

North Carolina Senior Tar Heel Legislature

Reference and Operations Manual

Rules and Bylaws Committee

October 4, 2013

PREFACE

The Rules and Bylaws Committee prepared this Reference and Operations Manual to assist newly-elected or appointed officers of the Senior Tar Heel Legislature in the performance of their duties. The Statute, Bylaws, and Rules, which are included in this document, provide authoritative guidance for all officers, delegates, alternates, and staff. Now, with over 20 years of existence, the Senior Tar Heel Legislature also has traditions and precedents that need to be passed on from one set of officers to the next. This Manual endeavors to provide that bridge.

This Manual should also be helpful to new members as they learn about the Senior Tar Heel Legislature. Directors of Area Agencies on Aging may wish to make copies available when they provide orientation to Delegates and Alternates.

In future years, unless the Speaker assigns the responsibility elsewhere, the Rules and Bylaws Committee will update and revise this Manual as needed.

The source of all entries is provided. On occasion the authors have provided commentary based on experiences of former officers, delegates, alternates, and staff of the Division of Aging and Adult Services, and Directors of Area Agencies on Aging.

The principal author of this first edition of the Reference and Operations Manual is Charles Dickens, who served as Speaker from October 2007 to October 2009.

Respectfully submitted,

Rules and Bylaws Committee, 2011-2013

Charles H. Dickens, Chair
Buncombe County Delegate and Past Speaker

Eva Wood, Co-Chair
Cherokee County Delegate

Glenn Lloyd, Ed.D., Secretary
Burke County Delegate

Ted R. Drain
Cabarrus County Delegate

Rosalie Rose
Currituck County Delegate

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[Committee Commentary: Comments by the Rules and Bylaws Committee are enclosed in brackets. As an aid to readers, color coding is used to show the source of quotations: **Blue** is for G.S. § 143B-181.55 (Senate Bill 479 passed in July of 1993); **Green**, for NCSTHL Bylaws; and **Red**, for NCSTHL Rules. The abbreviation G.S. is for “General Statutes”.]

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General Information

What is the North Carolina Senior Tar Heel Legislature?

The North Carolina Senior Tar Heel Legislature is the nonpartisan body established by law to inform and educate older North Carolinians about the legislative process and matters being considered by the General Assembly, to involve senior citizens in advocacy concerning aging issues, and to assess the legislative needs of older citizens, and to make recommendations to the General Assembly about these needs.

When and by whom was it established?

The North Carolina Senior Tar Heel Legislature was established in 1993 by action of the General Assembly. (Senate Bill 479/Session Law 1993-503/G.S. § 143B-181.55) The primary sponsor of Senate Bill 479 was Senator Beverly Perdue, who later served as Lieutenant Governor (2001-2009) and as Governor (2009-2013). One of the co-sponsors was Senator Elaine Marshall, now the Secretary of State.

Is the North Carolina Senior Tar Heel Legislature the only body of its kind in the United States?

According to the National Council of Silver-Haired Legislators, 28 states have created bodies similar to the North Carolina Senior Tar Heel Legislature. The first such body was established in Missouri in 1973. The states with such bodies are listed below:

Alabama	Arizona	Arkansas
California	Florida	Georgia
Hawaii	Indiana	Iowa
Kansas	Louisiana	Massachusetts
Minnesota	Missouri	Montana
Nebraska	Nevada	North Carolina
North Dakota	Ohio	Oklahoma
Rhode Island	South Carolina	Texas
Utah	Virginia	West Virginia
Wyoming		

What is the abbreviation for North Carolina Senior Tar Heel Legislature?

According to the Bylaws, Article I the abbreviation is NCSTHL.

[Committee Commentary: The abbreviation is sometimes shortened to STHL.]

What are the purposes of the NCSTHL?

According to [G.S. § 143B-181.55](#), “There is created the North Carolina Senior Tar Heel Legislature. It shall:

- (1) Provide information and education to senior citizens on the legislative process and matters being considered by the General Assembly;
- (2) Promote citizen involvement and advocacy concerning aging issues before the General Assembly; and
- (3) Assess the legislative needs of older citizens by convening a forum modeled after the General Assembly.”

The **Bylaws**, Article II: Purpose, state the following:

“Section A. To provide information and education to Senior Citizens on the legislative process and matters being considered by the General Assembly.

Section B. To promote citizen involvement and advocacy concerning aging issues before the General Assembly.

Section C. To assess the legislative needs of older citizens by convening a forum modeled after the General Assembly.

Section D. To provide older North Carolinians an opportunity to become more knowledgeable about the legislative process.

Section E. To develop a nonpartisan forum for older North Carolinians to discuss senior citizens’ issues.”

Why was the NCSTHL established?

The justification for establishing the North Carolina Senior Tar Heel Legislature was set forth in Senate Bill 479 (G.S. § 143B-181.55) in the following words:

“Whereas, North Carolina has over 900,000 citizens 65 and older; and

Whereas, older adults now comprise the fastest growing segment of North Carolina's population with North Carolina experiencing a growth rate of 33% for individuals 65 and older compared with a growth rate of 13% for North Carolina as a whole; and

Whereas, by the year 2000 older adults will constitute 13% of the total population; and

Whereas, over 40,000 retirees relocate in North Carolina each year which ranks North Carolina fifth nationally in attracting out-of-state retirees; and

Whereas, older citizens have contributed greatly to the economic development of North Carolina and will continue to contribute because of their increased numbers; and

Whereas, there is a subgroup (19.5%) of our older citizens who have incomes less than the federal poverty level; and

Whereas, the rapid aging of the citizens of the State will mandate attention to health care, housing, community-based services, recreation, and volunteerism used by older adults and their families; and

Whereas, older North Carolinians can best judge their own needs and concerns and should be their own best advocates; and

Whereas, the General Assembly each session attempts to address these needs with the introduction of a wide variety of proposals aimed at specific aging issues; and
Whereas, we are in a period of diminishing public resources; and

Whereas, these circumstances require the setting of priorities regarding which aging programs and services are most vital to establish and maintain; and

Whereas, the senior citizens legislature as a model legislature session has proved successful in Florida, Georgia, Indiana, Iowa, Missouri, and California; and

Whereas, the Senior Tar Heel Legislature will offer older North Carolinians a forum for setting their legislative priorities.”

Organization

What does G.S. § 143B-181.55 say about organization of the North Carolina Senior Tar Heel Legislature?

G.S. § 143B-181.55 (b) states: “The Senior Tar Heel Legislative Session shall be organized and coordinated by the Division [of Aging and Adult Services]” . . .
[and]“Delegates to the Senior Tar Heel Legislature shall be from each county.”

G.S. § 143B-181.55 (c) states: “The Senior Tar Heel Legislature is authorized to adopt bylaws to govern its internal procedures. . . .”

How is the North Carolina Senior Tar Heel Legislature organized?

The Bylaws, Article III: Organization state:

“Section A. The body shall be unicameral and shall consist of 100 delegates.

Section B. There shall be one delegate and one alternate from each county and delegate(s)-at-large. (Delegates-at-large are Past Speakers who reside in North Carolina and are not elected to represent a county. They are ex-officio non-voting members).”

[Committee Commentary: The North Carolina General Assembly is a bicameral body, having a Senate and a House of Representatives, but G.S. § 143B-181.55 does not require that the NCSTHL be so organized. Furthermore, G.S. § 143B-181.55 does not mention alternates nor delegates-at-large. Members of the General Assembly do not have alternates.]

Delegates

G.S. § 143B-181.55 uses the term “*Delegates*” for members of the North Carolina Senior Tar Heel Legislature.

Who may be a Delegate?

G.S. § 143B-181.55 (b) states “The delegates to the Senior Tar Heel Legislature shall be age 60 or over. . .”

Residency requirements implicit in G.S. § 143B-181.55 are stated explicitly in the **Bylaws, Article IV Selection of Delegates, Section B. Qualifications and Eligibility:**

“1. Any resident satisfying state and local county resident requirements who is 60 years of age or older may be a delegate or an alternate for the county in which he or she resides.”

What is the role of Delegates?

[Committee Commentary: The Delegates are the voting members of the Senior Tar Heel Legislature. G.S. § 143B-181.55, the Bylaws, and the Rules specify eligibility, duties, activities, procedures, etc., that pertain to Delegates, but there is no succinct paragraph about the role of Delegates.]

