

LONG TERM CARE COUNCIL OF WASHINGTON, WARREN, AND HAMILTON COUNTIES

BYLAWS

ARTICLE I-NAME

The name of this Council shall be the Long Term Care Council of Washington, Warren, and Hamilton Counties.

ARTICLE II-PURPOSE

The purpose of the Council shall be to advise Washington County CARES/Office for Aging and Disabilities Resource Center, the Warren/Hamilton Counties Office for the Aging/NY Connects, the Independent Living Center of the Hudson Valley, and the public on matters relating to long term care services and issues with the goal of enhancing coordination and access to the long term care system in Washington, Warren, and Hamilton Counties. The Council goals shall be driven by the NY Connects goals as established by the State. The Council shall also function as an interagency planning and advisory group that fosters collaboration among its members. The activities of the Council shall include, but are not limited to:

- Identifying the opportunities for improvement, dissemination of information, coordination and planning for long term care services;
- Identifying alternative approaches and/or service gaps in the long term care system;
- Developing and updating long term care policies that would facilitate the development of needed programs and facilities; and
- Reviewing and discussing current issues, policies, programs, services, and legislation that impact the system of long term care for residents of Washington, Warren, and Hamilton Counties.

ARTICLE III-MEMBERSHIP

Membership will consist of representatives of public and private long term providers and consumers. The Council shall consist of agency members who have voting rights. The membership roster will be maintained by the secretary. The Washington, Warren and Hamilton Counties Board of Supervisors may recommend additional members to the Council, but may not reduce or eliminate non-governmental representatives. The Council members are encouraged to invite other community members or agencies to join the Council.

ARTICLE IV-OFFICERS

Elected officers shall consist of a Chairperson and Vice-Chairperson. The office of Secretary shall be held by a direct NY Connects staff member due to the rigorous State reporting requirements. NY Connects standards stipulate that an Executive Committee be in place which consists of the elected officers, secretary, Director and NY Connects Coordinator of Washington County CARES Office for Aging and Disabilities Resource Center, Director of Warren/Hamilton Office for the Aging and NY Connects Coordinators, the Director of NY Connects of the Independent Living Center of the Hudson Valley.

Chairperson: Shall preside at all regular and special meetings of the LTCC.

Vice-Chairperson: Shall perform duties of the chairperson in his/her absence. Shall perform all other duties assigned by the Executive Committee.

Secretary: Shall maintain the member roster, take meeting notes and distribute those notes to the membership. Shall also be the point person for all correspondence from the membership for the LTCC at large. All potential correspondence/requests must be reviewed by the Executive Committee to ensure that such correspondence furthers the goals of the LTCC prior to distribution. All requests for forwarding correspondence to the membership at large will be acknowledged if denied.

Term

Elected officers will begin their term at the first quarterly meeting of the NY Connects contract year (runs from October 1st through September 30th). The first quarterly meeting will be held in the fall. An elected officer may serve a maximum of two (2) consecutive two (2) year terms in the same office. **The Executive Committee may appoint a Council member to fill an unexpired term in the event of a vacancy.**

Election of Officers

1. Nominations may be made by the LTCC members.
2. Nominations must be communicated to the Secretary prior to the voting.
3. Voting will take place at the summer quarterly meeting.
4. **Voting rules from Article VI of these bylaws apply.**

ARTICLE V-MEETINGS

The Long Term Care Council shall meet **in-person or virtually on a quarterly basis**, but no less than three (3) times per year. Special meetings may be called at the discretion of the Executive Committee.

ARTICLE VI-VOTING

Items up for vote will be distributed to the membership **30 days** prior to the meeting at which the voting will take place. Current roster members are eligible to vote, however only one (1) person may vote from each agency. Members who are unable to attend may vote by **proxy no later than 7 days prior to the meeting**. These votes will be tallied with the votes placed at the time of voting. Community members and other agencies in attendance may comment on the items up for vote prior to the actual voting. Majority vote carries.

ARTICLE VII-ADDITIONAL ARTICLE & AMMENDMENTS

Any amendment of the bylaws will be presented at the meeting prior to the meeting at which it will be voted upon. The entire membership will be notified of the pending meeting and vote. The rules in Article VI voting apply.

ARTICLE VIII-WORK GROUPS

Work groups may be established as deemed necessary by the Executive Committee. Membership in the work groups shall not be restricted to members of the Council. There shall be no standing work group but rather ad hoc work groups that will be created to address a specific issue according to need in support of the NY Connects/Long Term Care program year goals. The Executive Committee shall select work group leaders

based on interest and ensure balanced representation of diverse members and distribution of workload for the effective functioning of the LTCC.

Rev 2/3/21 DP