

# SHL Bylaws

(As adopted August 1983; as amended October 2017)

## **Bylaws for the Silver Haired Legislature of Missouri, Incorporated**

### **ARTICLE I: Name**

The name of the organization shall be the Silver Haired Legislature of Missouri, Inc., hereafter referred to as the SHL.

### **ARTICLE II: Purposes of the Organization**

**Section 1.** The purposes of the SHL are to:

1. Provide legislative and regulatory education for Silver Haired delegates through their endeavors to inform themselves, their constituencies, and the general public of the governmental decision making process;
2. Promote legislative and community advocacy by increasing the awareness and participation of older Missourians in governmental decision making;
3. Assess the legislative needs and priorities of older Missourians by convening a forum modeled after the Missouri General Assembly; and
4. Provide a service that encourages and develops individual and group participation and leadership concerning local, state and national legislation.

**Section 2:** This organization shall be non-profit in nature, and not for pecuniary gain or profit of any type or description to or for the members, nor for its incorporators or directors.

This organization shall receive property, funds, and/or in-kind services as a not-for-profit organization under [the new comprehensive] Title III and/or other titles of the Older Americans Act as amended and/or such other sources as may become available.

### **ARTICLE III: SHL Annual Session**

**Section 1:** An annual session of duly elected delegates shall be convened in the legislative chambers of the state Capitol, subject to availability, to consider the needs of the elderly and to consider the legislative remedies available. The annual session shall be scheduled in the Fall of each year. A majority of the delegates shall be required as a quorum. In the event a representative or senator cannot attend the session, an alternate from the same area assumes the seat. However, all other alternates may attend at their own expense.

### **ARTICLE IV: Elections**

**Section 1:** Fifteen (15) delegates shall be elected from each of the ten (10) designated Area Agencies on Aging's geographical boundaries of the state, three (3) to serve in the Senate and twelve (12) to serve in the House.

**Section 2:** In each of the ten (10) Area Agencies on Aging geographical boundaries, alternates may be elected to be immediately available to serve should delegate positions become available. The Area Coordinator shall inform the State Coordinator of the alternates name and position as soon as it is available.

**Section 3:** All terms shall be two (2) years in length. Each of the ten (10) area delegations shall stagger terms so that elections are held each year.

**Section 4:** Elections shall be held during the month of May. Elections shall be held in at least one site per county. Municipalities of over 250,000 persons shall hold elections in at least three locations. Elections are open to all Missouri residents aged 60 or older.

**Section 5:** All elections shall be by secret ballot at designated polling places. No one shall cast more than one ballot in each election.

**Section 6:** All voters must be Missouri residents aged 60 or older, reside in the district in which they vote, and must sign in at the time of voting in order to receive a ballot.

**Section 7:** Registration materials, ballots and results of the final elections shall be forwarded to the respective area agencies on aging and retained per their local policy.

## **ARTICLE V: Delegates and Alternates**

**Section 1:** Delegates and alternates shall be 60 years of age or older and reside in the area from which they are elected. Delegates shall affirm by form or letter their eligibility and willingness to serve a full term.

**Section 2:** When a delegate or an alternate moves from the area from which s/he was elected or chooses not to serve, that position shall be declared vacant and the designated alternate of the area shall be named to that position.

**Section 3:** Members of the Missouri SHL are expected to conduct themselves in a manner commensurate with the high honor of office. Members must refrain from any offensive conduct that would bring discredit to the SHL. Each Silver Haired Legislator

must refrain from any practice that could be considered to be in conflict with these by-laws. When representing the SHL, members must not participate in partisan politics. If it is brought to the attention of the Silver Haired Board of Directors that a member of any Silver Haired delegation has abused his/her position for personal motives which are not consistent with the goals and objectives of the Silver Haired Legislature; the Board may vote, with approval and consent of the area agency involved, to recall the Silver Haired member and seat their respective alternate in their place.

**Section 4:** Any former SHL delegate who has served a minimum of ten (10) consecutive years and has served on the Board of Directors at the State level, for at least one (1) year shall be deemed to have Emeritus status, if they so choose. Emeritus status shall allow the member to advocate for issues and attend all meetings (at their own expense, but without voting privileges).

## **ARTICLE VI: Officers**

**Section 1:** During the last day of the SHL session, the separate chambers shall elect officers to serve two year terms.

**Section 2:** The Senate shall elect by secret ballot, a President Pro Tem, a Majority Floor Leader and a Minority Floor Leader.

**Section 3:** The House of Representatives shall elect by secret ballot, a Speaker, a Speaker Pro Tem, a Majority Floor Leader and a Minority Floor Leader.

**Section 4:** Duties of the Senate and House officers are the same as the duties of the officers of the Missouri General Assembly and shall follow the rules for the General Assembly of the Silver Haired House and Senate.