How are Delegates chosen?

G.S. § 143B-181.55 (b) states “The delegates to the Senior Tar Heel Legislature shall be . . . duly selected pursuant to procedures developed by the Department of Human Resources, Division of Aging, and approved by the Secretary of the Department in consultation with senior citizens advocacy groups who have given written notice to the Division of Aging that they desire to be consulted. The Senior Tar Heel Legislative Session shall be organized and coordinated by the Division with Area Agencies on Aging organizing the local election procedures and other related matters.”

The **Bylaws**, Article IV: Selection of Delegates, Section A. Process restate the above text as follows:

- “1. Selection of delegates and alternates will be conducted independently by each Area Agency on Aging which will be responsible for planning the selection and for conducting a publicity campaign in their area.
2. The delegates shall be duly selected pursuant to procedures developed by the Department of Health and Human Services, Division of Aging, and approved by the Secretary of the Department in consultation with senior citizens advocacy groups.”

The **Rules**, Article I: Selection of Delegates, Section A. provide the following information on schedules and events for selection, orientation, and installation of delegates and alternates:

- “1. Delegates and alternates to the N.C. Senior Tar Heel Legislature, hereafter referred to as the NCSTHL, will be selected in agreement with Article IV, Section A, Item 2 of the bylaws no later than 15 January of odd numbered years.
2. Delegates and alternates selected by 15 January of odd numbered years will be asked by their Area Agency on Aging to meet together no later than 15 February of odd numbered years in order to receive a regional orientation.
3. Orientation of all delegates and alternates to the NCSTHL shall be held in March of odd numbered years with the time to be set by the Speaker with the concurrence of the Executive Committee and with the assistance of the staff liaison of the Division of Aging.
4. Oath of office shall be conducted at each Session for all new delegates and alternates.”

What is the term of office of Delegates and Alternates?

The **Bylaws**, Article IV Selection of Delegates, Section B. Qualifications and Eligibility state:

- “2. Each delegate or alternate shall serve for a two year term. Each selected delegate or alternate shall serve in all regular sessions of this body and called sessions and on all committees to which appointed or selected during his/her term of office.
3. The term of office shall be from the time of taking the oath of office until a successor takes the oath of office. The oath of office shall be administered at the beginning of the first session after selection.”

[Committee Commentary: Full terms of all delegates and alternates begin in odd-numbered years and end two years later. For example, terms beginning in 2013 will end in 2015. If the position of a delegate or alternate becomes vacant during a term, a replacement delegate or alternate will serve the remainder of the term of the person who formerly held the position. Friends of North Carolina Senior Tar Heels, Inc., a 501(c)(3) organization has provided, and is likely to continue to provide, distinctive pins for delegates to wear as a mark of office.]

What is the role of Alternates?

The Bylaws, Article IV Selection of Delegates, Section B. Qualifications and Eligibility state:

- “4. An alternate delegate substituting for the delegate at any meeting may not assume the absent delegate’s role as an elected or appointed officer or committee chair or vice chair. Alternate delegates shall be encouraged to participate in all NCSTHL activities, but will not have a vote in matters unless the regular delegate is absent and he/she notifies the alternate to take his/her seat at that time.”

[Committee Commentary: Alternates do not receive pins from Friends of North Carolina Senior Tar Heels, Inc.]

What is the NCSTHL policy on delegates and/or alternates who are absent from meetings?

The Bylaws, Article IV Selection of Delegates, Section B. Qualifications and Eligibility state:

- “5. In the event a county is not represented by either the delegate or alternate delegate at two consecutive regular sessions, the respective Area Agency on Aging of such absentee county will be notified and will be encouraged to take appropriate action to ensure the county’s representation at all future meetings.”

Officers

What officers does the NCSTHL have?

The Bylaws, Article V: Officers, Section A. state:

“The NCSTHL shall have four officers: Speaker, Speaker Pro Tempore, Deputy Speaker Pro Tempore and Secretary. All qualified delegates shall be eligible for election.”

[Committee Commentary: Alternates are not eligible to be elected to an NCSTHL office.]

How are the officers selected?

The Rules, Article II: Selection of Officers, Section A. state:

“Officers shall be chosen in the following manner:

1. At least 60 days and no more than 90 days prior to the Fall Session in odd numbered years, any delegate desiring to stand for election as an elected officer shall inform the Elections and Credentials Committee of the NCSTHL of that desire.
2. At least 30 days prior to the date set for the Fall Session in odd numbered years, the Elections and Credentials Committee shall notify delegates of the candidates seeking election to include for each: candidate’s name, county represented, office being sought and a brief profile.

3. At the Fall Session of the NCSTHL in odd numbered years, each candidate shall be introduced and permitted to make a two minute presentation to all the delegates there assembled.
4. Election of officers shall be held at the Fall Session of the odd numbered years. If the Elections and Credentials Committee does not submit a full slate of officers for consideration of the NCSTHL at the Fall Session, nominations to fill any office without a candidate shall be brought from the floor. Such nominees from the floor shall be introduced and permitted to make a two minute presentation to all delegates there assembled.
5. Delegates shall cast secret ballots for each office. Following the candidates' presentations, the Chairperson of the Elections and Credentials Committee shall designate one or more members of that committee to distribute the ballots, one to each delegate, and to collect the completed ballots. The Chairperson shall also designate two members of the Elections and Credentials Committee, none of whom is a candidate for any office, to serve as tellers to count and tabulate the votes. Each candidate for any office shall be entitled to monitor the counting and tabulating of the votes or to designate another delegate to do so in his or her stead. Upon completion of the counting and tabulation, the Chair of the Elections and Credentials Committee shall certify to the Speaker, in writing, the results of the balloting and announce the results to the Legislature, including the number of votes cast for each candidate.
6. Election shall be by a majority vote of all delegates present and voting. If no candidate for any office receives a majority of votes cast, a run-off vote shall be held immediately to choose: (a) between the two candidates receiving the highest number of votes on the first ballot or; (b) if two candidates are tied for the second highest number of votes on the first ballot, then they, along with the candidate receiving the highest number of votes, shall participate in a 3-way run-off.
7. If this fails to produce a candidate with a majority of votes, a second run-off vote shall be taken between the two candidates having received the highest number of votes in the first run-off.”

[Committee Commentary: As is generally the case with legislative bodies, the NCSTHL does not have a nominating committee. Members who seek elective office must declare their candidacy. In the situation described in paragraph 4 above when the floor is open for nominations, any delegate may make a nomination.]

When do newly-elected officers take office?

The **Rules, Article II: Selection of Officers, Section B** state: “Elected officers shall be sworn and take office immediately following the counting of ballots.”

Are officers allowed to be elected immediately for a second two-year term in the same office?

The **Rules**, Article II: Selection of Officers, Section C state: “An officer shall be elected for a two year term and may not succeed him/herself in the same office.”

What happens if a vacancy occurs in an elected office?

The **Rules**, Article II: Selection of Officers, Sections D and E state:

“Section D. Should a vacancy occur in the office of Speaker, the Speaker Pro Tempore shall succeed to the office of Speaker and serve out the balance of his/her term. In like fashion, the Deputy Speaker Pro Tempore shall succeed to the Office of Speaker Pro Tempore and shall serve out the balance of his/her term.

Section E. When a vacancy occurs in the office of Deputy Speaker Pro Tempore or Secretary, the Speaker shall, with the advice and consent of the other elected officers, appoint other qualified delegate(s) to succeed to the respective office(s) and serve out the balance of the term.”

Are there appointed officers? If so, what are they and who appoints them?

The **Rules**, Article II: Selection of Officers, Section F state: “The Speaker may appoint a Parliamentarian, a Sergeant at Arms, a Chaplain, etc. at his/her discretion.”

What are the duties of the NCSTHL officers?

The **Bylaws**, Article V: Officers, Section B. state: “Duties of the officers shall be defined in the rules of the NCSTHL.”

What are the duties of the Speaker?

The **Rules**, Article III: Duties of Officers, Section A. state:

“Section A. The Duties of the Officers of the NCSTHL shall be as follows:

1. The Speaker shall be the principal officer and official spokesperson of the NCSTHL. He/she shall preside at all sessions of the STHL and all meetings of the Executive Committee. He/she shall appoint all committees and may have such other powers and duties as the Executive Committee from time to time may prescribe. The Speaker shall vote in instances only in the case of a tie. He/she shall sign any instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee.”

