

**LEGAL NOTICE
TOWN OF CROMWELL**

Please take notice that the Board of Selectmen of the Town of Cromwell on May 13, 2009 passed the following ordinance amending the Code of the Town of Cromwell. **BE IT ORDAINED THAT** the Municipal Code of the Town of Cromwell, Connecticut is hereby amended as set forth below.

Chapter 57: Senior Services Commission

57-1 Creation

There is hereby created a Senior Services Commission (“Commission”) to act in the best interest of the senior population of the Town of Cromwell.

57-2 Membership

- A. The Commission shall consist of 11 voting members, with a minimum age of 55 and otherwise eligible for appointment pursuant to Section C802 of the Town Charter. The Commission shall be organized in accordance with Section 5 of this Chapter. Except as defined in Section 3 of this Chapter, terms shall last two years. Commissioners may be reappointed by the Board of Selectmen after serving a term of office, pursuant to Section 4 of this Chapter.
- B. A quorum shall consist of no less than 5 voting members.

57-3 Appointment of Initial Members

Upon the effective date of this Chapter, the Senior Services Advisory Board (“SSAB”) shall be dissolved. The eleven members of the dissolved SSAB shall become the initial members of the new Commission. Terms will be staggered so that all terms do not expire in the same year. Based upon the alphabetical order of the initial membership, the first six members shall have their terms expire on April 30, 2010; while the other five members shall have their terms expire on April 30, 2011. Thereafter, all terms shall expire after two years.

57-4 Filling of Vacancies

Whenever a vacancy occurs, the Board of Selectmen shall appoint a successor to hold office, consistent with Section C803 of the Town Charter. If a vacancy occurs mid-term, the successor shall hold office for the un-expired portion of the term, at which time he may be reappointed. Whenever a term has expired, the Board of Selectmen shall reappoint a Commissioner, or appoint a successor to hold office in his place. A Commissioner shall continue in office until he is reappointed or until a successor is appointed in his place. Commissioners may be removed pursuant to Section C802A of the Town Charter.

57-5 Organization

- A. The annual election of officers shall be held in the month of June. A majority of Commissioners present and voting will elect a Chairman and Vice-Chairman for terms of one year. In addition, the Commission will appoint and may remove a non-voting Secretary to serve as Commission clerk.
- B. In addition to the voting members appointed to the Commission by the Board of Selectmen and the non-voting Secretary appointed by the Commission, the Senior Center Director, Municipal Agent to the Elderly, Friends of the Senior Center

Chairman, the Director of Public Health, and the First Selectman or his designee shall hold non-voting positions on the Commission ex officio.

- C. Sub committees may be created by the Chairman as deemed necessary to fulfill the obligations and responsibilities of the Board.
- D. At the December meeting, the Commission shall vote upon a schedule of regular meetings for the upcoming year and file the schedule with the Town Clerk's Office. A minimum of four regular meetings shall be held per calendar year.

57-6 Compensation

Other than the non-voting Secretary, as defined in Section 5 of this Chapter, members of the Commission shall serve without compensation, though their necessary and actual expenses incurred in the performance of their official duties shall be paid by the Town within the limits of any funds budgeted or otherwise appropriated for that purpose. The Secretary will receive compensation consistent with the compensation for clerks of other Town boards and commissions, within the limits of any funds budgeted or otherwise appropriated for that purpose.

57-7 Reporting

The Commission shall keep records of its meetings and activities and shall properly file meeting agendas and minutes with the Town Clerk's Office. Annually, working with the Senior Center Director, the Commission shall assist in the preparation of an annual report for inclusion in the Town's annual report.

57-8 General Duties and Responsibilities

Working with the Senior Center Director and designated staff, the Commission will strive to provide opportunities, new experiences, and advocacy to all older adults in the Cromwell community, promoting dignity, personal growth, health, friendship, independence, and improved quality of life. The Commission will advise the Senior Center Director and the Board of Selectmen on relevant community needs, Senior Center operations, including the preparation of the Senior Services budgets, specific issues related to the governing structure, and any feedback concerning participant satisfaction. The specific duties of Commission officers shall be established in the formal rules of order and must be consistent with the provisions contained within this Chapter.

57-9 Promulgation of Rules of Order

The Commission shall be governed by the by-laws maintained by its membership, with a copy of the document filed at the Town Clerk's Office. Initially, the SSAB by-laws approved by the Board of Selectman on 09/12/2007 will serve as the official rules of order. The Commission may change the by-laws with a two-thirds majority of those members present and voting, provided that the majority consists of no less than five members and that no rules of order conflict with the provisions contained in this Chapter.