**Section 5:** If a vacancy occurs in one of the offices listed in Section 2 and 3 of this Article, the vacancy shall be filled by the next lower elected officer to allow the Executive Committee to fill the minority position created by this succession plan with approval by the Board. The vacancy will be filled from the Senate or House in whichever body the vacancy occurred.

**Section 6:** Newly elected officers shall take office at the close of the annual session.

**Section 7:** Following the May elections of the area delegates, each of the ten (10) area delegations shall caucus and elect a delegation chairman and a vice-chairman and may also elect a secretary and/or treasurer to serve for one year or until their successors are elected.

**Section 8:** The officers elected by each area delegation shall lead the activities of that delegation.

## **ARTICLE VII: SHL Board of Directors**

**Section 1:** The Board of Directors shall be the elected officers of both chambers and the chairpersons, or an elected alternate, of each of the ten (10) area delegations. Each area delegation shall elect an alternate to serve in the absence of their chairperson or in the event that their chairperson is a member of the Board by virtue of having been elected as an officer of the House or Senate. The Board of Directors shall

meet following the elections of the House and Senate officers during the annual session each year in order to elect the Board President, a First and Second Vice-President, Treasurer, and Secretary for a one year term, or until their successors are elected. The Board President will appoint the chairpersons of the standing committees with the approval of the full Board.

**Section 2:** Newly elected Board officers shall take office at the close of the annual session.

**Section 3:** The Board of Directors shall also meet on an approximate quarterly basis after the annual session meeting if the Board President believes there is sufficient business to warrant a meeting or at other times as called by the Board President, or at the written request of at least five (5) members of the Board of Directors. If inclement weather, and/or few discussion issues are present, a conference call may be initiated for Board meetings. If deemed appropriate by the President, Board meetings may be held by conference call. The decision on cancellation must be made a minimum of 24 hours prior to said meeting.

**Section 4:** A majority of the members of the Board shall be required as a quorum.

**Section 5:** Members of the Board shall attend all Board meetings or participate by conference call. If a Board member has two (2) absences from such meetings during a twelve (12) month period, that position is deemed to be vacated, unless it is due to a personal/health-related issue. The Board President or the State SHL Coordinator must be notified of absences prior to the meeting unless an emergency arises that day.

**Section 6:** Quarterly Board meetings will be scheduled a minimum of one month in advance to give sufficient notice to the Board members.

**Section 7:** In the event a position on the Board is vacated for any reason, the area agency which the Board member had previously represented and the affected individual shall be notified of the action. The area agency will be asked to appoint a successor to the Board prior to the next Board meeting. If the area agency fails to select a successor, the Executive Committee of the Board shall make the selection with notice to the area agency. The selection will be with the approval of a majority of the Board.

#### **ARTICLE VIII: Executive Committee**

**Section 1:** The Executive Committee shall be comprised of the Board President, First and Second Vice President, Treasurer, Secretary and if still active, the Immediate Past President as an ex-officio member.

**Section 2:** The Executive Committee is empowered to act on behalf of the corporation in the matters of administration. The actions taken by the Executive Committee shall be subject to ratification by the Board of Directors at the meeting following such action(s).

**Section 3:** A majority of the Executive Committee of the SHL Board shall be required as a quorum.

**Section 4:** Executive Committee shall have input in planning the logistics of the annual session, subject to Board approval.

## **ARTICLE IX: Standing Committees**

**Section 1:** The standing committees, of not more than five (5) members each (except for the Advocacy Committee), shall be: Rules and Bylaws, Finance and Fund Development, Membership and Elections, Proposed Bills, Communications and Education; and Advocacy. All committee recommendations shall be submitted to the Board for its action.

**Section 2:** The Rules and Bylaws Committee shall be responsible for reviewing the rules and bylaws that govern the procedures of the SHL as well as any and all proposed changes. They will also be responsible for reviewing the parliamentary language that governs the Committee hearings and the House and Senate Chamber proceedings. All changes must be submitted in writing to the Committee Chairperson, and such proposed changes shall be reported to the Board.

The committee shall be responsible for either approving or disapproving proposed changes and making recommendations to the Board.

**Section 3:** The Finance and Fund Development Committee shall assist in the responsibility for the solicitation of funds to adequately support the programs and may assist with presenting the budget to the Board prior to Board meetings.

**Section 4:** The Membership and Elections Committee will formulate and disseminate plans to increase the visibility of the SHL and will advise the Area Agencies on Aging on methods to attract new delegates. The Committee will certify elected delegates and administer internal elections.

**Section 5:** The Proposed Bills Committee shall be responsible for advising the Board of Directors on the selection of proposals to be presented at each session.

**Section 6:** The Communications and Education Committee shall organize and communicate information to the public about the SHL, about specific SHL activities, and about the legislative process choosing from a variety of methods, including group presentations, announcements publicized in various media, educational reports, maintenance of the SHL Facebook page, etc. In addition, the Committee shall assist with internal communications, as needed, including model communications (such as letters to the editor, communications to elected representatives, etc.) for distribution to SHL members.