What are the duties of the Speaker Pro Tempore?

The **Rules**, Article III: Duties of Officers, Section A. state:

“Section A. The Duties of the Officers of the NCSTHL shall be as follows:

2. The Speaker Pro Tempore shall serve as the second highest officer of the NCSTHL and in the absence of the Speaker shall perform the duties of the Speaker and shall have such other

powers and duties as the Executive Committee or Speaker may from time to time prescribe.”

What are the duties of the Deputy Speaker Pro Tempore?

The **Rules**, Article III: Duties of Officers, Section A. state:

“Section A. The Duties of the Officers of the NCSTHL shall be as follows:

3. The Deputy Speaker Pro Tempore shall, in the absence of the Speaker Pro Tempore, perform the duties of the Speaker Pro Tempore and shall have such other powers and duties as the Executive Committee or Speaker may from time to time prescribe.”

What are the duties of the Secretary?

The **Rules**, Article III: Duties of Officers, Section A. state:

“Section A. The Duties of the Officers of the NCSTHL shall be as follows:

4. The Secretary shall keep, or cause to be kept, a record of the minutes of all sessions of the NCSTHL and all Executive Committee meetings and shall perform, in general, all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Executive Committee or Speaker.”

Oaths of Office

What is the oath for Delegates and Alternates?

[Committee Commentary: The oath used by the North Carolina Senior Tar Heel Legislature is not stated in either the Bylaws or the Rules. Rather, it is based on the oath required by law for members of the General Assembly. The North Carolina Constitution in Article II, Section 12 states: “*Oath of members.* Each member of the General Assembly, before taking his seat, shall take an oath or affirmation that he will support the Constitution and laws of the United States and the Constitution of the State of North Carolina, and will faithfully discharge his duty as a member of the Senate or House of Representatives.”]

Oath for NCSTHL Delegates and Alternates

Do you solemnly swear (affirm) that you will support the Constitution of the United States?

Do you solemnly swear (affirm) that you will be faithful and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are or may be established for the government thereof; and that you will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States?

Do you swear (affirm) that you will well and truly execute the duties of your office as a member of the North Carolina Senior Tar Heel Legislature according to the best of your skill and ability, according to law, so help you God?

Is there an oath of office for the Speaker and other elected officers? If so, what is it?

Oath for NCSTHL Officers

I (your name) do promise to uphold the laws of the State of North Carolina and Constitution and laws of the United States of America. I will respect and follow the Bylaws and Rules of the Senior Tar Heel Legislature of North Carolina in conducting the duties of the office holder and will endeavor to serve in a manner that will reflect favorably on the organization and office I represent, so help me God.

Committees

What committees does the North Carolina Senior Tar Heel Legislature have?

[Committee Commentary: There are four categories of NCSTHL committees: Executive Committee, Standing Committees, Issues Committees, and Ad Hoc Committees.]

The **Bylaws**, Article VI: Committees, Sections A and B establish the Executive Committee and the Standing Committees:

“Section A. The **Executive Committee**, chaired by the Speaker, shall be composed of the officers and the chairs of the standing committees and issues committees. The immediate Past Speaker and Delegates-at-Large shall serve as ex-officio non-voting members of the Executive Committee.

Section B. **Standing committees** shall be: Advocacy; Elections and Credentials; Finance; Public Relations; Resolutions; and Rules and Bylaws.”

The **Rules**, Article IV, Committees, Section B, establish six Issues Committees:

“**Section B. Issues Committees** may include the following:

1. Long Term Care
2. Health
3. System/Service Access
4. Enrichment Opportunities
5. Crime/Safety/Security
6. General Legislation

The above issues committees may be changed by the Speaker, with the concurrence of the Executive Committee.

The Committees in this section shall receive resolutions from the Resolutions Committee appropriate to the topic allocated to the committee.”

What are the roles and responsibilities of the Executive Committee?

[Committee Commentary: Although the roles and responsibilities of the **Executive Committee** are not developed in the Rules in the same detail as those of the Standing Committees, the roles and responsibilities of the Executive Committee may be inferred from its title and composition. Except for the Speaker Pro Tempore, the Deputy Speaker Pro Tempore, and the Secretary, all the voting members of the Executive Committee are appointed by the Speaker. The Immediate Past Speaker and all Delegates-at-Large are ex-officio nonvoting members of the Executive Committee. The following selections of the Rules illustrate the broad power of the Executive Committee.]

The **Rules, Article III, Duties of Officers, Section A.1-4** state that the four elected officers “may have such other powers and duties as the Executive Committee from time to time may prescribe.”

The **Rules, Article IV, Committees, Section A.5.a.** state: “The Executive Committee may modify the submission date [for resolutions] as circumstances dictate.”

The **Rules, Article IV, Committees, Section B** require the concurrence of the Executive Committee to changes in the Issues Committees.

What are the roles and responsibilities of the Standing Committees?

Regarding the **Standing Committees**, the **Bylaws, Article VI: Committees** state:

“Section C. The roles and responsibilities of the standing committees shall be in conformity with the rules of the NCSTHL.”

The **Rules, Article IV, Committees** state:

- “Section A.
1. The **Advocacy Committee** shall develop a strategy and plan (including schedules, assignments, timelines, etc.) for communicating NCSTHL priority resolutions to the General Assembly, the Governor and others as appropriate.
 2. The **Elections and Credentials Committee** shall receive names of candidates wishing to seek an office, conduct the election in accordance with the rules and the bylaws and certify to the Speaker duly selected new delegates at the opening of each Session.

3. The **Finance Committee** shall be responsible for developing a plan for financial support for the continued operation of the NCSTHL.
4. The **Public Relations Committee** shall be responsible for arranging coverage of events by the media, issuing press releases, contacting other organizations and preparing and distributing brochures and/or informational materials.
5. The **Resolutions Committee** shall be responsible for developing a process for submission of resolutions and arranging the publication of the resolutions submitted. Resolutions that are submitted should have a brief, specific description of the benefits expected. They should have a quantified presentation of the expenditures and financial return if possible; also possible sources of funding should be included.
 - a. The Resolutions Committee shall have resolutions that they have received, together with available supporting documentation, in the hands of the appropriate issues committee membership no later than 15 May of even numbered years. The Executive Committee may modify the submission date as circumstances dictate.
 - b. When resolutions are favorably reported out of the various issues committees, then such resolutions and documentation shall be given to each NCSTHL delegate for consideration no later than 1 August of even numbered years.
 - c. Once reported out favorably by an issues committee, resolutions will delete the name of sponsors.
 - d. The final action of the full body in the Fall meeting of each year shall be to determine the top priority resolutions; not to exceed five. All resolutions reported out of the issues committees shall be eligible for consideration in determining these priorities.
6. The **Rules and Bylaws Committee** shall be responsible for reviewing the rules and bylaws that govern the procedures of

the NCSTHL as well as all proposed changes. All changes must be submitted in writing to the committee chairperson and such proposed changes shall be submitted to the NCSTHL in accordance with the procedures stipulated under Article VIII of the bylaws.

7. Standing committees appointed by the Speaker, no later than 15 November of odd numbered years, shall serve at the pleasure of the Speaker.”

What are the roles and responsibilities of the Issues Committees?

[Committee Commentary: The Issues Committees work in conjunction with the Resolutions Committee to review and recommend resolutions submitted as part of the process that results in the selection of the NCSTHL Legislative Priorities.]

The Rules, Article IV, Committees, Section B. Issues Committees state: “The Committees in this section shall receive resolutions from the Resolutions Committee appropriate to the topic allocated to the committee.”

What are the resolutions that Issues Committees receive from the Resolutions Committee?

As stated in the Rules, Article IV, Committees, Section A. 5. “Resolutions that are submitted should have a brief, specific description of the benefits expected. They should have a quantified presentation of the expenditures and financial return if possible; also possible sources of funding should be included.”

[Committee Commentary: A fuller description of the Resolutions Process is presented in elsewhere in this document. See Appendix D, Section B.]

What is the schedule for the Resolutions Process in even-numbered years?

