LSAC shall enable seniors to send and receive recommendations from the City Council for consideration, to work toward goals that empower all of the community’s senior population, and to undertake service projects that enhance the community.

ARTICLE III - ADMINISTRATIVE AND STAFF SUPPORT

Staff support shall be reasonably provided to the seniors council through coordination by the City Administrator.

ARTICLE IV - APPLICATION AND SELECTION

Section 1. Qualification

To be considered for membership on the LSAC, an individual must be a 55+ year old Lewiston resident at the time of application and tenure as a member to fill the two (2) at-large positions. Otherwise, a member must live in the ward they are representing for the other seven (7) positions. No more than two (2) members shall be from the same ward.

Section 2. Application Process

Each January, after a municipal election is held, application for membership shall be sought using the same process utilized for other municipal boards and committees.

Section 3. Appointment

Each seated city council member will appoint an individual to serve from their ward for a two (2) year period. The mayor will appoint two (2) individuals to serve as at-large members. All appointments will be read into record at a regularly scheduled council business meetings.

Section 4. Vacancies

Positions that become vacant throughout the term shall be filled using the process described in sections 1 and 2.

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ARTICLE V - ORGANIZATION OF LSAC

Section 1. Composition & Membership of LSAC

Composition of the Lewiston Seniors Advisory Council shall be as follows:

- a. Nine (9) members appointed as outlined in Article IV, Section 3
- b. One (1) ex-officio city councilor appointed by the Lewiston City Council. This individual will serve as a liaison between the City Council and the Lewiston Senior Advisory Council, and shall be a non-voting member.

Section 2. Terms

- a. Each appointment shall be for a two (2) year term.
- b. Members may be reappointed by the councilor or mayor, and serve up to a maximum of six (6) consecutive years.

Section 3. Subcommittee

- a. At any time, the LSAC reserves the right to create an LSAC subcommittee in order to address a particular issue or issues pertaining to a project the group is focused on. All meetings are open to the public.
- b. The officers (Article VI, Section 2) of the LSAC, in consultation with the ex-officio city councilor, shall appoint members to subcommittees. Subcommittee membership may not exceed seven (7) members with no more than two (2) members from one ward. The LSAC Chair shall appoint a subcommittee chair from among the voting membership of the LSAC, with acceptance by a simple majority vote of the LSAC.
- c. Membership of subcommittees shall not be limited to voting LSAC members and may consist of any individual who has an interest in a particular seniors advisory council issue. All subcommittee members may vote on issues at subcommittee meetings, regardless of LSAC membership. These votes, however, shall not be binding upon the LSAC. The LSAC membership shall have the final word on recommendations from subcommittees.
- d. Subcommittee chairs are solely responsible to report findings to the LSAC or any other group that may request information of a subcommittee. Subcommittee chairs shall also be responsible for ensuring that subcommittees address forwarded issues in a timely manner.
- e. Subcommittee chairs shall set meeting times based upon a consensus of subcommittee member preferences.

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Section 4. Standing Subcommittees

Any permanent or semi-permanent subcommittee created by act of any LSAC must be observed by succeeding LSAC groups. As subcommittee chair vacancies occur, the elected Chair of the LSAC is responsible for filling those vacancies. These Chair nominations must be accepted by a simple majority vote of the LSAC.

Section 5. Discontinuation of Subcommittees

A subcommittee created by act of the LSAC may be discontinued at any time by a simple majority vote of LSAC membership.

Section 6. LSAC Attendance

- a. Members of the LSAC shall adhere to a strict attendance policy.
- b. Three (3) unexcused absences from Lewiston Seniors Advisory Council meetings shall be considered as a resignation. An unexcused absence is one in which the member does not inform an officer of the need to be absent from a meeting. In addition, five (5) excused absences—unless one of those excused absences was due to a family or medical emergency—shall be considered as a resignation. Once a resignation occurs, the seat is automatically vacated, and proper steps (Article IV, Section 4) shall be taken to fill a vacancy.
- c. The LSAC Secretary shall maintain an attendance roster to keep track of members' attendance, in particular when unexcused and excused absences are occurring.

ARTICLE VI - OFFICERS & DUTIES

Section 1. Officers of the Seniors Advisory Council

The officers of the Seniors Advisory Council shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. These positions shall be elected by a simple majority vote of the LSAC.

Section 2. Descriptions of Offices

- a. **Chair:**
The LSAC Chair shall set agendas and preside over all meetings of the LSAC. The Chair shall delegate responsibilities to LSAC membership. The Chair shall be responsible for all presentations and agenda items included on the city council agenda. The Chair may also convene special meetings of the LSAC to address immediate concerns. The Chair is also responsible for signing any official correspondence of the LSAC.
- b. **Vice-Chair:**
The Vice-Chair shall assist with the Chair's duties, and advise the Chair of any agenda and subcommittee concerns. In the absence of the Chair, the Vice-

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Chair shall assume the Chair's responsibilities **OR** when called upon by the Chair, City Administrator, or City Council, the Vice-Chair shall assume the duties of the Chair. Upon the resignation or dismissal of a Chair, the Vice-Chair immediately assumes the office of Chair.

The Vice-Chair serves as the LSAC parliamentarian as needed.

c. Secretary:

The Secretary of the LSAC shall be responsible for processing minutes, electronically distributing them to the membership, and maintain a historical record. The LSAC Secretary shall maintain an attendance roster to keep track of members' attendance, in particular when unexcused and excused absences are occurring. The Secretary will coordinate the posting of all public meetings.

