

Minnetonka Senior Citizens
Advisory Board Agenda
Tuesday, December 10, 2019
10:00 a.m.

Mission Statement - To develop and promote programs and services in our community to meet the diverse needs of those 55+.

Pledge of Allegiance

1. Roll Call
2. Approve Minutes
3. President's Report
4. Staff Report –

5. Old Business
 - Memory Café / Master Gardener's – Dick
 - Board membership
 - Bylaws
 - Farmers Market –Sat. Dec. 14, 9 a.m. – 1 p.m.
 - November Vision Exercise -follow-up

6. New Business
 - Minnetonkamn.gov - new City of Minnetonka website

7. Committee Reports
 - Volunteers - Fran
 - Sunshine - Judi

8. Dates to Remember:
 - Wed. Dec. 18 – Holiday Gala, noon

RULES, REGULATIONS AND BY-LAWS
OF THE
MINNETONKA SENIOR CITIZENS ADVISORY BOARD

MINNETONKA CITY COUNCIL
ORDINANCE NO. 97-771 AMENDING SECTION 152

THE CITY OF MINNETONKA DOES ORDAIN;

Section 1. Section 152 of the City Code is hereby amended:

152.00 Senior Citizen Advisory board. There is hereby created a Senior Citizen Advisory Board for the City of Minnetonka. This Board shall consist following members:
Fifteen (15) members to be appointed by the Mayor with approval of the council.

152.05 Appointment procedure and Term. Members shall be appointed by the following procedures and for the following terms.

Fifteen (15) members to be appointed for two-year terms by the Mayor with Council approval. Seven (7) members will be appointed in even- numbered years, and eight (8) members will be appointed in odd- numbered years. Terms will begin June 1.

Adopted by the City Council of the City of Minnetonka, Minnesota on the 10th day of February, 1997.

152.10 DUTIES. The Senior Citizens Advisory Board shall:

1. Advise the City council as to the needs and status of senior citizens in the City.
2. Recommend to the City Council ways in which the needs of senior citizens may be met.
3. Determine and assess existing resources in the City which may be utilized by senior citizens to meet their needs.
4. Evaluate and assess proposed programs, grants and other governmental activities that may impact senior citizens in the City.
5. Recommend policies, goals and objectives for the operation of the Minnetonka Senior Center to the City Council.
6. Work cooperatively with the City staff and the Senior Director in the operation of the Senior Center and implementation of its goals and objectives.

152.15 OFFICERS: The Senior Citizens Advisory Board may adopt by- laws providing for the election of such officers and appointment of such committees as it determines.

152.20 RULES AND REGULATIONS. The Senior Citizen Advisory Board shall adopt such rules and regulations governing its organization and procedures as it deems necessary.

152.25 MEETINGS. The Senior Citizens Advisory Board shall meet at least once each month at a time and place mutually agreeable to a majority of the Board.

152.30 RELATIONSHIPS. The Senior Citizens Advisory Board shall report directly to the City Council.

OFFICIAL BY-LAWS OF THE MINNETONKA SENIOR CITIZENS ADVISORY BOARD
OFFICERS:

- A. The officers of the Advisory Board shall be a President, Vice President, and Secretary.
- B. All officers must be City residents and shall be elected by the board at the January meeting.
- C. All officers shall serve a one-year term for a specific office with eligibility to succeed themselves one additional term.
- D. All officers shall serve as the executive board of the Advisory Board.
- E. The Senior Center Manager will be the staff liaison to the Senior Advisory Board and will be a nonvoting member of the Senior Advisory Board and Executive Board.
- F. To facilitate continuity in program, the President shall have served on the Advisory Board the previous year unless there is unanimous consent to waive this stipulation.
- G. Any member of the Advisory Board shall be eligible to hold an office and vote on all Board matters, in compliance with Paragraph B under the OFFICERS section.
- H. All monetary deposits and dispersals will be handled through the City of Minnetonka finance department.

DUTIES AND POWERS:

- A. Executive Board: The Executive Board shall have the power to propose the meeting agenda and to carry out Advisory Board directives.
- B. President: The President shall preside at the monthly meeting of the Advisory Board and will be an ex-officio member of all standing committees.
 - 1. The President shall appoint the chairpersons of all standing committees and such task Force committees as may be required.
 - 2. The President shall select representatives for any other organization or function as deemed necessary by the Advisory Board.
 - 3. The President shall influence and guide the Center on a positive program so that the Advisory Board may fulfill its duties as set forth in Section 152.10 of Minnetonka City Ordinance #97-771.
- C. Vice-President. The Vice President shall preside at the Advisory Board meetings in the absence of the President. The Vice President shall perform other duties as delegated by the President. If a vacancy occurs in the office of President, the Vice President shall assume that office for the balance of the term and the Board will select a new Vice President for the balance of the term. The Vice-President will chair the Memorial Program and the Finance Committee.
 - 1. Finance Committee Duties and Powers
 - a. The Finance Committee shall present a budget for the Capital Improvement Program and Scholarship funds for the succeeding year to be presented at the January meeting of the Board.
 - b. The Finance Committee shall update the Board on the use of Scholarship funds quarterly.

- D. Secretary. The Secretary shall keep accurate minutes of all meetings of the Advisory Board. The minutes of the previous Advisory Board Meeting and the agenda for the upcoming Advisory Board Meeting shall be available to the Advisory Board members prior to their next Advisory Board meeting. All Board minutes shall be kept by the manager at the Minnetonka Senior Services office in perpetuity.
- E. On those occasions in which there may not be continuity of leadership in the composition of leadership in the composition of the Executive Committee, the Immediate Past President, if eligible and available, will serve in an advisory capacity for one year as an additional member of the Executive Committee.

COMMITTEE ORGANIZATION

All committees shall be organized as follows:

- A. The Advisory Board President shall appoint all committee chairpersons.
- B. All Minnetonka seniors shall be eligible to serve as committee chairpersons or committee members.
- C. Each committee chairperson shall appoint members to their committee.
- D. All active committees shall report to the Advisory Board quarterly or more frequently if the Advisory Board President requests a report.
- E. All committee appointments shall be for a term of one year commencing in January or as soon as possible thereafter.
- F. All committee chairpersons and members shall be eligible to be reappointed for more than one term.
- G. Duties of each committee shall be those normally implied by the name of the committee and any additional functions as may, on occasion, be assigned to them by the President of the Advisory Board.

BY-LAWS

All new By-Laws or By-Law changes may be proposed by an Advisory Board member in the form of a motion. A vote on the motion shall be taken at the subsequent Advisory Board meeting. A majority vote of the total currently appointed to the Board will be required to adopt or change the By-Laws.

MEETINGS

The Senior Citizen Advisory Board shall meet on the second Tuesday of each month at 10:00 a.m. at the Minnetonka Senior Center or at a date and time specified on notice to members. Additional meetings of the Advisory Board may be scheduled at the discretion of the Advisory Board President.

A quorum shall consist of a majority of the total currently appointed members of the Advisory Board.

These rules, regulations and By-Laws shall be effective as of December 10, 2019.