As stated in the Rules, Article IV, Committees Section A. 5. a.-d. :

- a. The Resolutions Committee shall have resolutions that they have received, together with available supporting documentation, in the hands of the appropriate issues committee membership no later than 15 May of even numbered years. The Executive Committee may modify the submission date as circumstances dictate.
- b. When resolutions are favorably reported out of the various issues committees, then such resolutions and documentation shall be given to each NCSTHL delegate for consideration no later than 1 August of even numbered years.
- c. Once reported out favorably by an issues committee, resolutions will delete the name of sponsors.
- d. The final action of the full body in the Fall meeting of each year shall be to determine the top priority resolutions; not to exceed five. All resolutions reported

out of the issues committees shall be eligible for consideration in determining these priorities.”

What are Ad Hoc Committees?

The Rules, Article IV, Committees state:

“Section D. Ad hoc committees may be created by the Speaker as needed. Such committees shall be given a specific time limited charge.”

Who appoints committee members and committee chairs?

The Rules, Article IV, Committees state:

“Section C. Appointments to all committees, with the exception of the Executive Committee whose membership is described in Article VI, Section A of the bylaws, shall be made by the Speaker who shall consider the expressed interest of delegates for such assignments.”

How does a delegate express interest in particular committee assignments?

[Committee Commentary: The practice of Speakers has been to ask delegates to submit in writing their first, second, and third choices for committee assignments. In making committee assignments, Speakers consider delegate preferences but also consider such factors as the need to maintain a reasonable number of members in each of the six issues committees.]

What is the term of service for committee chairs and members appointed by the Speaker?

The Rules, Article IV, Committees state:

“Section E. The chairs and members of all committees appointed by the Speaker shall serve coterminus with the Speaker making such appointments.”

Meetings: Time and Place

When and where does the North Carolina Senior Tar Heel Legislature meet?

[Committee Commentary: For a full understanding of the meeting schedule of the Senior Tar Heel Legislature one must consult G.S. § 143B-181.55, the Bylaws, and the Rules.

G.S. § 143B-181.55 authorizes the Senior Tar Heel Legislature to meet each year for one day in March in the State Capitol or elsewhere in the Raleigh area.

The Bylaws designate the March meeting as the Annual Session of the NCSTHL, authorize other meetings as stated in the Rules, and authorize the Speaker to call special sessions of the NCSTHL.]

G.S. § 143B-181.55 states in § 143B-181.55. Creation, membership, meetings, organization, and adoption of measures:

“(c) The Senior Tar Heel Legislature is authorized to meet one day in March of Every year beginning in 1994 but shall hold its first session no later than August 1993. The sessions shall be held in the State Capitol or in a building to be selected by the Governor or the Governor's designee.”

The **Bylaws, Article VII: Meeting Schedule** provide for all meetings of each year as follows:

- “Section A.
1. There shall be an Annual Session of the NCSTHL in the Raleigh area during the week containing the third Tuesday in March. The Executive Committee shall have the authority to change the meeting date should circumstances necessitate.
 2. Other sessions shall be as stated in the Rules of the NCSTHL.
 3. Special sessions of the NCSTHL may be called by the Speaker.”

The **Rules, Article V, Procedures** state:

“Section B. Delegate Meetings

1. The Annual Session shall be as stated in the Bylaws.
2. Other meetings shall be:
 - a. Summer session – During the week containing the second Tuesday in June to be held at a site selected by the Executive Committee.
 - b. Fall Session – During the week containing the first Tuesday in October to be held at a site selected by the Executive Committee.
 - c. The Executive Committee shall have the authority to change the dates of the Summer and/or Fall Sessions should circumstances necessitate.”

Are all the NCSTHL meetings in the Raleigh area?

[Committee Commentary: The Executive Committee, under the authority of the **Rules**, Article V, Section B, 2a. and b., may select sites other than the Raleigh area for the June and October meeting. For example, the October 2012 meeting was held in Greensboro. In the early years of the NCSTHL, meetings were held at Lake Junaluska and Kitty Hawk, among other places.]

When referring to NCSTHL meetings, what does “3-2-1” mean?

[Committee Commentary: As an aid to memory for the calendar of meetings, think “**3-2-1**”. The NCSTHL meetings are held during the weeks containing the **Third** Tuesday in March, the **Second** Tuesday in June, and the **First** Tuesday in October.]

Meetings: Procedures

How many Delegates must be present for the NCSTHL to transact business?

The Rules, Article V: Procedures, Section A. Procedures for the Assembly state:

- “1. Quorum - A quorum is the minimum number of delegates who must be present at a regularly scheduled session for the transaction of business. A quorum is two-fifths (2/5) of the allowable delegates (a minimum of 40 delegates) present.”

Who presides at NCSTHL meetings?

The Rules, Article V: Procedures, Section C. Procedure for Delegate Meetings state:

- “1. The elected Speaker is the presiding officer and will continue in office until a successor is chosen.”

What is the role of the Speaker at NCSTHL meetings?

The Rules, Article V: Procedures, Section C. Section C. Procedure for Delegate Meetings state:

- “2. The Speaker shall call the NCSTHL to order at the hour provided by printed agenda.
3. The Speaker shall preserve order and decorum and shall have general control of the meetings/sessions.
4. The Speaker shall decide all questions of order, subject to an appeal by any delegate. The Speaker may defer to the Parliamentarian for an opinion or ruling.”

How does a Delegate get recognition and participate in NCSTHL meetings?

The Rules, Article V: Procedures, Section A. Procedures for the Assembly state:

- “2. Recognition From Chair - When recognized by the Speaker, any delegate who desires to speak to deliver any matter to the assembly shall rise at his/her seat and respectfully address the Chair as "Mister Speaker or Madam Speaker." The delegate will then state name and county represented.
3. The Chair States - (The Chair may then recognize the delegate by stating) "For what purpose does the delegate from _____ arise?"
4. Response From the Delegate - Mister/Madam Speaker "I Rise To"
 - a. "Inquire of the delegate."

- b. "Speak on the resolution."
 - c. "Offer a motion."
 - d. "Offer an amendment."
 - e. "Rise to a point of order."
 - f. "Inquire of the chair."
 - g. "Introduce a guest."
 - h. "Lay on the table."
 - i. "Move to Adjourn."
6. When two or more members wish to rise to speak at the same time, the Speaker shall ascertain their purposes and then name who shall speak first, the other members having preference to speak as designated."

How does action on the floor of the NCSTHL come about?

The Rules, Article V: Procedures, Section A. Procedures for the Assembly state:

- “5. Action on the floor of the NCSTHL results from a member offering a motion.”

What are common forms of motions that a Delegate may make on the floor of the NCSTHL?

The Rules, Article V: Procedures, Section E. Common Forms of a Motion state:

- “1. Table - In legislative parlance, "laying something on the table means disposing of the matter for the legislative session. A motion to "lay on the table" has final disposition, but it is possible to take from the table by a two-thirds (2/3) vote.
- 2. Amendments - "To offer an amendment", the act of amending a resolution is a two part process: a motion and a paper outlining the amendment, filed with the Secretary.
- 3. Previous Question - To end debate and bring on a vote. ("Mister/Madam Speaker, I move the previous question on the passage of the resolution".)

4. Point of Order - A delegate is challenging either what is happening or what he/she thinks is about to happen.
5. Appeal - A delegate may challenge any ruling of the presiding officer by appealing to the body to override the decision by majority vote.
6. To Adjourn -A motion to adjourn or recess is always in order and may be made by any delegate.”

What are the parliamentary procedures that apply to a motion?

The Rules, Article V: Procedures, Section F. Procedures to Make a Motion state:

- “1. When a motion is made and seconded it shall be stated by the Chair.
2. When a question is under debate the presiding officer shall receive no motion except:
 - a. to adjourn
 - b. to recess
 - c. to lay on the table
 - d. for a previous question
 - e. to amend
3. Motions to adjourn or recess are not debatable.”

What are the parliamentary procedures that apply to a resolution?

The Rules, Article V: Procedures, Section D. Procedure for Delegates state:

- “2. Decorum and Debate - When any delegate is to speak in debate or deliver any matter to the session, he/she shall address himself/herself to “Mister/Madam Speaker”.

A delegate’s right to the floor shall not be challenged after he/she has proceeded [sic] with his/her remarks, except by raising a question of order, parliamentary inquiry, question of privilege or to a question of the existence of a quorum.

When a delegate has the floor and another delegate interrupts to request recognition, the Speaker may permit the person rising to state why he/she desires the floor. If the question he/she desires to raise is entitled to precedence, the delegate originally speaking shall relinquish the floor until the

question having precedence is resolved. The delegate is then entitled to resume the floor.

