

Texoma Council of Governments
TEXOMA REGIONAL ADVISORY COUNCIL ON AGING (TRAC)
BYLAWS

Article I – Name of Organization

The name of this organization shall be the Texoma Regional Advisory Council on Aging (TRAC).

Article II – Authority

The Texoma Regional Advisory Council on Aging (TRAC) was organized by the Texoma Regional Planning Commission (now Texoma Council of Governments) on February 20, 1974 under provisions of Title III of the Older Americans Comprehensive Services Amendments (Public Law 93-29, 87 Stat. 36-45), and specifically under Part 903.66 (13) as a necessary component to enable the Texoma Area Agency on Aging (Texoma AAA) and the Texoma Council of Governments (TCOG) to initiate and conduct comprehensive area-wide aging planning under the above cited Act.

Article III – Purpose

Section 1: The TRAC shall assist TCOG in fulfilling the mandate of the Older Americans Act of 1965, as amended. The council shall carry out advisory functions which further the Texoma AAA’s mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. The council shall advise the Texoma AAA relative to:

- (1) Developing and administering the area plan;
- (2) Conducting public hearings;
- (3) Representing the interest of older persons; and,
- (4) Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

Section 2: Area Plan responsibilities: The Texoma AAA shall submit the area plan and amendments for review and comment to the TRAC before it is transmitted to the State agency for approval;

Section 3: Bring together representatives of local public and private organizations serving older persons, and the older citizens themselves;

Section 4: Educates the older population on the merits, benefits and aims of the aging programs; and,

Section 5: Function as an advisory council to the Texoma AAA and the Texoma Council of Governments.

Article IV – Membership

Section 1: The TRAC membership shall consist of 14 voting members from the public, private, and voluntary sectors, as well as service receivers, in the three counties served by the Texoma AAA (Cooke, Fannin, and Grayson). Distribution of membership by county is as follows:

Cooke County	four members
Grayson County	six members
Fannin County	four members

Section 2: Members shall serve staggered three year terms. Members may succeed themselves for a total of two full terms. Having served two full terms (6 years), members may again be considered for membership after a one year break in service. Staff members from the Texoma AAA shall serve in a non-voting capacity. Membership begins in October and runs for a calendar year.

Section 3: TRAC members filling open seats shall be nominated by the TCOG AAA staff and AAA Director to the existing TRAC members, who will then vote on the nominees' memberships. All members must agree to abide by these bylaws and must be confirmed by the TCOG Board of Directors.

Section 4: Composition of the TRAC. The TRAC shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. The TRAC shall be made up of:

- (1) More than 50 percent persons age 60 or over, including minority individuals who are participants or who are eligible to participate in aging programs;
- (2) Representatives of older persons;
- (3) Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);
- (4) Representatives of supportive services providers organizations;
- (5) Persons with leadership experience in the private and voluntary sectors;
- (6) Local elected officials; and
- (7) The general public.

Section 5: TRAC Board Member Responsibilities. TRAC Board Members are expected to:

- (1) Attend regularly and inform either the Board chairperson or the Texoma AAA Program Manager when they cannot attend;
- (2) Become well informed on all agenda items;
- (3) Contribute knowledge and express points of view based on experience;
- (4) Consider all points of view, make constructive suggestions and help the board make group decisions reflecting the thinking of the total board;
- (5) Show a willingness to accept the majority view even when in the minority; and,
- (6) Support the programs of the Texoma Regional AAA, and TCOG as a whole.

Section 6: Texoma Silver-Haired Legislators. All Texoma Silver-Haired Legislators who are not serving TRAC Board Members shall be ex-officio, non-voting, members.

Article V – Meetings

Section 1: The TRAC shall meet every other month, beginning with a meeting in October. Notification as to the day of the week, time, and location shall adhere to the Texas Open

Meetings Act. Notices shall be mailed, or emailed, to each member not less than seven days prior to the regular meeting.

Section 2: TRAC meetings shall be held in accessible, barrier-free locations.

Section 3: All meetings of the TRAC and committees shall be open to the public.

Section 4: TRAC members are expected to attend all regular meetings. Absence from more than three (3) consecutive regular meetings, without cause, shall be reason for removal or replacement on the TRAC. Removal must be preceded by written notice at least ten (10) calendar days before the regular meeting at which removal is taken under consideration.

Section 5: All TRAC committee and subcommittee meetings shall be held under Roberts Rules of Order, latest edition. A quorum shall be a majority of all the voting membership.

Section 6: The Texoma AAA Director and/or a designated Texoma AAA staff person shall serve as a non-voting member of all committees, and the Texoma AAA Director or a designated staff person shall attend all TRAC meetings and committee meetings.

Section 7: Called meetings. Special called meetings can be called by the chairperson, or at the request of at least 1/3 of the voting membership.

Article VI - Officers

Section 1: The TRAC officers shall be a chairperson and a vice-chairperson who shall be elected by the TRAC subject to ratification by the TCOG Board of Directors. Officers shall serve for one year, with elections in August of each year. A Texoma AAA staff member shall serve as non-voting secretary. Officers shall be elected at the August meeting, and take office at the October meeting.

Section 2: Two consecutive terms in any single office are permitted.

Section 3: The chairperson shall preside at all meetings of the TRAC. The chairperson shall be an ex-officio member of all committees. The chairperson shall represent the TRAC in presentations to the TCOG Board of Directors unless such responsibility is delegated by the chairperson.

Section 4: The vice-chairperson shall perform all the duties of the chairperson in the case of absence or disability of the chairperson and such other duties as may arise, from time to time, when required or requested by the TRAC.

Section 5: In case the chairperson and vice-chairperson are either absent or unable to perform their duties, the TRAC may appoint a chairperson, pro tem.

Section 6: The secretary shall be the Texoma AAA Program Manager and shall keep or supervise the keeping of the minutes of all TRAC meetings.

Article VII – Committees

Section 1: Special committees may be appointed by the chairperson with approval of the TRAC. Special committees shall serve for special purposes to comply with special needs under Article III.

Section 2: Members of the special committees may request the inclusion of a person or persons from outside the TRAC in order to bring more information and expertise to bear on matters: in

such case, TRAC members shall be in the majority of the committee. Such persons shall have full voting privileges to the committee on which they have been included.

Section 3: Special committee meetings can be called by the membership of the committee or by the TRAC chairperson. Public notices shall not be required, but all committee members must be notified.

Section 4: The committee leader shall be selected by the membership of the special committee.

Article IX - Amendments to Bylaws

Section 1: The Bylaws of this Texoma Regional Advisory Council on Aging may be altered, amended or repealed and new Bylaws may be adopted by action of two-thirds of the total voting membership at any regular or called meeting if at least sixty (60) calendar days written notice is given of intent to alter, amend, repeal or adopt new Bylaws at such meeting, including such proposed changes as may be considered.

Section 2: Any formal action by the TRAC which alters, amends, or repeals the Bylaws of the TRAC shall be subject to confirmation by the TCOG Board of Directors.