



## **Bellevue Network on Aging BYLAWS**

### **ARTICLE I NAME AND IDENTITY**

The name of this body shall be the Bellevue Network on Aging, as established by the Parks & Community Services Department.

### **ARTICLE II MISSION STATEMENT**

The Bellevue Network on Aging is dedicated to healthy aging in our community by promoting awareness of needs and resources that support older adults through life's transitions.

### **ARTICLE III BELLEVUE NETWORK ON AGING (The Network)**

#### **A. DUTIES AND EXPECTATIONS**

1. To promote an age friendly community through effective and systematic outreach, regional collaboration, and community involvement with a unified voice.
2. To study, review, evaluate and make recommendations to the Bellevue Parks and Community Services Department Director or his/her designee regarding matters affecting older adults in the City of Bellevue.
3. These Bylaws set forth the rules governing the organization and procedures of The Network consistent with City as well as other applicable laws.
4. The City Council has the responsibility for legislating law at the local level, and while they may seek advice from The Network, final decisions and responsibilities are ultimately theirs.
5. The Network may adopt and amend rules and regulations that govern the conduct of its business, consistent with these Bylaws subject to their conformance with the official policies of the City Council.

6. All voting members shall be required to disclose all conflicts of interest as they arise.
7. Attendance – All voting members are expected each year to attend at least 80% of all regular meetings and meetings of committees to which they belong.
  - a. Regular Meetings
    - It is expected that members will make every effort to attend the monthly regular meetings in their entirety as established by the Network.
    - Any member missing a meeting shall notify the Chair and /or staff liaison at least 24 hours prior to that meeting and shall contact the Chair after the meeting for committee updates and assignments.
  - b. Committee Meetings
    - All voting members are expected to participate in at least one committee each year.
    - Members may select a committee based on their interest at the annual retreat. Committee assignments may change from year to year.
    - It is expected that members will make every effort to attend the committee meetings in their entirety.
    - Any member missing a committee meeting shall notify the committee chair and /or staff liaison at least 24 hours prior to that meeting and shall contact the chair after the meeting for committee updates and assignments.

## **B. COMPOSITION**

- a. The Network shall consist of not less than nine (9) nor more than fifteen (15) voting members.
- b. All voting and liaison members shall be Bellevue residents or Bellevue businesspeople at the time of appointment.
- c. More than 50% of all voting members shall be 50 years of age or older.

## **C. LIAISON MEMBERS**

1. Liaison members will be submitted for approval by the Nominating Committee during the annual recruitment process. These members are non-voting members.
2. The maximum number of such members will be 5.

3. Liaison members will serve a three-year renewable term.
4. Liaison members cannot make or second a motion but may be involved in the discussion.
5. Liaison members are eligible to apply for vacant regular membership positions.
6. Liaison members are encouraged to participate in the committee of their choice but may not chair a committee.

#### **D. COMMITTEES**

1. Each year a new Nominating Committee will be formed by the members of The Network to bring forth nominations for election by The Network.
2. Each year at the retreat, the Network will determine the committee structure for that year. Each committee shall determine their meeting schedule and their chair.
3. Committees will submit minutes and attendance of all meetings to the Bellevue staff liaison.

#### **E. TERMS OF VOTING MEMBERS**

1. Voting members shall serve a term of three years, with a target of one-half of the network selected each year. After each three-year term, members may reapply and may be approved by the Nominating Committee. All applications will be reviewed by the Nominating Committee. Finalists will be interviewed, and a slate of nominees will be presented to the Network. Selections will be made following that process.
2. **TERMINATION:** A Network member shall terminate his/her position by resignation. In addition, a member shall terminate his/her position by not complying with the attendance requirements of article IIIA7, unless the Chair and Vice Chair approve that there are extenuating circumstances. If approved, the member may be offered a liaison position by vote of the entire Network.
3. The Chair and/or Vice Chair may authorize an extended leave of absence.
4. Unexpired vacated terms may be filled by ballot of the BNOA. from names submitted by the Nominating Committee.

## **ARTICLE IV OFFICERS & THEIR DUTIES**

### **A. ELECTION OF OFFICERS**

The Executive Officers of The Network shall be elected annually; and shall consist of a Chair and Vice Chair. Election of Officers shall be by vote of The Network. The following provisions apply:

1. Officers shall be elected annually from those Network members who have served at least one year.
2. The term of office shall be one year, with officers elected in December to take office the following January.
3. Any officer may serve two consecutive terms in any office but shall not hold the same office for an additional term until after the lapse of one year.

### **B. DUTIES OF OFFICERS**

All officers shall fulfill the usual duties of their office.

- a. **CHAIR:** Shall call and preside at all meetings, act as chief executive of The Network, and be an ex-officio member of all committees. If the Chair misses 2 regular meetings for any reason, he/she will be replaced by the Vice Chair unless the Network determines there are extenuating circumstances. In the absence of extenuating circumstances, the Chair will then assume the Vice Chair role for the remainder of the year.
- b. **VICE CHAIR:** Shall act in the absence of the Chair.

## **ARTICLE V MEETINGS**

### **A. MEETINGS OF THE NETWORK**

1. All meetings of The Network shall be held at least monthly, at a time and place determined by The Network.
  - a. Notice of such meeting shall be posted for the public.
  - b. All Network meetings are open to the public. Comments are welcome during the public comment period on the agenda. Speakers will be allowed three minutes, or five minutes if representing the official position of a recognized organization.

2. Special meetings of The Network may be called by the Chair. In the event of a special meeting being called, each Network member must be notified by telephone if written notice cannot be assured.
3. Previous meeting minutes and the upcoming meeting agenda will be distributed to The Network members prior to the upcoming meeting.
4. The Annual retreat of The Network shall be the first regular meeting in January of each year. New member orientation will take place in December of each year.
5. Agenda items or issues to be discussed may be proposed at any meeting of The Network.

## **B. QUORUMS**

1. A quorum for a regular and special Network meeting is fifty-one (51) percent of the voting members.
2. A majority vote of the voting members present is required to carry a vote.
3. A quorum for any other meeting(s), such as committee meetings shall be determined by each committee.
4. Voting by proxy will not be allowed.

## **ARTICLE VI AMENDMENTS**

- A. These Bylaws may be amended by The Network at any regular or special meeting if notice has been given as provided herein. The approval of two-thirds of the members of The Network and the Parks Department designee shall be required to amend the Bylaws. Amendments shall take effect immediately upon such approval.
- B. Notice of any proposed amendments shall be given to The Network at least 20 days prior to the vote. The notice shall contain the text of the proposed amendment and the time, date, and place at which the vote is to be taken.

## **ARTICLE VII PROCEDURES**

Roberts Rules of Order (latest revision) shall be the parliamentary authority for the BNOA.

**Adopted July 2019**