

Lunenburg Council on Aging  
Bylaw Committee Minutes  
3/08/2012

Members: Barbara Brown, Jim Hays and Fred Crellin

The By-Law Committee met on March 8<sup>th</sup> to review the COA By-Laws. After discussion, the Committee recommended the following changes to the COA Board:

Proposed Changes to Bylaws

**ARTICLE IV -- MEMBERSHIP**

**Section 1: Number of Members** -- The COA shall consist of a minimum of seven (7), but not more than eleven (11), voting members who shall be appointed by the Board of Selectmen from the registered voters of the Town of Lunenburg. (See attached job description) *(The bylaws currently require 11 members)*

**ARTICLE V -- MEETINGS**

**Section 1: Regular Meetings** -- Regular meetings shall be held on a monthly basis, with the schedule to be determined by the COA each September. *(The bylaws currently specify that meetings shall be held on the second Tuesday of each month and that If a regular meeting is postponed for any reason, that meeting will be held on the following Tuesday.)*

**ARTICLE VIII -- COMMITTEES**

**Section 2: Standing Committees**

**(c) DIRECTOR'S EVALUATION** -- Responsibility to include: **Conducting a yearly evaluation of the performance of the Director. A summary of the results of such an evaluation will be given to the Director and COA members, and forwarded to the Town Manager.**

*(The bylaws currently require that such an evaluation be done "according to the procedure established by the Lunenburg personnel Board and/or the Board of Selectmen...The annual evaluation of the Director shall be conducted in a closed session of the entire board of the COA")*

**Section 3: Other Committees** -- **The COA may vote to establish other standing, ad-hoc or special committees to address issues of importance as they may arise.**

*(Please note -- this is not a change but the correction of an omission from 2007)*