

RESOLUTION # 53-2018

Resolution to create a Senior Nutrition Advisory Council for the Department on Aging

Resolution offered by the Supervisors of the Health & Aging Committee

WHEREAS, the Oneida County Department on Aging (aging unit) receives Older Americans Act grant funds to operate the Senior Nutrition Program in Oneida County to serve congregate and home delivered meals to qualifying individuals.

WHEREAS, the State of Wisconsin requires all county aging units receiving Older Americans Act grant funds to have a Senior Nutrition Advisory Council to represent participants and the communities served and operate in an advisory capacity to the program.

WHEREAS, By-laws for the Council have been created and approved by the Health and Aging Committee.

NOW, THEREFORE, BE IT RESOLVED, these By-laws are effective upon approval by the Oneida County Board of Supervisors, and execution by the County Board Chair.

Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = \_\_\_\_\_ 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes  No \_\_\_\_\_ as reviewed by the Corporation Counsel, \_\_\_\_\_, Date: 8/14/18

Approved by the Health & Aging Committee this 14th day of August, 2018.

Consent Agenda Item:  YES  NO

Offered and passage moved by:

Tom Kelly Supervisor
James T. Winkler Supervisor
Bob M. ... Supervisor
... Supervisor
... Supervisor

\_\_\_ Ayes
\_\_\_ Nays
\_\_\_ Absent

52 \_\_\_\_\_ Abstain

53  
54 \_\_\_\_\_ Adopted

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56 by the County Board of Supervisors this \_\_\_\_\_ day \_\_\_\_\_, 2018.

57  
58 \_\_\_\_\_ Defeated

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60 \_\_\_\_\_  
61 Tracy Hartman, County Clerk                      David Hintz, County Board Chair

# ONEIDA COUNTY NUTRITION ADVISORY COUNCIL BY-LAWS

**Article I. CREATION , PURPOSE & EFFECTIVE DATE.** This Council is created by the Oneida County Board of Supervisors to meet the requirement imposed by the State of Wisconsin that the Oneida County Department on Aging (aging unit) have a Nutrition Advisory Council. These By-laws are effective upon approval by the Oneida County Board of Supervisors, and execution by the County Board Chair.

**ARTICLE II. RESPONSIBILITIES OF THE COUNCIL.** The responsibilities of the Council shall be as stated in this article.

**Section A. Food Preference.** To make recommendations to the Oneida County Department nutrition director, or employee designated to carry out the duties of nutrition director, regarding the food preference of participants.

**Section B. Days and Hours.** To make recommendations to the nutrition director, or Oneida County employee designated to carry out the duties of nutrition director, and the aging unit regarding days and hours of dining center operations and locations.

**Section C. Furnishings.** To make recommendations to the nutrition director, or Oneida County employee designated to carry out the duties of nutrition director, regarding dining center furnishings with regard to disabled or handicapped participants.

**Section D. On-site Review.** To conduct a yearly on-site review of each dining center in the program.

**Section E. Supportive Social Services.** To advise and make recommendations to the nutrition director, or Oneida County employee designated to carry out the duties of nutrition director, and aging unit regarding supportive social services to be conducted at dining centers.

**Section F. Program Support.** As an organized group, to give support and assistance to the ongoing development of the nutrition program.

**Section G. Speaking.** To represent and speak on behalf of the nutrition participants and program.

**Section H. Liaison.** As a liaison group, to act as a communications clearinghouse between the nutrition program and the general public.

Department on Aging shall serve as the secretary to take and maintain minutes of the meetings of the Council, maintain records of the Council, provide notice of the meetings to the Council members and the Public, and provide other notices as may be required of the Council. The secretary shall also be the custodian of the records of the Council, which shall be kept in the office of the Director of the Oneida County Department on Aging. The initial chairperson and vice-chairperson shall be elected by majority vote of the Council at the first meeting of the Council, and shall serve until the first quarterly meeting of the subsequent calendar year, unless removed as stated herein or the member dies or resigns. Annually, a new chairperson and vice-chairperson shall be elected at the first quarterly meeting of the Council. The chairperson, Vice-Chairperson and Secretary may be removed by majority vote of the Council. In the event of removal or vacancy for any reason, the Council shall immediately elect a replacement by majority vote. In the event of vacancy caused by death or resignation, the Council shall elect replacements by majority vote at the first meeting of the Council held after the death or resignation at which it can practicably be heard.

**Section H. Duties of Council Members.** It shall be the duty of each Council Member to attend meetings of the Council.

#### **ARTICLE IV. MEETINGS.**

**Section A. Frequency.** The Council shall meet as often as is useful and practical, but no less than quarterly.

**Section B. Quorum.** The presence of a simple majority of the Council members in good standing shall constitute a quorum for Council action. In the absence of a quorum, the chairperson may adjourn the meeting to another date.

**Section C. Majority.** All recommendations and actions must be approved by a majority of the Council members present, unless otherwise provided in these by-laws.

**Section D. Conduct.** Except where expressly provided by the Wisconsin Statutes the deliberations of the Council shall be conducted in accordance with procedures set forth in *A Guide to Parliamentary Procedure for Local Governments* in Wisconsin by Larry E. Larmer. Robert's Rules of Order, newly revised, shall be consulted for any questions of procedure not addressed in the above noted guide.

**Section E. Notice of Meetings & Open Meetings Law.** The Council shall comply with Ch. 19, Subch. IV, Open Meetings of Governmental Bodies, Wis. Stats., which is incorporated herein by reference. Notice of all meetings of the Council shall be given as required by the Wisconsin Open Meetings law. The Council shall, whenever practicable, use the "Notice of Meeting" form

**ARTICLE VI. AMENDMENT OF BY-LAWS.** These bylaws may be amended at any time by the Oneida County Board, or any committee of the Oneida County Board to which the board gives such authority.

**EXECUTED BY THE COUNTY BOARD CHAIR, WHO HAS BEEN DIRECTED TO EXECUTE THESE BYLAWS:**

\_\_\_\_\_  
Dave Hintz, Chair, Oneida County Board of Supervisors

Date: \_\_\_\_\_