

By-Laws

SENIOR MEALS ADVISORY COMMITTEE (SMAC)

(November 5, 2001)

(Revisions proposed May 2003)

1. **NAME:**

The name of the organization is the Senior Meals Advisory Committee (SMAC).

2. **MISSION AND PRINCIPAL TASK:**

The mission of the Senior Meals Advisory Committee, is to assist, by review and advise the Group Meals and Meals on Wheels Programs in Lane County, in their task of providing food and socialization to those eligible.

The Senior Meals Advisory Committee's principal tasks will be to assist in the prioritization and implementation of the recommendations from the Strategic Plan and to advise LCOG on other program issues as they arise. This will include advising LCOG on matters relating to facility needs and plans for upgrade or relocation, and evaluating the results of recommended changes. The Committee may also advise the S&DS staff and LCOG on new policy developments related to the operation of the Senior Meals Programs.

3. **MEMBERSHIP:**

Composition: The Senior Meals Advisory Committee shall consist of from 6-15 members who represent stakeholders of the senior meals programs in Lane County. Membership of the Committee shall consist of members and/or staff of S&DS and its Advisory Boards, the Red Cross, facility owners, site staff, participants and/or volunteers, as well as members of the general public. The Charter committee shall consist of those members selected from the Strategic Planning Committee subject to confirmation by the LCOG Board .

Vacancies: ~~After that,~~ Vacancies shall be filled by and voted on by the Senior Meals Advisory Committee, subject to confirmation by the LCOG

Board. *The Committee will recruit new members during September/October. Membership applications will be solicited for review by a subcommittee selected at the September meeting. The subcommittee may conduct interviews and will forward its recommendation to the Advisory Committee at its November meeting. New members will be seated in January.*

Term: Each member shall serve for a term of two years, such term renewable by the Committee, at the end of each two-year period, if the member so desires. This renewal is subject to confirmation by the LCOG Board *in December.*

4. MEETINGS AND QUORUM:

The Senior Meals Advisory Committee shall meet at least bi-monthly. The Committee may conduct business if at least three (3) of its members are present at a scheduled meeting.

5. DECISIONS:

The committee will strive to decide by consensus; if a consensus cannot be reached, majority vote controls. All members of the committee, including S&DS staff, are full voting members.

6. OFFICERS:

There shall be a facilitator and a secretary. The facilitator will conduct the meeting. The secretary will take the minutes of the meeting. Officers will be elected by a majority vote *at the January meeting.* The term of office will be one year. Officers may serve consecutive terms. S&DS staff will be responsible for mailings and meeting arrangements.

7. AGENDA:

Agenda items will be suggested by committee participants and S&DS staff.

8. AMENDMENTS:

Any proposed amendments to these By-laws shall be presented to the Committee members for consultation at a regular meeting and voted on at the next regular meeting and shall be effective after approval by LCOG .