

**Sec. 2-170. Senior Center Commission.**

(a) *Composition.* The Senior Center Committee shall consist of nine members: two regular trustee members, and seven (7) non-trustee residents. The Public Works Director shall serve as ex-officio to the committee.

(b) *Appointment and term.* The members who are first appointed shall be designated by the village president, with majority Village Board approval, to service the following terms: For the resident members; two for one year, two for two years, and three for three years from the date of their appointment; thereafter, the term of office shall be for three years. A member shall hold his office until a successor has been appointed at the annual new Village Board meeting. The trustee members shall be designated by the village president, with majority Village Board approval, following the annual Village Board reorganizational meeting.

(c) *Record.* The committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk-treasurer. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all members.

(d) *Duties.*

(1) To recommend all maintenance relating to the Senior Center.

(2) To plan necessary capital projects and capital outlay equipment for the building and site.

(3) To approve rentals, events, and other special uses of the building or site.

(4) To produce a budget for the Senior Center, to be reviewed by the Finance & Personnel Committee and approved by the Village Board.

(5) To produce policies and standard operating procedures for the Senior Center.