



The City of Derby Senior Center

Code of Meeting Procedures

June 9, 2017

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CITY OF DERBY SENIOR CENTER
611 Mulberry Road, Suite 100, Derby, Kansas 67037-3533

NAME

The name of the organization is the City of Derby Senior Center Advisory Board, hereafter referred to as the “The Board.”

MISSION STATEMENT

The mission of the City of Derby Senior Center Advisory Board shall be to comment on and make recommendations to the City Council with respect to the social, health, educational, nutritional, physical, recreational and intellectual well being of the Senior Citizens of the City of Derby.

ETHICS

Conflict of Interest

If a Senior Center Advisory Board member has a conflict of interest on a matter before the Board, that person should publicly announce the conflict and excuse himself/herself from the Board meeting until the matter has been addressed by the remaining Board members.

If there is a question of real or perceived conflict of interest, the affected Board member should contact the Senior Center Administrator for an interpretation of the situation prior to the meeting.

Keeping Out of Trouble

The following are some common areas where you can get in trouble by violating state statute or City code:

- Violating the Kansas Open Meeting Act (KOMA). This can be done by three or more Board members meeting in person or in an internet chat room.
- Conducting a “serial meeting” via email chain.
- Not disclosing a conflict of interest during an Advisory Board meeting or not abstaining from voting on something with which you have a conflict of interest.
- Not disclosing *ex parte* conversations with parties to an action before the Board meeting.
- Using your office for personal gain or profit.

MEETINGS & PROCEDURES

1. The fiscal year shall be January 1 through December 31.
2. The Board shall meet as often as deemed necessary by the Chair. Pursuant to the Kansas Open Meetings Act (KOMA), all meetings except for executive sessions are open to the public. Agendas and minutes are posted on the City’s web site www.derbyks.com.
3. The Senior Center Administrator shall assign a Senior Center employee to record the minutes of the Board meeting. The minutes shall be approved by the Board and signed by the Chair and posted to www.derbyks.com and in the center.
4. Robert’s Rules of Order, parliamentary procedures, shall govern.

Special Meetings

Special meetings will be held only for a specific purpose. Special meetings may be called by the Administrator or Board Chair. Special meetings may also be called by a motion, second, and majority vote of the Board during a regular meeting. The date, time, and purpose of the special meeting must be specified. Public notification of the date, time, and purpose of special meetings is given in the same manner as it is done for regular meetings pursuant to the KOMA by posting on the City's website www.derbyks.com.

Workshops

A workshop is an informal meeting of the Board. No agenda is required and no binding action may be taken. The Board Chair hosts the workshop or the Board Vice Chair in the Chair's absence.

Quorum

A quorum is required for the Board to take binding action. In determining the presence of a quorum the Chair is counted and will vote in order to provide a quorum. A quorum for the Senior Center Advisory Board will be four members.

Public Forum

Public comment is allowed during the meeting. The person desiring to comment shall provide his or her name and address for inclusion in the minutes of the meeting. No individual or group presentation during the Public Forum shall exceed five (5) minutes in length. If additional presentation time is required by the individual or group addressing the Board, additional time up to three (3) minutes may be granted only by motion, second and majority vote of the Board.

Form of Voting

All votes shall be by either a voice vote or, in the alternative, the Chair may request that a vote by a "show of hands" or by a roll call vote performed by the clerk.

Duty to Vote

Members of the Board have a duty to vote, but may abstain because of a conflict of interest or other conflict that appears to make voting on an issue improper. Any member who abstains must state, for the purpose of its inclusion in the minutes, the reason for the abstention. For all purposes an abstention counts as a vote for the prevailing side.

Agenda

The agenda is usually available on Monday afternoon for the meeting on the following Wednesday but may on occasion be delayed due to unforeseen events. Agendas will be posted on the bulletin board at the Senior Center, and posted on the City's website www.derbyks.com.

Setting Agenda

The Administrator is charged with setting the agenda.

Agenda Items

Any Board member may request that an item be placed on the agenda. Members of the public may not place an item on the agenda, but may have a Board member sponsor an item.

Changes to Agenda

Items may be added to or removed from the agenda at the beginning of a regular meeting by motion approved by a majority of those Board members present and voting. No items may be added to the agenda of a special meeting. The Board will vote only on items contained in the agenda as printed, and may vote on items deemed to be emergencies and otherwise express the will of the Board through informal and non-binding action.

MOTIONS

Notice to Speak

Board members should notify the Chair of the desire to speak by a raised hand to be recognized by the Chair.

Second

All motions require a second before being considered by the Board.

Motion to Amend

A motion to amend is in order when the proposal is to change, add, or delete words from the main substantive motion. If the motion is to amend a document before voting on its adoption, it is advisable to reduce the change to writing, but it is not required if all members of the Board understand the amendment. A vote on an amendment is not a final vote on the underlying substantive motion. To pass the underlying substantive motion requires a vote.

Motion to Refer or Table

If the Board deems it appropriate, it may refer contract or other matter back to staff or to a committee, board or other appropriate body for further review and consideration or to table the matter. Such motion may or may not contain a time certain for the item to be returned to the Board. A motion to refer or table is not debatable.

OFFICERS

The Board shall consist of seven (7) members, all of whom must reside within the City of Derby.

