

WENHAM COUNCIL ON AGING STATEMENT ON COUNCIL POLICIES & ETHICS

Policies

Policies are statements of principle, which document, support and communicate the Mission of the Council on Aging.

The Mission of the Council on Aging is to provide and advance programs and services to enrich the lives of older adults in the community.

To achieve its mission, the Council shall employ a Coordinator and shall maintain a working relationship with the Coordinator, according to the highest possible standards of municipal leadership and development.

The Council shall set policy and strategic direction, and the Coordinator shall implement the Council's policy.

The Council shall hear all appeals and special problems that have not been resolved at management levels and shall render decisions based on the best interests of the community as a whole.

Adopting policies and changing existing policies are solely the responsibilities of the Council. Proposals for new policies can be initiated by any Council Member, employee or citizen. Proposals shall be submitted in writing through the Coordinator, who shall submit them to the Chair for placement on a meeting agenda. The Coordinator shall seek legal advice, whenever there may be questions of legality or proper procedure.

Policies or policy revisions considered by the Council shall not be adopted at the meeting at which they are introduced, but shall require a second reading at a subsequent meeting before adoption is considered.

Temporary approval of a policy or policy revision may be granted by the Council in lieu of formal action, to meet emergency conditions or special events which will take place before formal action can be taken. Temporary approval shall require a two-thirds majority of the Council's Council.

Code of Ethics

The Council shall abide by a Code of Ethics with provisions for: 1) responsibility to the community/elderly, 2) responsibility to the Coordinator, and 3) relationship to other Council members.

Each member of the Council shall be responsible to the community by demonstrating that she/he:

- ξ Participates in the Council's policy making and not administrative duties;
- ξ Is a member of the Council as a whole and abides by Council decisions;
- ξ Remains well-informed about needs and issues affecting the elderly;

ξ Represents the best interests of the community as a whole;

ξ Serves without personal economic benefit; and

ξ Does not practice or condone political patronage or favoritism.

Each member of the Council shall be responsible to the administration by demonstrating that she/he:

ξ Functions through clearly defined policies and procedures;

ξ Respects administrative channels and does not act on complaints as an individual Council Member; and

ξ Gives the Coordinator full responsibility for performing the duties of that position.

Each member of the Council shall be responsible to the other Members by demonstrating that she/he:

ξ Respects Council decisions and does not speak for the Council, unless specifically delegated to do so by the Council as a whole;

ξ Does not commit her/his vote on any matter until she/he has considered all sides of the issue at a duly held Council meeting

ξ Respects and upholds the intent of Executive Sessions; and

ξ Respects the rights of all Council Members despite differences of opinion.

Adopted:

Dated: Jan. 14, 2003

Chair: Jack E. Hauck

Vice Chair: Sue Bannon

Clerk: Mary J. Kelly

Members:

Bobbi Black

Eleanor Perkins

Jane Richardson

Gladys Robertson

Merle Welsh

(One vacancy at time)