

# Johnson County Livable Community for Successful Aging Policy Board Operating Rules

First Adopted: July 12, 2011

## I. Name

The name of this Board is Livable Community for Successful Aging Policy Board, hereafter referred to as the "Policy Board." It was established pursuant to Johnson County Board of Supervisors Resolution No. 05-10-07-01, and updated per Resolution No. 01-31-80-01 on January 21, 2008, Resolution No. 03-08-12-02 on March 8, 2012, and Resolution No. 12-05-12-04 on December 5, 2013.

## II. Purpose

The Livable Community for Successful Aging Policy Board was created to support the vision of *Johnson County a Livable Community for Successful Aging*. The Policy Board grew out of a grassroots movement, the Johnson County Consortium for Successful Aging. The Key purposes of the Policy Board are to:

1. Prepare Johnson County to address the needs of an aging population.
2. Serve as a unifying structure that brings together common interests and collective resources to foster effective collaboration, cooperation, communication, education and direction of efforts that will build and sustain a livable community for successful aging.

The policy board serves in an advisory capacity to the Board of Supervisors.

## III. Membership

Membership of the Policy Board is determined by Resolution of the Board of Supervisors. Any resolution passed by the Board of Supervisors affecting members supersedes this list. The Policy Board shall be made up of no less than ten and no more than sixteen members selected consistent with the following criteria, said members to be appointed by the Board of Supervisors:

- At least two and up to three representatives of Johnson County government, persons, including one member of the Board of Supervisors
- At least four and up to seven representatives of organizations or other governmental bodies working on issues of aging or livable communities in Johnson County;
- At least three and up to six members that are residents of Johnson County and serve in an at-large capacity, with at least two members residing outside of the urbanized area.

Terms will be three years and may be renewed by the Board of Supervisors. Further, terms will be staggered so that approximately one third of the terms expire in each calendar year. Members serving at the time of passage of this resolution whose terms expire in 2013 and 2014 will continue to serve the duration of the terms as appointed. [Resolution adopted by Board of Supervisors on December 5, 2013].

## **IV. Governance**

### **A. Appointment**

Policy Board members are appointed by the Johnson County Board of Supervisors for a three year term.

### **B. Board Responsibilities**

- Schedule Policy Board meetings as needed, but no less than quarterly.
- Adhere to Iowa Open Meetings Laws.
- Attend Policy Board meetings regularly. Notify the chairperson in the event of an absence. After two unexcused absences, the Policy Board may request the Board of Supervisors to remove that member in order to appoint a new member.
- All members will be actively involved in at least one JCLC action team or committee.
- Provide financial oversight and monitoring, for county funds and any direct funding to the organizational efforts of the Policy Board and in support of the mission “to help Johnson County become a livable community where everyone can age successfully”.
- Encourage and support the efforts of governmental units, businesses and private and non-profit organizations to help Johnson County, with its urban–rural mix, be a model livable community where persons can age successfully.
- Create and implement a 3-year strategic plan and provide regular updates (no less than annually) to the Board of Supervisors.
- Support the work of Action Teams and Policy Board Committees, including but not limited to recruitment and retention of members.
- Annually determine action teams necessary to help advance the goals of the Policy Board, identify chairs and a minimum of one Policy Board member to serve on each Action Team. This may include formation of new action teams and/or retention of existing action teams.

### **C. Officers**

#### **1. Positions**

**a. Chair** –The Chair shall preside at all meetings of the Policy Board; shall set dates for and conduct Policy Board meetings; finalizes Policy Board agenda and related materials and disseminate materials electronically to Policy Board members and to Johnson County Social Services Director for public posting; conduct Executive Committee meetings; reviews quarterly committee reports and works with the Committee and Action Team Chairs to acknowledge donations.

**b. Vice-Chair** – If the Chair is absent or unable to act, the Vice-Chair shall perform the duties of the Chair. When so acting, the Vice-Chair shall have all the powers of and be subject to all restrictions upon the Chair.

**c. Secretary** - The Secretary shall be responsible for writing meeting minutes and submitting them to the Chair. The approved minutes will be sent to the Social Services Coordinator to be posted on the County website. In absence of Chair, the Secretary shall prepare and send agenda and related materials. The Administrative Specialist shall maintain and manage membership rosters of the action teams and committees.

**d. Treasurer**— With the assistance of the fiscal agent, the Treasurer shall monitor the JCLC budget, report on finances, and prepare an annual budget to present to the Policy Board.

**e. Immediate Past Chair** – This position is filled by the immediate past Chair of the JCLC and offers continuity to newly elected officers. In absence of the Chair and Vice-chair, the Immediate Past Chair shall conduct Policy Board meetings.

## **2. Terms**

Officer terms are for one year, and are elected by the Policy Board in October.

## **V. Policy Board Committees**

**A. Executive Committee:** The Executive Committee shall include the Chair, Vice-Chair, Secretary, Treasurer and Immediate Past-chair. The Executive Committee shall draft meeting agendas and meeting minutes, prepare an annual budget for consideration by the Policy Board, and oversee and monitor the Administrative Specialist. Additionally, Executive Committee members shall attend Executive Committee meetings and participate in the JCLC Speaker’s Bureau; and assist in the recruitment of Action Team and Committee members. The Executive Committee may create an ad hoc committee for the purpose of fund development or any other ad-hoc committee, as needed.