The Board officers shall be Chair, Vice Chair, Corresponding Secretary and Treasurer. The board shall elect officers annually in May. Duties may be delegated with approval of the Board.

Duties of Officers:

- A. The Chair shall preside at meetings, appoint committees as needed, call special meetings and perform other functions pertinent to the office. No action shall be taken without approval of the Board.
- B. The Vice Chair shall perform the duties of the Chair in his/her absence.
- C. The Corresponding Secretary shall receive and reply to correspondence directed to the Board and maintain news articles from newspapers, or any source pertaining to the Senior Center, or patrons thereof.

D. It is the Treasurer's responsibility to give the Treasurer's Report at the monthly Board meeting. The Treasurer shall collect and take the change from the coffee and pop proceeds to Verus bank to convert into bills. These funds are then given to the Administrative Assistant to deposit. The Treasurer is responsible for procuring Senior Center supplies from Sam's and Wal-Mart on an as needed basis for activities.

The Mayor of Derby shall appoint members to the Board with the consent of the City Council for a (2) year term.

Lack of professionalism or three (3) unexcused absences are grounds for removal.

DUTIES OF THE BOARD

1. The Board shall adopt Rules of Conduct for the City of Derby Senior Center.
2. The Board will consider suggestions and recommendations for expenditures of receipts from the fund raisers sponsored solely by the Board and shall make final decision as to how they are spent. Memorials and monetary gifts are excluded.



The City of Derby Senior Center

Rules of Conduct & Code of Ethics

June 9, 2017

SENIOR CENTER RULES OF CONDUCT

- Eligibility includes all the Sedgwick County and City of Derby seniors, 55 years of age and older including the spouse regardless of age.
- The privileges and responsibilities of patrons are to use and participate in all functions of the Senior Center, abiding by the established rules.
- There shall be no arbitrary exclusion on the basis of race, sex, religion, disability or national origin; however the Senior Center is not an adult day care facility.
- Senior Center hours will generally be 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 1:00 p.m. on Friday, excluding city-designated holidays. Closing due to weather or program cancellations shall be based on the judgment of the City Manager.
- When an accident, injury or robbery occurs, report it to staff immediately. A written report must be filed within 24 hours to the Administrator.
- It shall be the Administrator's responsibility to schedule all events and/or programs at the Senior Center.
- Items for public display (i.e. brochures, flyers, and other materials) will be approved by the Administrator. Generally, request to display political materials or presentations will be denied.
- City of Derby staff will not be responsible for personal items brought to the Center.
- Members will NOT be allowed to smoke or bring in any illegal drugs or alcohol into the Senior Center.
- Children are NOT allowed in the Center to participate in games and other groups. A child or children may be allowed only if they are here on a come and go basis (meet and greet, signing up, etc.). They will not be allowed to wait in the Center while a member is participating in a game or group activity.
- Any person violating the established rules of conduct or constituting a public nuisance will be asked to leave the Senior Center.
- Misuse of the facility or failure to conform to the rules of conduct will be reason for refusal for future use of the facility.
- Individuals or organizations shall comply with applicable City, County, State and Federal laws, rules and regulations.
- The City of Derby is not responsible for accidents, injury, illness or loss of group or individual property either in the building or on the building grounds.
- No abusive, threatening or obscene language or actions will be tolerated.
- No physical or verbal abuse of City staff and/or patrons.
- Organizations or individuals may not use the Center as a mailing address, telephone number, or for storage.
- The telephone is a business phone, local calls only, limited to three minutes. Any other calls must be approved by the Administrator
- It is the policy of the City of Derby not to permit the use of the Senior Center for fund raising events by outside organizations.
- Non-monetary donations to the Senior Center will be reviewed by the Administrator prior to acceptance.

- Animals are not permitted inside the building except for service animals. The service animal must wear the appropriate service animal material (vest, collar, etc.) and is NOT allowed on any of the furniture. Service animals must remain on a leash inside the Senior Center.
- The City of Derby does not rent out the facility.
- All routine building maintenance will be handled by the City of Derby personnel.
- Maintenance of the facility will be the responsibility of the City of Derby personnel.
- Patrons of the Derby Senior Center are required to wear appropriate attire and have clean personal hygiene.
- Any person who poses a threat of exposing bodily fluids to other patrons may not attend the Senior Center.
- If patrons are exposed to bodily fluid, such as blood, saliva, vomit, etc., notify Senior Center staff immediately. Then, clean the area using one of the cleaning kits available at the front desk, multipurpose room, fitness room and game room. Dispose of all contaminated materials in one of the bio-hazard trash cans.
- Individuals who continuously abuse the rules could be suspended from the Center, up to three months, at the discretion of the Administrator.

**SENIOR CENTER ADVISORY BOARD ACKNOWLEDGEMENT
STATEMENT**

This Senior Center Code of Meeting Procedure has been prepared for your information and understanding of the organizational structure of the Derby Senior Center. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign this statement and return to the Administrator of the Senior Center.

I, _____, have received and read a copy of the Senior Center Code of Meeting Procedure which outlines the purpose, Board structure, duties and Senior Center Rules of Conduct and Code of Ethics. I acknowledge that I am responsible for reading this handbook, familiarize myself with its contents, and adhere to all of the policies set forth in this handbook.

Signature

BreAnna Monk,
Senior Center Administrator