**Section 7:** The Advocacy Committee shall assist in coordinating timely action on priorities, tracking related proposals through the General Assembly, and coordinating with allies on legislative proposals.

**Section 8:** Committee appointments shall be limited to SHL delegates. No more than one (1) from each area shall serve on any one committee. The chairperson shall appoint members to his/her committee should the need arise.

## **ARTICLE X: Legislative Activities**

**Section 1:** By July 1 of each year, the ten (10) area delegations shall forward to the Proposed Bills Committee via the State Coordinator two (2) priority proposals and five (5) alternate proposals to be considered by delegates at the annual session. Such proposals shall be written in clear and concise language and submitted electronically on

the form provided. Those proposals that clearly advance the purposes of the SHL and are identified as a Priority by any delegation shall automatically be forwarded for consideration at the annual session. If there are multiple priority proposals with similar intent, the Proposed Bills Committee will choose which version of the proposal will be forwarded.

**Section 2:** By July 1 of each year, the Board of Directors may consider proposals submitted to it by other organizations and/or individuals. The Board may submit proposals on its own initiative.

**Section 3:** Upon the advice of the Proposed Bills Committee, the Board of Directors shall present no more than 24 proposals (excluding courtesy resolutions) for action by the SHL delegates at the annual session.

**Section 4:** At the annual session, the delegates shall identify five (5) priority issues agreed upon by both chambers to be addressed during the coming year. Delegates will inform their constituents, their legislators, and the media of the activities and priorities of the SHL. Delegates will serve as advocates for these priorities.

## **ARTICLE XI: Documents**

**Section 1:** All decision documents made, accepted, or reviewed by the Board of Directors shall be signed by two of the following: the Board President, First or Second Vice-President, and/or Secretary. "Decision documents" include those that commit the organization or adopt an official position for the organization, but do not include draft documents, meeting minutes, procedural documents, etc.

**Section 2:** All checks drawn against funds of the state SHL organization for routine expenses shall be signed by the President or his/her designated alternate and/or the Treasurer or his/her designated alternate. Alternates must be approved by the Board prior to signing.

## **ARTICLE XII: Authority**

**Section 1:** The rules contained in *Roberts Rules of Order* (latest edition), shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of this organization.

**Section 2:** These Bylaws shall take effect immediately after ratification by the Missouri Silver Haired Legislature. Amendments shall take effect in the same manner, unless otherwise stated in the amendment.

## **ARTICLE XIII: Advocacy**

**Section 1:** Any SHL Legislator may advocate for a bill, either by writing and/or calling members of the General Assembly, or by testifying in front of committees. However, they shall state that they are advocating on behalf of the SHL only if the bill in question is one of the SHL's priorities or another bill that passed in that year's session, or was an issue of concern that was passed in a previous SHL session. Otherwise, they must indicate that their support or testimony is voiced as a concerned citizen.

## **ARTICLE XIV: Amendments**

These Bylaws may be amended by two-thirds (2/3) affirmative vote of the delegates voting at an annual business meeting of the House and Senate delegates under the following procedures:

**Section 1.** Proposed amendments must be submitted by a delegation or a delegate to the chair of the Rules and Bylaws Committee by May 30 for each year. The chair shall submit Committee recommendations on proposed amendments to the Board of Directors by June 30 of each year.

**Section 2.** Proposed amendments shall be sent to all ten area chairpersons by July 30 and to delegates no later than August 30 and shall be voted on at the annual session.

**Section 3.** Delegations and/or delegates shall have the right to appeal the Board Decision as follows:

- A. Proposed Bylaw amendments submitted under Subsection 1, which were not approved by the Board of Directors at their regular summer meeting, shall have the right to have the decision appealed at the annual session of the SHL.
- B. The delegation and/or delegate who submitted the proposed amendments shall be notified of the disapproval immediately after the Board meeting. All others shall be notified as stated in Subsection 2.
- C. The delegation Chair and/or delegate may bring the proposed amendments before the business meeting of the SHL, provided there is a majority vote in favor of doing so. If there are sufficient votes to bring the proposed amendments

before the entire SHL assembly, debate and voting shall proceed.

#### **ARTICLE XV: Rules & Policies**

**Section 1:** During the regular fall session of the Missouri Silver Haired Legislature, campaigning of any kind shall not be allowed on either the House or Senate floors. Campaigning for Silver Haired officers is permitted, but shall remain outside the chamber doors.

#### **ARTICLE XVI. DISSOLUTION**

Upon the dissolution of the Silver Haired Legislature, all assets of the organization shall be distributed to such organization or organizations operated exclusively for charitable, education, scientific or public purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954. Specifically, if the ten (10) Missouri Area Agencies on Aging qualify at the time of dissolution, each of the Areas shall receive an equal share of such distribution.