Debate on each resolution is limited to twenty (20) minutes including the last five (5) minutes before the vote which is reserved for the person speaking for the resolution to give the final presentation.

No delegate may speak more than five (5) minutes on a resolution except by consent of the majority of delegates present. Debate on any amendment(s) to any resolution is limited to five (5) minutes.

At the end of twenty (20) minutes, the vote shall be taken on the resolution, including any amendment(s) which prevailed.

During the session, only two amendments per resolution will be allowed for consideration. In the event that more than two amendments are submitted, the leadership shall determine which two amendments will be considered.”

What are the procedures for voting in the NCSTHL?

The Rules, Article V: Procedures, Section D. Procedure for Delegates state:

- “6. When the NCSTHL is ready to vote upon a question, the vote shall be taken by voice or roll call. The presiding officer shall announce the outcome of the vote.”

Are Delegates required to vote on every question before the NCSTHL?

The Rules, Article V: Procedures, Section D. Procedure for Delegates state:

- “1. Voting - Every delegate shall vote on each question unless excused for just cause.”

Is more than a simple majority of Delegates voting required to approve a resolution or other motion?

[Committee Commentary: The Bylaws and/or Rules mention two situations that require a two-thirds affirmative vote: (A) The approval of an amendment to the Bylaws or the Rules requires a two-thirds (2/3) affirmative vote of the Delegates present and voting at the session when an amendment is brought up on the floor of the full session. (B) A motion to waive or suspend the Rules requires a two-thirds (2/3) vote of all who are present and voting at the session/meeting.]

The Rules, Article V: Procedures, Section D. Procedure for Delegates state:

- “4. Resolution Adoption - A resolution will be adopted by a majority vote.”

Who signs resolutions passed by the NCSTHL?

The Rules, Article V: Procedures, Section C. Procedure for Delegate Meetings state:

“7. The Speaker shall sign all resolutions passed by the NCSTHL over which he/she presides.”

When do approved resolutions certify?

The Rules, Article V: Procedures, Section D. Procedure for Delegates state:

“3. Immediately Certify - Each resolution, when passed by the full assembly, will be immediately certified.”

[Committee Commentary: A certified resolution is a resolution that has been verified by the Secretary and signed by the Speaker.]

What are the procedures for Committees?

The Rules, Article V: Procedures, Section G. Procedure for Committees state:

- “1. A majority of committee members seated at the opening of business constitutes a quorum for transaction of committee business.
2. The printed agenda of the NCSTHL carries the time of the regularly scheduled committee meetings. All resolutions must be brought up in numerical order. Announcements of any special or called committee meeting shall be read from the Secretary's desk.
3. All resolutions shall be referred to a committee and no resolution shall be considered for final disposition unless it has been reported on by a committee.
4. Committee amendments to the resolution shall be taken up while the resolutions are in committee. Amendments shall be presented in writing.
5. Recommendations by the majority of delegates of the committee shall be referred for the record on one of the following recommendations: "Do pass", "Do not pass", or "Do pass as amended.””

What are the procedures for dealing with the Rules during a meeting?

The Rules, Article V: Procedures, Section H Procedures for Rules state:

- “1. Interpretation of Rules - It shall be the duty of the presiding officer to interpret all rules. The Speaker may appoint a Parliamentarian to assist in rule interpretation.

2. Waiver and suspension of the rules - These rules shall not be waived or suspended except by a two-thirds (2/3) vote of all who are present and voting at the session/meeting.
3. In cases not provided for in these rules, the NCSTHL shall be governed by the rules of the House of Representatives of the North Carolina General Assembly.

Reports and Recommendations to the General Assembly

What authority does the Senior Tar Heel Legislature have to make recommendations to the General Assembly?

G.S. § 143B-181.55, Creation, membership, meetings, organization, and adoption of measures states: “(c) . . . The Senior Tar Heel Legislature . . . is authorized to adopt such recommendations as it deems appropriate to present to the General Assembly for consideration.”

How is the public made aware of the recommendations presented to the General Assembly by the Senior Tar Heel Legislature?

[Committee Commentary: These legislative recommendations, which are adopted at the October meeting in even-numbered years, are described in an annual publication of the North Carolina Senior Tar Heel Legislature titled “FACT SHEET.” An example is presented in Appendix E.]

Does the General Assembly require any reports from the Senior Tar Heel Legislature? If so, what reports are required and who submits them?

G.S. § 143B-181.55, Creation, membership, meetings, organization, and adoption of measures, states: “(d) A report of the proceedings of each session of the Senior Tar Heel Legislature shall be presented to the next Regular Session of the North Carolina General Assembly.”

[Committee Commentary: All the meetings in the same calendar year constitute one session of the Senior Tar Heel Legislature. Unless there are called meetings, there will be a total of three meetings in one calendar year. The 2012 annual report of the proceedings of the Senior Tar Heel Legislature was presented to the President of the Senate and the Speaker of the House on April 19, 2012. The report is submitted by the STHL Speaker. A copy of this report is reproduced in Appendix F.]

What is the role of individual Delegates and Alternates in contacting members of the General Assembly?

[Committee Commentary: Delegates and Alternates should stay in contact with the members of the General Assembly who represent their respective counties. It is important to call attention to

the STHL Legislative Priorities and, whenever possible, to relate these priorities to the local situation in the district of the Representative or Senator.]

Amendments

Does the Senior Tar Heel Legislature have the authority to change provisions of G.S. § 143B-181.55?

[Committee Commentary: Only the North Carolina General Assembly can legislatively change the provisions of G.S. § 143B-181.55. The Senior Tar Heel Legislature may request the General Assembly to make changes should it be so desired.]

How may the Senior Tar Heel Legislature amend its Bylaws?

The Bylaws, Article VIII Amendments provides the following method for amendments:

- “Section A. These bylaws may be amended at any session of the NCSTHL under the following procedures:
1. Proposed amendments must be submitted by a delegation or a delegate to the chair of the Rules and Bylaws Committee.

 2. Proposed amendments to the bylaws must be in the hand of the Chairman of the Rules and Bylaws Committee two weeks before the opening of a Session. Amendments will be discussed and acted upon by the Rules and Bylaws Committee at the Session. Recommended amendments to the bylaws then shall be sent: (a) to each Area Agency on Aging Director and that person shall distribute copies of such bylaws amendments to each delegate and alternate in their area no later than 30 days prior to the session at which it will be voted on, and (b) to the Director of the Division of Aging. At the Session, delegates will vote on any proposed amendments and either ratify or reject them.

Bylaws amendments will be in force from the date and time of the Session.

3. Proposed amendments submitted must be recommended by the Rules and Bylaws Committee to be brought to the floor of the full session.

4. Proposed amendments require a two-thirds (2/3) affirmative vote of the delegates present and voting at the session when an amendment is brought up on the floor of the full session.
5. Proposed amendments that are considered but not recommended by the Rules and Bylaws Committee may be brought to the floor by a delegate by a motion with a second and by a subsequent two-third (2/3) vote of the delegates present and voting at that particular session for consideration by the full body. Disposition will be as required in 4 above.”

When do amendments to the Bylaws come into force?

The Bylaws, Article VIII. Amendments. Section A. 2. state “Bylaws amendments will be in force from the date and time of the Session.”

The Bylaws, Article IX. Authority. Section A. 2. state “These bylaws shall take effect immediately after ratification. Amendments shall take effect in the same manner unless otherwise stated in the amendments.”

[Committee Commentary: In the Committee’s opinion, the provisions of Article IX would govern in questions about when an amendment of the Bylaws would come into force.]

How may the Senior Tar Heel Legislature amend its Rules?

The Rules, Article IV. Committees, Section A.6. incorporate the Amendments clause (Article VIII) of the Bylaws by reference:

- “6. The Rules and Bylaws Committee shall be responsible for reviewing the rules and bylaws that govern the procedures of the NCSTHL as well as all proposed changes. All changes must be submitted in writing to the committee chairperson and such proposed changes shall be submitted to the NCSTHL in accordance with the procedures stipulated under Article VIII of the bylaws.” [Emphasis added by the Rules and Bylaws Committee.]

Authority

What happens when a matter arises that is not covered by the Bylaws and/or Rules?

