



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 OBJECTIVE

The purpose of the Bellevue Network on Aging is to support the mission of Aging Services in Bellevue through effective and systematic outreach, regional collaboration, and community involvement with a unified voice.

ARTICLE III BELLEVUE NETWORK ON AGING (The Network)

A. DUTIES AND FUNCTIONS

1. The role of The Network is 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.
2. These Bylaws set forth the rules governing the organization and procedures of The Network consistent with City as well as other applicable laws.
3. 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.
4. The Network may adopt and amend rules and regulations that govern the conduct of its business, consistent with these Bylaws and the official policies of the City Council.

B. COMPOSITION

1. a. The Network shall consist of not less than nine (9) nor more than fifteen (15) voting members.
- b. All voting members shall be Bellevue residents or Bellevue business people.
- c. Fifty-one percent (51%) of all voting members shall be 50 years of age or older.
- d. Representatives of community and service organizations, may be appointed by The Network as non-voting liaison members.

C. NOMINATING COMMITTEE

The existing North & South Bellevue Senior Advisory Board shall appoint a Charter Nominating Committee to bring forth nominations for The Network. The Charter Nominating Committee shall be a balanced group with a minimum representation of two from each of the above boards. Each year a new Nominating Committee will be formed by the members of The Network to bring forth nominations for election by The Network.

D. TERMS

1. Members of The Network shall serve a term of two years, with a target of one-half of The Network selected each year. The Charter members of the Network will serve either a two or three year term. After each two year term, members must reapply and be approved by the Nominating Committee. The Nominating Committee shall present a slate of nominations each year. All nominated applicants will be interviewed by The Network and selections will be made following that process.
2. **TERMINATION:** A Network member shall terminate his/her position by resignation; or by missing, unexcused, three consecutive, regular meetings. The Network may authorize a leave of absence for any member; such absence shall not be deemed cause for termination.
3. Unexpired vacated terms shall be filled by ballot of The Network 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 Chairperson and Vice Chairperson. Election of Officers shall be by vote of The Network, from a slate prepared by the Nominating Committee. The following provisions apply:

1. Officers shall be elected annually from those Network members who have served at least one year (except for the Charter Board).
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.

1. **CHAIRPERSON:** Shall call and preside at all meetings, and act as chief executive of The Network.
 - a. Shall be an ex-officio member of all committees.
 - b. Shall appoint the chairs of all committees, subject to The Network approval.
2. **VICE CHAIRPERSON:** Shall act in the absence of the Chairperson. Shall prepare the agenda for all regular meetings, in consultation with the Chairperson and the Parks Department designee.

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 discussion.
2. Special meetings of The Network may be called by the Chairperson. 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 a minimum of 10 days prior to the upcoming meeting.
4. The Annual meeting of The Network shall be the first regular meeting in January of each year. Such meetings shall be devoted to orientation of new members.
5. Agenda items or issues to be discussed may be proposed at any meeting of The Network. The issue will be placed on the next meeting agenda for discussion and/or vote.
6. Each member of the Board shall have equal vote except the Chairperson who votes only in event of a tie.

B. QUORUMS

1. A quorum for a regular and special Network meeting is fifty-one (51) percent of the members.
2. A quorum for any other meeting(s), such as sub-committee meetings shall be determined by The Network.
3. 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, provided that notice has been given as provided herein. The approval of two-thirds of the members of The Network present at such meeting 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 thirty (30) days before the meeting at which the vote is to be taken. The notice to The Network shall be given by personal delivery of the notice, postal deliver, or email. When given by postal delivery, the notice shall be deemed to be delivered when it has been deposited in the United States mail, properly addressed and with proper postage affixed. The notice shall contain the text of the proposed amendment and the time, date, and place at which the vote is to be taken. Each Network member shall declare by which means they would like to receive their communications.

ARTICLE VII PROCEDURES

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

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