



## Legislation Text

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### **Review of Section 2-268 of the Code of Ordinances for the Senior Advisory Board.**

#### **BACKGROUND:**

This agenda item is to review and discuss section 2-268 of the Senior Advisory Board Code of Ordinances, topics to include are duties and responsibilities.

The Code of Ordinances section 2-268 states:

- a) The senior advisory board is created to advise the city council on programs relative to the senior center. The board shall generally have the following duties and responsibilities:
  - (1) Assist at the monthly breakfast sponsored by the board. Assist in planning and implementing any other events sponsored by the board.
  - (2) Participate in activities sponsored by the senior center whenever possible.
  - (3) Represent the needs and desires of the senior center users by making recommendations and periodic reports regarding the facility and programming to city staff and the city council.
  - (4) Carry out and perform such other matters as the city council may deem beneficial to the city.
- b) Elected officers of the board shall be a chair, a vice-chair, treasurer, and secretary. Duties of each officer are as follows:
  - (1) The chair shall preside at all meetings of the board; shall receive all communication directed to the board; and shall advise and inform members of pertinent information. He will make all necessary committee appointments.
  - (2) The vice-chair shall preside at all meetings of the board in the absence of the chair; if the office of the chair becomes vacant between appointments, the vice-chair shall complete the term of the chair.
  - (3) The treasurer shall keep an accurate account of all collections and disbursements and shall report at each regular board meeting the balance on hand.
  - (4) The secretary shall keep an accurate account of all proceedings of the board and shall be appointed custodian of all documents and records belonging to the board. The secretary must submit minutes from the board meeting within one week following the

meeting date.