

**AGE WELL ADVISORY COMMITTEE
GUIDING PRINCIPLES**

Amended bylaws reviewed and adopted by the AWAC on 03/17/22
Reviewed and adopted by the Director of Housing and Human
Services for the City of Boulder on 04/07/22

NAME AND LOCATION:

The name of this committee is the Age Well Advisory Committee (AWAC)
The address of this Committee is 909 Arapahoe Ave., Boulder, CO 80302

PURPOSE AND FUNCTION:

The purpose and function of the Age Well Advisory Committee (AWAC) is to make recommendations to the city via the Manager of Older Adult Services, Housing & Human Services Department to help city staff be more responsive and better advised in matters of particular concern and impact affecting older adults. The Committee shall advise and make recommendations regarding the:

- A. Quality of life and needs of older adults within the city with a focus on inclusion and equity;
- B. Adoption and updating of Guiding Principles;
- C. Strategic planning process; and
- D. Program development.

MEMBERSHIP:

Qualifications. Members shall be City of Boulder residents for a minimum of six months. Exception: residents of unincorporated Boulder County who actively use City of Boulder Older Adult Services/Centers.

Number. The AWAC shall consist of up to seven members with the provision that one member may be under 60 years old.

Terms. Members may be appointed up to a three-year term with the option of renewing for a subsequent term. Members may serve a maximum of six consecutive years.

Quorum. A quorum shall consist of four AWAC members.

Absences. If a member does not attend three consecutive meetings, without being excused, the AWAC may recommend that the member resign.

Vacancies. If a vacancy occurs during normal membership term, staff and AWAC members can appoint individuals to fulfill the duration of the term. The newly appointed individual may then apply for a full term during the next recruitment cycle.

General Recruitment. Members of the public will be recruited by the Older Adult Services Manager. The recruitment cycle will begin in the Fall of any year where vacancies occur.

Resignation. Members are encouraged to send written notice to the Older Adult Services Manager at least one month before the intended resignation date if possible.

Removal. A member may be removed from the AWAC for good cause by a majority of the remaining members with approval of the Older Adult Services Manager. Members may also be removed at the discretion of the Older Adult Services Manager.

Conflict of Interest. Individuals with an actual or perceived conflict of interest are not eligible to serve on the AWAC.

Meetings. Meeting days and frequency will be set at the beginning of each calendar year to better accommodate the needs of members. Members of the public can request attendance by sending a request to the Older Adult Services Manager.

Liaison. Special and standing committees may be developed to address particular issues regarding Older Adult Services. Liaisons may be appointed to other groups as appropriate.

- A. One AWAC member will serve as a liaison to the Boulder County Aging Advisory Council (AAC).
- B. One AWAC member shall serve as the public spokesperson for the AWAC as needed, and will maintain a working knowledge of applicable policies.

UPDATING OF GUIDING PRINCIPLES

Guiding Principles may be updated at any meeting of the AWAC provided notice of said proposed amendment is given to each member in writing, either in hard copy or electronically, five days before the meeting. The affirmative vote of at least four of the seven members shall be required for the adoption of any proposed changes to the Guiding Principles.