[Committee Commentary: The writers of the NCSTHL Bylaws and Rules made provision for handling matters not covered explicitly therein. The solution is to refer to more general guides such as *Roberts Rules of Order*, Newly Revised.]

The Bylaws, Article IX: Authority addresses the topic as follows:

- “Section A. 1. The rules contained in Robert’s Rules of Order, Newly Revised (latest addition), shall govern the organization in all

cases not inconsistent with the bylaws or the special rules of order.

2. These bylaws shall take effect immediately after ratification. Amendments shall take effect in the same manner unless otherwise stated in the amendments.”

The **Rules, Article VI: Authority** uses almost identical language as follows:

“Section A. The rules contained in Robert’s Rules of Order, Newly Revised (latest edition), shall govern the organization in all cases not inconsistent with the bylaws or the special rules of order.

Section B. These rules shall take effect immediately after ratification. Amendments to these rules shall take effect in the same manner unless otherwise stated in the amendment.”

Role of Area Agencies on Aging

What roles and responsibilities are assigned to the Area Agencies on Aging with regard to the North Carolina Senior Tar Heel Legislature?

G.S. § 143B-181.55, Creation, membership, meetings, organization, and adoption of measures (b), assigns to Area Agencies on Aging responsibilities for “organizing the local election procedures and other related matters.”

[Committee Commentary: Area Agencies on Aging provide many services to Delegates and Alternates in addition to organizing the biennial identification, selection, and appointment process. The following listing is illustrative but not exhaustive: The Area Agencies on Aging provide initial orientation for newly-selected Delegates and Alternates, provide distinctive name badges, organize and conduct area-wide meetings on a regular schedule, assist with presentations at NCSTHL meetings, provide office and communications support, in some cases provide group transportation to NCSTHL meetings, and in some cases assist with expenses of travel, lodging, and meals. In addition, most Area Agencies on Aging send a representative to the NCSTHL meetings.]

Role of the Division of Aging and Adult Services

What roles and responsibilities are assigned to the Division of Aging and Adult Services have with regard to the North Carolina Senior Tar Heel Legislature?

Senate Bill 479 modified the law pertaining to the Division as follows: “§ **143B-181.1. Division of Aging – creation, powers and duties**” by adding the following provision: “(a)(12) To organize,

coordinate, and provide staff support to the North Carolina Senior Tar Heel Legislature.”

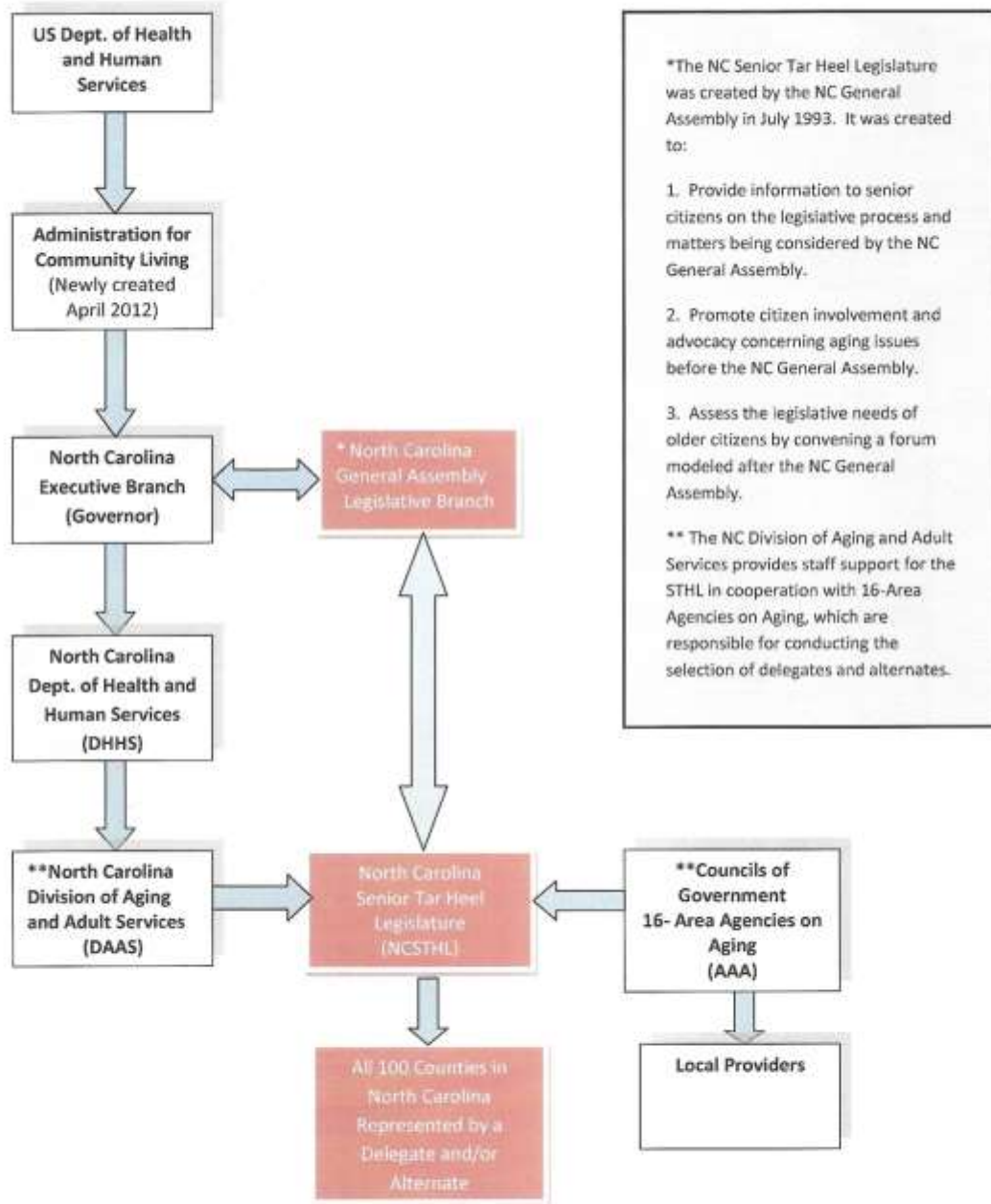
[Committee Commentary: The Division of Aging and Adult Services has been a strong supporter of the North Carolina Senior Tar Heel Legislature since its inception. Successive Division Directors have been regular presenters at STHL meetings to keep Delegates and Alternates well informed about aging issues and programs in North Carolina. Support by Division staff has been essential to the success of the NCSTHL in a multitude of ways, including, but not limited to, the following: Contracting for meeting places; arranging for speakers and presentations; providing support for STHL Speakers and other STHL officers: coordinating communications with the General Assembly, the office of the Governor, the office of the Secretary of the Department of Health and Human Services, and other state departments and agencies; arranging for publications and distribution of STHL documents: ensuring smooth transitions from each Speaker to his/her successor: and coordinating the work of the Area Agencies on Aging as regards the Senior Tar Heel Legislature.]

Organizational Relationships at Different Government Levels

What is the relationship of the North Carolina Senior Tar Heel Legislature to Health and Human Service agencies at the federal, state and local level?

[Committee Commentary: The chart on the following page was prepared by Speaker John Thompson to illustrate the organizational relationship of the North Carolina Senior Tar Heel Legislature and Health and Human Service agencies at the federal, state, and local levels.]

STHL Organizational Relationship to Health and Human Services at the Federal, State and Local Level.



Rev. 1 9/1/12

Policies, Guidelines, and Special Instructions

Are there documents other than G.S. § 143B-181.55, the NCSTHL Bylaws, and the NCSTHL Rules that also guide the activities and actions of the body?

[Committee's Commentary: There are two such sets of documents included in this Manual:]

Appendix D, Section A. Policies for Invitations to Candidates for Elective Office

Appendix D, Section B. Resolutions – The Process

NCSTHL Publications

Does the NCSTHL have publications?

[Committee Commentary: The NCSTHL *Fact Sheet* is issued annually after the October meeting. This document is printed on two sides of a single sheet of standard-sized copy paper. One side lists the Legislative Priorities adopted at the October meeting. The other side contains a short description of the North Carolina Senior Tar Heel Legislature, the names and addresses of the NCSTHL officers, and the name of the principal staff aide in the Division of Aging and Adult Services. A copy is reproduced as Appendix E.