**B. Other Committees:** The Policy Board shall create and support committees deemed necessary to achieve the vision of Johnson County a Livable Community for Successful Aging. At a minimum there shall be a Nominations and Communications Committee. The Communications Committee shall develop and implement a uniform branding format for resource materials, maintain a press-release distribution list, provide oversight of the website to ensure policies are followed and the website is current and accurate, identify topics and contribute to the completion of the quarterly newsletter and provide direction on overall branding. Annually the Chair shall appoint the Nominations Committee, which shall include a member of the Board of Supervisors, to prepare a slate of officers for consideration for the coming year.

### **C. Chair Responsibilities of JCLC Committees and Action Teams:**

Chairs shall 1) Maintain a current membership roster, including a contact person for posting on website, and report any changes to the Administrative Specialist; 2) Assist the Policy Board in

identifying member representation gaps and/or need for specific skills and annually develop committee goals; 3) Orient new members; 4) Complete quarterly activity report and track outcomes for special projects or events for posting on JCLC website; 5) On occasion be requested to assist with JCLC Speaker's Bureau; 6) Represent the Action Team or Committee and/or recruit member(s) for participation at relevant community events involving JCLC; 7) Follow the donations policy, record and report all donations—monetary and in-kind—as they are received to the Policy Board designee; 8) As requested by the JCLC Treasurer, co-sign a letter of acknowledgment to donor(s); 9) Send press-ready publicity for events and announcements to the Communications Committee Chair and the JCLC Chair two weeks prior to the event.

#### **Committee and Action Team Characteristics:**

- 1) A Committee is created by the Policy Board with the primary purpose of promoting and supporting the organizational structure and direct initiatives of the Policy Board.
- 2) Include at least one member of the Policy Board.
- 3) The Policy Board sets the specific direction and parameters of work.
- 4) Any products or efforts developed by the Committee must be approved by the Policy Board or Executive Committee before moving forward.

#### **VI. Action Teams:**

Action Teams support the Policy Board purpose of serving as a unifying structure that brings together common interests and collective resources to foster effective collaboration, cooperation, communication, education, and direction of efforts that will build and sustain a livable community for successful aging.

#### What characterizes an Action Team?

Action Teams spearhead new efforts and initiatives in realization of the JCLC mission which may include supporting community organizations to seek new funding to initiate/strengthen community capacity. Action Teams address a specific topic/issue area (for example, transportation) that is related to successful aging and addresses the needs of the Johnson County population age 50 and older.

#### How is an Action Team Formed?

1. The need to address a specific issue is presented to the JCLC Policy Board.
2. The Policy Board expresses an interest in responding to the issue area raised.
3. There are adequate volunteers from the community to work on the issue to make formation of an active team viable.

#### Other Action Team Requirements/Characteristics:

1. Must meet the key purpose, mission, vision, and values established by the Policy Board.
2. A Policy Board member must be involved.

3. The Action Team must identify a chair.
4. The Policy Board must grant approval of an Action Team – which allows and requires authorized use of the policy board name and logo and web-address, and standardized pre-approved language and formatting on educational and promotional materials. Materials using the logo must be in compliance with all County policies and ordinances.
5. All community-based fundraising or sponsorship requests using the Policy Board name and logo must be authorized by Policy Board or Executive Committee.
6. The Action Team Chair must provide regular updates (at least every 3 months) to the Policy Board chairperson.
7. The Action Team Chair must provide a list of active members, and the organizations they may represent, at least quarterly.
8. The Action team may request funds from the Policy Board for any events or activities. Funds should not be expended until confirmation of approval of funding has been received from the Policy Board. The Action team will complete a brief report following JCLC sponsored events/activities, including a summary of activities, number served, outcomes and an itemized cost of the project.
9. The Action Team may provide recommendations to the Policy Board on Policy Board initiated programs/activities – but will not have authority to make changes to Policy Board efforts autonomously.
10. The action team must submit all advocacy or position statements to the Policy Board for approval.

Roles/Responsibilities of the Policy Board to the Action Teams:

1. Members shall read reports and provide input.
2. Policy Board shall provide an “orientation” to new teams, by providing a copy of the strategic plan and operating rules to the Action Team Chairperson.
3. Policy Board members shall support, as they are able, efforts of action teams.
4. Policy Board members shall provide information and direct feedback to Action Teams.
5. Policy Board shall promote the efforts of Action Teams through its own resources (for example, the website).
6. Policy Board shall consider any requests for direct funding, and/or to support grant applications in the action team’s issue area.

## **VII. Changes to Operating Rules**

The Operating Rules shall be reviewed by the full Policy Board annually or more often if needed. These Rules may be amended by an affirmative vote of not less than a majority of the appointed members of the Policy Board, provided that such amendment has been presented to all Policy Board members at least 10 days prior to the meeting at which it will be considered.

## **VIII. Meetings**

All meetings of the Policy Board shall be conducted in such a manner that is consistent with the Iowa Open Meetings Law.

## **IX. Conflicts of Interest**

Members of the Policy Board shall abstain from participating in any matter in which they have a conflict of interest.

Motion by Welsh, second by Beardsley, to adopt these Operating Rules of the Johnson County Livable Community for Successful Aging Policy Board

**Approved this 12 day of July, 2011, by a majority vote of appointed members of the Policy Board**

Reviewed and amended: 12/13/2011; 2/14/2012; 3/11/2014; 2/9/2016