The Secretary shall be responsible for maintaining any needed LSAC communication links, including phone information and e-mail information. The Secretary may utilize the guidance of the City Administrator for reasonable administrative support but shall be responsible for fulfilling the position's requirements. Minutes from the last LSAC meeting shall be reviewed at the start of the next LSAC meeting and LSAC shall vote acceptance as presented or amended.

The Secretary will be responsible for maintaining the LSAC orientation packet as described in Article VII, Section 2, and sharing it with each new member.

When the Secretary is aware that they will be absent at a meeting, it is their responsibility beforehand to ask another member to take the minutes and electronically distribute, as well as ask that person to keep track of excused absences and unexcused absences. Should the Secretary's non-attendance be an unexpected, last-minute incident, the Vice-Chair will cover those duties for that meeting. Such coverage is anticipated to not be a regular occurrence.

d. Treasurer:

The Treasurer of the LSAC, in consultation with the City Administrator or designee, shall maintain proper budgetary processes, facilitate any needed fundraising activities, approve expenditures and generate a monthly Treasurer's report for presentation as each LSAC meeting.

Section 3. Vacancy of Vice-Chair, Secretary, Treasurer

Upon the resignation or vacancy of the Vice-Chair, Secretary, or Treasurer, the sitting Chair shall immediately declare a seven (7) day nomination period. Nominations for officer replacement shall be forwarded to the Chair during this time. A list of confirmed nominees shall be forwarded to the LSAC membership. Election of a replacement shall be the first order of business at the next regularly scheduled LSAC meeting thereafter, with the nominee receiving the most votes, by secret ballot, being the newly elected officer. In the case of a tie in votes, a re-vote will be taken. Following the voting process, the newly elected officer's tenure shall take effect immediately. Should there be a second tie vote for one of those positions, each of the tie individuals will assume the respective role for

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one (1) LSAC meeting. After LSAC members have seen each candidate for that position “in action,” a re-vote will be taken.

Section 4. New Session Procedure

The Councilor Liaison shall conduct the first meeting of every new LSAC year with the nomination process for officers (Article VI, Section 5) as the first order of business. Upon completion of the officer election, the new officers will take their seats immediately.

Section 5. New Officer Nomination Procedures

At the first official LSAC meeting of the year, the Councilor Liaison shall be responsible for explaining the descriptions of offices as outlined in Article VI, Section 2, as well as facilitating the nomination process. The councilor shall ask for nominations from the floor at the first meeting, followed by voting via secret balloting administered by the councilor unless the nominations for the individual office is uncontested. Elected officers shall be seated immediately.

ARTICLE VII - MEETINGS & RESPONSIBILITIES

Section 1. Meeting Schedule

A regular meeting of the LSAC shall take place a minimum of once a month on a weekday and at a time agreed upon by LSAC members. Special meetings shall be called if business at hand requires additional meetings. The Council Liaison shall be present at each LSAC meeting.

Section 2. Orientation

During the year of formation (2022), the LSAC shall compile needed introductory information about LSAC in the form of a packet to be shared with each new member. The packet may include such information as the policy, by-laws, a membership listing with contact information, and other elements as deemed informative.

Section 3. Special Meetings

A special LSAC meeting may be called at the request of the Mayor, City Council, City Administrator, the Council Liaison, or LSAC Chair. A quorum must be met to proceed with the meeting.

Section 4. Governing Procedure

All meetings of the LSAC shall be open to the public at all times. *Robert's Rules of Order* shall govern all meetings, with the Vice-Chair serving as parliamentary reference.

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Section 5. LSAC Quorum

To hold a meeting, a quorum of five (5) voting members shall be present. If a quorum is not achieved, no formal business may take place.

Section 6. Voting

Members of the LSAC shall vote on all motions or actions before the LSAC. Members shall abstain from a vote when a conflict of interest arises. Conflict of interest shall be defined as referred to in the newest available *Robert's Rules of Order*, and any subsequent editions, and Maine State Statutes.

Section 7. Information Process

The Secretary or temporary designee shall keep a public record, minutes, of each meeting and distribute them electronically to members in a timely manner.

Section 8. Miscellaneous

If the LSAC by-laws are silent on a particular action, the LSAC will refer to and follow the Lewiston City Charter, Code of Ordinances or City Policies for reference.

ARTICLE VIII - ADOPTION AND AMENDMENT

Section 1. Adoption

Upon a simple majority vote of the Lewiston City Council, these by-laws shall be the by-laws by which the LSAC abides. Any revisions to the by-laws by a simple majority vote of the sitting LSAC, or by a subsequent LSAC, shall become effective only after a simple majority vote of the Lewiston City Council. Dates of all amendments shall be so noted at the end of these by-laws.

Section 2. Amendment

These by-laws shall be reviewed annually along with the LSAC policy, and may be amended with a simple majority vote of the LSAC and a simple majority confirmation vote of the Lewiston City Council. A proposed change to the by-laws must be introduced in writing at an LSAC meeting or via email prior to the vote being taken on such an amendment(s).

Section 3. Informal Acts

The LSAC may create subcommittees; pass "*advisory opinion*" resolutions; make recommendations to the Lewiston City Council; or undertake appropriate expenditures of LSAC funds as applicable, the latter in consultation with the City Administrator or designee. The seniors advisory council shall, however, not proceed in any way that undermines or serves to inappropriately alter these by-laws or the laws and policies of the City of Lewiston or the State of Maine.