Some Area Agencies on Aging reproduce the *Fact Sheet* for local use by inserting the names of their Delegates and Alternates.]

What is the “goldenrod sheet”?

[Committee Commentary: The NCSTHL *Fact Sheet* is printed on goldenrod paper as a means of instant identification. Delegates and Alternates should keep a supply of goldenrod sheets and provide copies to members of the General Assembly and distribute copies to the public as opportunities arise.]

Roster of Elected Officers by Session and County

Has a Delegate from my County served as an officer of the NCSTHL?

[Committee Commentary: Appendix G lists the four elected officers for each two-year session beginning with the establishment of the NCSTHL in 1993 and continuing to officers elected through the date of this publication.]

Friends of North Carolina Senior Tar Heels, Inc.

[Committee Commentary: Much of the following information is taken from a March 16, 2010 presentation "Friends of North Carolina Senior Tar Heels, Inc.: A Brief History and Review of Purpose" and from "Friends of Senior Tar Heels, Inc. Travel Allowance Policy."]

What is Friends?

Friends of North Carolina Senior Tar Heels, Inc. is a 501(c)3 non-profit corporation established in 1994. The original name of the Corporation was Friends of the NC Senior Tar Heel Legislature, Inc. In 1998 the word "Legislature" was removed from the organization's name to satisfy grantor concerns that it was political and involved in lobbying activities.

What is the purpose of Friends?

Friends of North Carolina Senior Tar Heels, Inc. was established for charitable and educational purposes, one of which was and remains "to provide support based on available resources and funding for the North Carolina Senior Tar Heel Legislature, Inc."

Friends of North Carolina Senior Tar Heels, Inc. promotes "quality of life" for older adults in the State through

- Education
- Research
- Leadership Development
- Grass Roots Advocacy

How is Friends governed?

Friends of North Carolina Senior Tar Heels, Inc. is governed by a Board of Directors. The Board may have up to 25 members and includes at least one Delegate or Alternate from each Area Agency on Aging. The Board of Directors elects the officers of the Corporation each October at the annual meeting. There is no financial compensation for members of the Board of Directors.

Who have served as Presidents of Friends?

The 2013 President of Friends of North Carolina Senior Tar Heels, Inc. is Charles (Chuck) Youse of Northampton County.

Past Presidents of Friends are

- | | |
|-----------------|--------------------|
| John Lockhart | Surry County |
| Jack Pugh | Randolph County |
| Jackie Messer | Haywood County |
| Bill Little | Northampton County |
| Hernando Palmer | Johnston County |
| Doris Dick | Yadkin County |
| Gladys Britt | Moore County |

What kinds of financial support does Friends receive?

Friends receives financial support from endowments, bequests, personal donations, grants, gifts, fundraisers, and memorials.

What are some of the accomplishments of Friends?

Scholarship Awards were initiated in 1995 to provide financial support for Delegates to attend meetings of the North Carolina Senior Tar Heel Legislature.

Friends provided financial support of NCSTHL meetings from 2002 to 2008 after a 50 per cent reduction in state support.

Friends provided financial support for the Tenth, Fifteenth, and Twentieth Anniversary Celebrations of the North Carolina Senior Tar Heel Legislature.

Friends paid for printing of the NCSTHL Directory in 2009.

What is the Friends Travel Allowance Policy?

The Friends Travel Allowance Policy is described on the following page. In brief, Friends provides this financial assistance to assist NCSTHL Delegates or Alternates acting in the role of Delegates “...to attend the legislative sessions when otherwise the cost of attendance might create a financial hardship.”

Maximum financial assistance provided by Friends is \$100 per NCSTHL meeting.

An individual may only receive assistance from Friends twice during a given calendar year.

Application forms are available through Area Agencies on Aging.

When does Friends meet?

Meetings of Friends are typically held on the same schedule as the North Carolina Senior Tar Heel Legislature. The time and place of the Friends meeting is usually announced in the NCSTHL agenda.

Are the meetings of Friends open to all Delegates and Alternates?

Delegates and Alternates are welcome to attend meetings of Friends. Should the need arise, the Friends Board of Directors may hold executive sessions and, at such times, visitors would be asked to leave.

**FRIENDS OF SENIOR TAR HEELS, INC.
TRAVEL ALLOWANCE POLICY**

PURPOSE:

To establish policy, procedure, and guidelines by which a delegate or alternate acting in the role of delegate may apply for financial assistance to attend the North Carolina Senior Tar Heel Legislature (NCSTHL) sessions. This financial assistance, one hundred dollars (\$100.00) maximum per session, is intended to assist such persons to attend the legislative sessions when otherwise the cost of attendance might create a financial hardship.

POLICY

It is the policy of Friends of Senior Tar Heels, Inc. (FOSTH) to encourage and financially assist delegates of the NCSTHL (and alternates when acting in the capacity of delegates) in attending and participating in NCSTHL sessions in situations where such attendance may otherwise create a financial hardship.

PROCEDURE

Applications for assistance are available from the Regional Area Agency on Aging directors who, once they are completed, will submit them to the Treasurer of Friends of Senior Tar Heels, Inc. Receipts are not required. The applications should be submitted in time for the Treasurer to receive them at least thirty (30) days prior to the session for which assistance is requested. Notification of the status of the request will be given prior to the date of travel, and reimbursement will be made during or immediately after the session for which assistance is requested.

GUIDELINES

Friends of Senior Tar Heels, Inc., have established this fund for travel assistance through the generosity of individuals, organizations, and corporate contributors. Assistance is intended for only those in need. If an applicant is being partially subsidized for the same session from another source, the amount being received shall be indicated on the application. Such subsidies will be deducted from the \$100.00 allowed by FOSTH. If the amount of subsidy received from other sources equals to or is greater than \$100.00, the applicant will not be eligible for assistance from FOSTH. An individual may only receive assistance from FOSTH twice during a given calendar year. Any person receiving assistance from FOSTH is expected to attend the sessions on both scheduled meeting days.

FOR ADDITIONAL INFORMATION AND APPLICATION FORMS, PLEASE CONTACT YOUR REGIONAL AREA AGENCY ON AGING.

APPENDIX A

GENERAL ASSEMBLY OF NORTH CAROLINA

1993 SESSION

CHAPTER 503

SENATE BILL 479

AN ACT TO ESTABLISH THE SENIOR TAR HEEL LEGISLATURE.

Whereas, North Carolina has over 900,000 citizens 65 and older; and

Whereas, older adults now comprise the fastest growing segment of North Carolina's population with North Carolina experiencing a growth rate of 33% for individuals 65 and older compared with a growth rate of 13% for North Carolina as a whole; and

Whereas, by the year 2000 older adults will constitute 13% of the total population; and

Whereas, over 40,000 retirees relocate in North Carolina each year which ranks North Carolina fifth nationally in attracting out-of-state retirees; and

Whereas, older citizens have contributed greatly to the economic development of North Carolina and will continue to contribute because of their increased numbers; and

Whereas, there is a subgroup (19.5%) of our older citizens who have incomes less than the federal poverty level; and

Whereas, the rapid aging of the citizens of the State will mandate attention to health care, housing, community-based services, recreation, and volunteerism used by older adults and their families; and

Whereas, older North Carolinians can best judge their own needs and concerns and should be their own best advocates; and

Whereas, the General Assembly each session attempts to address these needs with the introduction of a wide variety of proposals aimed at specific aging issues; and

Whereas, we are in a period of diminishing public resources; and

Whereas, these circumstances require the setting of priorities regarding which aging programs and services are most vital to establish and maintain; and

Whereas, the senior citizens legislature as a model legislature session has proved successful in Florida, Georgia, Indiana, Iowa, Missouri, and California; and

Whereas, the Senior Tar Heel Legislature will offer older North Carolinians a forum for setting their legislative priorities;

Now, therefore, The General Assembly of North Carolina enacts:

Section 1. Article 3 of Chapter 143B of the General Statutes is amended by adding a new Part 14F to read:

"Part 14F.

"Senior Tar Heel Legislature.

"§ 143B-181.55. Creation, membership, meetings, organization, and adoption of measures.

(a) There is created the North Carolina Senior Tar Heel Legislature. It shall:

(1) Provide information and education to senior citizens on the legislative process and matters being considered by the General Assembly;

(2) Promote citizen involvement and advocacy concerning aging issues before the General Assembly; and

(3) Assess the legislative needs of older citizens by convening a forum modeled after the General Assembly.

