

Advisory Board Mission Statement and Board Guidelines

(Updated by vote of the Normal Township Board on January 16, 2025)

Advisory Board Mission Statement

The Advisory Board serves as an advocate for the needs of area senior citizens and supports the operation of the Activity & Recreation Center (ARC). The Board assists the ARC staff with identifying programming to help seniors with physical, educational, mental, emotional, and social interests. The Board advocates for ARC as a safe place for all and being a great neighbor to our community.

Advisory Board Responsibilities

Advisory Board Members are volunteers who provide different skills, ideas, and life experiences that help keep ARC connected to the Senior Community.

The Board Members responsibilities include:

- Bring information and or recommendations on matters of significance identified by the Township Supervisor, Township Trustees, ARC management staff, Advisory Board Members and/or Member of ARC.
- Identify local resources and provide feedback to ARC Management staff.
- Provide feedback to the ARC staff and to the Normal Township Board on policies and procedures and with identifying, reviewing, and developing new activities.

Advisory Board Members and Officers

Members:

The Activity and Recreation Center (ARC) Advisory Board shall be made up of nine (9) voting members who are appointed by the Normal Township Board. No more than one (1) of the nine (9) can reside in a McLean County Township outside of Normal Township or City of Bloomington Township. No more than two (2) of the nine (9) can reside in the City of Bloomington Township.

Advisory Board members must be ARC members. The Township seeks Advisory Board members who reflect the diversity of the senior community and will in no way discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

There will be three (3) ex-officio members: Normal Township Supervisor, ARC Operations Director or a designated representative, and an appointed secretary. The ex-officio members may make presentations, participate in discussions, and make resolutions, but not vote on Advisory Board issues. All voted and passed issues shall be passed on to the Township Board. Appointed terms of the voting members of the Advisory Board shall be three (3) years and limited to (2) consecutive terms. Terms shall commence on April 1st of the year appointed. The board members shall have staggered terms.

Member Vacancies:

Any vacancies on the Advisory Board shall be filled by the Normal Township Board. Individuals filling an unexpired term for a voting member will be appointed to complete the time remaining on the term of the individual they replaced. If the unexpired term is less than 18 months, the said appointee may serve up to two additional three-year terms on the Advisory Board.

When Advisory Board vacancies occur, Normal Township will post the vacancies in a public area.

When multiple people express interest in the same open seat, the Township Supervisor may set up a committee to review candidates and make a recommendation to the Township Board ahead of appointment.

Those Advisory Board members currently on the board who want to be reappointed for a second 3-year term must also notify the Township Supervisor 30 days prior to the end of their term.

Officers:

Election of Chairperson/Vice Chairperson:

The Advisory Board shall elect a Chairperson who will preside over the meetings of the Advisory Board and conduct the meetings under Robert's Rules of order. The Chairperson shall hold that position for one (1) year with a limit of two (2) consecutive terms. The Advisory Board shall elect a Vice - Chairperson who will act as the Chairperson in the absence of the Chairperson. The Vice -Chairperson shall hold that position for one (1) year with a limit of two (2) consecutive terms.

Officers may be nominated by members at the April meeting. The Chairperson may also create a Nomination Committee in February to bring recommendations for Chairperson and Vice -Chairperson to the April meeting.

The Chairperson or Designated Representative (Vice Chairperson or as designated by the Chairperson) shall: •

- present Advisory Board recommendations and actions to the Normal Township Board
- establish, publish, and post an agenda in public areas for the Advisory Board meetings in consultation with the ARC Operations Director and the Township Supervisor in accordance with the Open Meeting Acts
- appoint members to such Standing Committees and Sub-Committees to fulfil the mission of the Advisory Committee

Minutes

Minutes of the Advisory Board shall be taken by the Secretary who is appointed by the Chairperson. Once approved the Secretary will have the minutes posted in the ARC library (in the notebook) and on the ARC website (under “About Us” menu).

Meetings

Advisory Board shall meet quarterly on the first Thursday at 9:30 am in January, April, July, and October. Additional meetings may be called when necessary.

All meetings of the Advisory Board, including any Subcommittee meetings, shall be open to the public and follow the procedures as outlined by Normal Township and the Open Meetings Act.