

BYLAWS
of the
Arlington Commission on Long-term Care Residences
Adopted October 5, 2005
Amended April 14, 2010

ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization shall be the Arlington Commission on Long-term Care Residences (hereinafter referred to as the ACLTCR).

ARTICLE II: GOALS AND OBJECTIVES

As set forth in the charge to the ACLTCR by the Arlington County Board on April 19, 2005, the ACLTCR will pursue the goals and objectives identified below:

1. Assess the quality of care and quality of life in long-term care residences in Arlington County.
2. Educate public officials and the community about long-term care needs in Arlington County.
3. Promote access, availability and affordability in long-term care residences in Arlington County.
4. Develop a process and procedures for intervention to ensure long-term care residences abide by stated commitments to Arlington County, residents and the community.

ARTICLE III: POWERS AND DUTIES

1. The ACLTCR shall have such powers as are delegated to it by the County Board.
2. The ACLTCR shall submit an annual report to the County Board and to the public in clear and simple language and format. The report shall highlight the Commission's and the Agency's programs and accomplishments; the report shall make appropriate recommendations for further or future actions.

ARTICLE IV: MEMBERS

1. The ACLTCR will be comprised of up to 15 (fifteen) voting members.
2. Ex-officio members will include: (a) a representative from the Commission on Aging and (b) a representative from the Northern Virginia Long-term Care Ombudsman Program. The Commission on Aging and the Ombudsman Program will each nominate annually a representative to serve in this capacity.
3. No member shall be a County employee. County employees may attend and participate in Commission meetings.

4. The initial set of nine members should be appointed as follows: 3 commissioners for one year terms; 3 commissioners for two year terms; and 3 commissioners for three year terms.
5. Subsequent to the initial terms referenced above, each member shall be appointed by the County Board for a term of three (3) years. Commissioners may be reappointed to a second consecutive term. Commissioners may not serve a third consecutive term. After a one-year absence from the ACLTCR, a person may be appointed to a new term of three years, with the possibility of a second consecutive term.
6. On or before April 30 of each calendar year or upon the occurrence of a vacancy, the Commission shall recommend individual(s) for appointment to the ACLTCR. The Commission Chair shall submit such recommendation(s) to the County Board.
7. A member of the Commission who fails to attend two (2) consecutive meetings of the ACLTCR without having notified in advance the ACLTCR Chair, or Agency staff, of a legitimate reason for the absence will forfeit his or her remaining term on the ACLTCR. The ACLTCR Chair shall notify the member concerned and the County Board of the forfeiture of the member's term.

ARTICLE V: OFFICERS

The officers of the ACLTCR shall be:

1. Chair: The Chair shall be elected at the April meeting from among the ACLTCR membership. The Chair shall serve for a one-year term. There shall be no limit to the number of terms a member may be elected to serve as Chair. The Chair will follow the Roles and Responsibilities for Advisory Group Chairmen as stated in the Arlington County Advisory Group Handbook. He or she shall:
 - have a vote on all matters before the ACLTCR.
 - sign all correspondence necessary and appropriate to carry out the will of the ACLTCR.
 - establish appropriate committees, with the advice and consent of the ACLTCR and appoint the Chairs and members thereof.
 - meet with members of the Arlington County Board regularly, at least semi-annually, to discuss objectives and concerns of the ACLTCR.
 - have authority to delegate routine and administrative functions to ACLTCR members.
 - represent or designate a representative of the ACLTCR to participate in all meetings and events of interest to the ACLTCR.

- perform such other duties consistent with these Bylaws as may be assigned by the ACLTCR or by the County Board.
2. Vice-Chair: The Vice-Chair shall be elected at the April meeting from among the Commission membership. The Vice-Chair shall serve for a one-year term. There shall be no limit to the number of terms a member may be elected to serve as Vice-Chair. The Vice-Chair will follow the Roles and Responsibilities for Advisory Group Chairmen as stated in the Arlington County Advisory Group Handbook and shall discharge the duties of the office of Chair in his or her absence or disability, and shall discharge such other duties as may be assigned.

ARTICLE VI: EXECUTIVE COMMITTEE

1. There shall be an Executive Committee consisting of the Chair, the Vice-Chair, the Immediate Past Chair if still a member of the Commission, and two other Commission members selected by the Chair and approved by the Commission in accordance with the procedures established in these bylaws for voting.
2. The Executive Committee may convene to discuss matters that must be addressed in between regular Commission meetings, and may only act on issues that need to be addressed prior to the next Commission meeting.

ARTICLE VII: MEETINGS

1. The ACLTCR shall meet monthly, except in August.
2. The date and place of the monthly meetings shall be determined by the Chair, with the consent of the members.
3. Special meetings may be called by the Chair acting alone or by any three members of the ACLTCR.
4. Notice of each regular or special meeting, including an agenda, with any appropriate attachments, shall be forwarded to ACLTCR members not less than five calendar days prior to the date of such meeting.
5. Minutes of each ACLTCR meeting shall be prepared by Agency staff and provided to ACLTCR members not less than five calendar days prior to the date of such meeting. Copies shall be forwarded to the Office of the County Board for information and record purposes.

ARTICLE VIII: VOTING AND QUORUM

1. The ACLTCR's actions shall require a majority vote of those members present and voting. All votes of the ACLTCR shall be reflected in the minutes. An ACLTCR

member unable to be present may give a proxy in writing to another ACLTCR member on a specific issue.

2. A quorum shall consist of 8 (eight) ACLTCR members, or if there are fewer than 15 members serving, a quorum shall consist of a majority of those serving.

Article IX: AMENDMENTS

1. Proposed amendments to these Bylaws shall be forwarded to members of the ACLTCR at least ten calendar days prior to the meeting at which action is to be taken.
2. Upon approval by two-thirds of the members present and voting, such an amendment (or amendments) shall be submitted to the County Board by the ACLTCR Chair for final action.