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~~WEST VIRGINIA~~ PROCEDURAL RULES
WEST VIRGINIA COMMISSION ON AGING

Series 2

FILED IN THE OFFICE OF
THE SECRETARY OF STATE
THIS DATE July 1, 1986
ADMINISTRATIVE LAW DIVISION

Title: Meetings and Organization.

Section 1. General

1.1 Scope - These procedures only govern the meetings and the organization of the West Virginia Commission on Aging.

1.2 Authority and related code citation - WV Code 29-14-6-9A.

1.3 Filing Date - July 1, 1986

1.4 Effective Date - July 31, 1986

Section 2. Officers and Duties

2.1 The Commission shall elect a chairman, a vice-chairman and a secretary. These officers shall be elected to serve for periods of two years. They shall assume office at the annual meeting.

2.2 The chairman shall preside at all meetings and fulfill such other duties as are normally prescribed for such office. He shall submit a report to the Governor and the Legislature before January first of each year.

2.3 The vice-chairman shall preside at meetings in the absence of the chairman, assist the chairman in administration and fulfill other duties delegated to him by the chairman.

2.4 The secretary shall record the minutes of Executive Committee meetings and transmit them to each member of the Commission.

2.5 Vacancies in any office shall be filled by election at the next regular meeting or at a special meeting.

2.6 The Commission shall appoint a Director who shall act as the chief administrative officer of the Commission and who shall appoint such other personnel as he or she deems necessary for the efficient performance of the Commission's duties, with the consent of the Commission on Aging at its next regularly scheduled meeting. Salaries shall be in accord with other government departments using Civil Service regulations as a guideline.

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2.7 Action taken in the name of the Commission on matters of public policy or interest must be approved by the membership or by the Executive Committee in advance of such action.

Section 3. Meetings

3.1 The Commission shall meet at least three times a year at such time and place as may be designated by the Executive Committee. The first meeting after September first each year shall be the Annual Meeting of the Commission.

3.2 Special meetings may be called on the written request of three members of the Commission.

3.3 A majority of the members of the Commission shall constitute a quorum for the transaction of business.

3.4 If unable to attend a Commission meeting, a government representative shall send in his place his deputy or another person who has authority to act on behalf of the government representative and who shall be considered a member of the Commission for the purpose of obtaining a quorum for the transaction of business.

Section 4. Committees

4.1 The Commission shall elect an Executive Committee consisting of the three elected officers and three additional members, each of them for three year terms of office, with this exception: that of the members first elected, one member shall be for a term of one year, one member for a term of two years, and one for a term of three years.

The Commission may designate the areas in which the Executive Committee or the Executive Director is so authorized to act, or ratify any such action, and prescribe the procedures by which official action of the Executive Committee or the Executive Director may be taken. The Executive Committee will report its actions to the Commission.

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4.2 Standing Committees:

4.2.1 A Nominating Committee of three members shall be appointed by the chairman for a term of one year.

4.2.2 Other committees may be established by the Commission and appointed by the chairman to further the program of the Commission. When necessary, the chairman may be empowered to appoint special committees.

4.3 Advisory committees may be created by the Commission as the Commission deems appropriate and necessary and in keeping with Chapter 29-14 of the State Code.

Section 5. Parliamentary Procedure

The rules contained in the Robert's Rules of Order shall govern Commission meeting procedures where applicable and where they are not inconsistent with these Rules or the Act which constituted this Commission.

Section 6. Amendments

These rules may be amended by a two-thirds vote of those voting at a meeting of the Commission, provided that each member has been supplied with a copy of the proposed changes in the call prior to the meeting.