(b) The delegates to the Senior Tar Heel Legislature shall be age 60 or over and shall be duly selected pursuant to procedures developed by the Department of Human Resources, Division of Aging, and approved by the Secretary of the Department in consultation with senior citizens advocacy groups who have given written notice to the Division of Aging that they desire to be consulted. The Senior Tar Heel Legislative Session shall be organized and coordinated by the Division with Area Agencies on Aging organizing the local election procedures and other related matters. At the conclusion of each session, the Senior Tar Heel Legislature shall make a report of that session's proceedings and recommendations to the General Assembly. Delegates to the Senior Tar Heel Legislature shall be from each county.

(c) The Senior Tar Heel Legislature is authorized to meet one day in March of

Every year beginning in 1994 but shall hold its first session no later than August 1993. The sessions shall be held in the State Capitol or in a building to be selected by the Governor or the Governor's designee. The Senior Tar Heel Legislature is authorized to adopt bylaws to govern its internal procedures and is authorized to adopt such recommendations as it deems appropriate to present to the General Assembly for consideration.

(d) A report of the proceedings of each session of the Senior Tar Heel Legislature shall be presented to the next Regular Session of the North Carolina General Assembly."

Sec. 2. G.S. 143B-181.1 reads as rewritten:

"§ 143B-181.1. Division of Aging – creation, powers and duties.

(a) There is hereby created within the office of the Secretary of the Department of Human Resources a Division of Aging, which shall have the following functions and duties:

(1) To maintain a continuing review of existing programs for the aging in the State of North Carolina, and periodically make recommendations to the Secretary of Human Resources for transmittal to the Governor and the General Assembly as appropriate for improvements in and additions to such programs;

(2) To study, collect, maintain, publish and disseminate factual data and pertinent information relative to all aspects of aging. These include the societal, economic, educational, recreational and health needs and opportunities of the aging;

(3) To stimulate, inform, educate and assist local organizations, the community at large, and older people themselves about aging, including needs, resources and opportunities for the aging, and about the role they can play in improving conditions for the aging;

(4) To serve as the agency through which various public and nonpublic organizations concerned with the aged can exchange information, coordinate programs, and be helped to engage in joint endeavors;

(5) To provide advice, information and technical assistance to North Carolina State government departments and agencies and to nongovernmental organizations which may be considering the inauguration of services, programs, or facilities for the aging, or which can be stimulated to take such action;

(6) To coordinate governmental programs with private agency programs for aging in order that such efforts be effective and that duplication and wasted effort be prevented or eliminated;

(7) To promote employment opportunities as well as proper and adequate recreational use of leisure for older people, including opportunities for uncompensated but satisfying volunteer work;

- (8) To identify research needs, encourage research, and assist in obtaining funds for research and demonstration projects; and
- (9) To establish or help to establish demonstration programs of services to the aging;
- (10) To establish a fee schedule to cover the cost of providing in-home and community-based services funded by the Division. The fees may vary on the basis of the type of service provided and the ability of the recipient to pay for the service. The fees may be imposed on the recipient of a service unless prohibited by federal law. The local agency shall retain the fee and use it to extend the availability of in-home and community-based services provided by the Division in support of functionally impaired older adults and family caregivers of functionally impaired older adults; [and]
- (11) To administer a Home and Community Care Block Grant for older adults, effective July 1, 1992. The Home and Community Care Block Grant shall be comprised of applicable Older Americans Act funds, Social Services Block Grant funding in support of the Respite Care Program (G.S. 143B-181.10), State funds for home and community care services administered by the Division of Aging, portions of the State In-Home and Adult Day Care funds (Chapter 1048, 1981 Session Laws) administered by the Division of Social Services which support services to older adults, and other funds appropriated by the General Assembly as part of the Home and Community Care Block Grant. Funding currently administered by the Division of Social Services to be included in the block grant will be based on the expenditures for older adults at a point in time to be mutually determined by the Divisions of Social Services and Aging. The total amount of Older Americans Act funds to be included in the Home and Community Care Block Grant and the matching rates for the block grant shall be established by the Department of Human Resources, Division of Aging. Allocations made to counties in support of older adults shall not be less than resources made available for the period July 1, 1990, through June 30, 1991, contingent upon availability of current State and federal funding. funding; and
- (12) To organize, coordinate, and provide staff support to the North Carolina Senior Tar Heel Legislature.
- (b) The Division shall function under the authority of the Department of Human Resources and the Secretary of Human Resources as provided in the Executive Organization Act of 1973 and shall perform such other duties as are assigned by the Secretary.
- (c) The Secretary of Human Resources shall adopt rules to implement this Part and Title 42, Chapter 35, of the United States Code, entitled Programs for Older Americans."

Sec. 3. This act is effective upon ratification.

In the General Assembly read three times and ratified this the 24th day of July, 1993.

Dennis A. Wicker
President of the Senate

Daniel Blue, Jr.
Speaker of the House of Representatives

APPENDIX B

BYLAWS

Revised 6/11/13

Bylaws for the Senior Tar Heel Legislature of North Carolina

Article I: Name

The Name of This Organization
Shall Be the North Carolina Senior Tar Heel Legislature
Hereafter Referred to as the NCSTHL

Article II: Purpose

- Section A. To provide information and education to Senior Citizens on the legislative process and matters being considered by the General Assembly.
- Section B. To promote citizen involvement and advocacy concerning aging issues before the General Assembly.
- Section C. To assess the legislative needs of older citizens by convening a forum modeled after the General Assembly.
- Section D. To provide older North Carolinians an opportunity to become more knowledgeable about the legislative process.
- Section E. To develop a nonpartisan forum for older North Carolinians to discuss senior citizens' issues.

Article III: Organization

- Section A. The body shall be unicameral and shall consist of 100 delegates.
- Section B. There shall be one delegate and one alternate from each county and delegate(s)-at-large. (Delegates-at-large are Past Speakers who

reside in North Carolina and are not elected to represent a county. They are ex-officio non-voting members).

Article IV: Selection of Delegates

Section A.

Process:

1. Selection of delegates and alternates will be conducted independently by each Area Agency on Aging which will be responsible for planning the selection and for conducting a publicity campaign in their area.
2. The delegates shall be duly selected pursuant to procedures developed by the Department of Health and Human Services, Division of Aging, and approved by the Secretary of the Department in consultation with senior citizens advocacy groups.

Section B.

Qualifications and Eligibility:

1. Any resident satisfying state and local county resident requirements who is 60 years of age or older may be a delegate or an alternate for the county in which he or she resides.
2. Each delegate or alternate shall serve for a two year term. Each selected delegate or alternate shall serve in all regular sessions of this body and called sessions and on all committees to which appointed or selected during his/her term of office.
3. The term of office shall be from the time of taking the oath of office until a successor takes the oath of office. The oath of office shall be administered at the beginning of the first session after selection.
4. An alternate delegate substituting for the delegate at any meeting may not assume the absent delegate's role as an elected or appointed officer or committee chair or vice chair.

Alternate delegates shall be encouraged to participate in all NCSTHL activities, but will not have a vote in matters unless the regular delegate is absent and he/she notifies the alternate to take his/her seat at that time.

5. In the event a county is not represented by either the delegate or alternate delegate at two consecutive regular sessions, the respective Area Agency on Aging of such absentee county will be notified and will be encouraged to take appropriate action to ensure the county's representation at all future meetings.

Article V: Officers

Section A. The NCSTHL shall have four officers: Speaker, Speaker Pro Tempore, Deputy Speaker Pro Tempore and Secretary. All qualified delegates shall be eligible for election.

Section B. Duties of the officers shall be defined in the rules of the NCSTHL.

Article VI: Committees

Section A. The Executive Committee, chaired by the Speaker, shall be composed of the officers and the chairs of the standing committees and issues committees. The immediate Past Speaker and Delegates-at-Large shall serve as ex-officio non-voting members of the Executive Committee.

Section B. Standing committees shall be: Advocacy; Elections and Credentials; Finance; Public Relations; Resolutions; and Rules and Bylaws.

Section C. The roles and responsibilities of the standing committees shall be in conformity with the rules of the NCSTHL.

Article VII: Meeting Schedule

1. There shall be an Annual Session of the NCSTHL in the Raleigh area during the week containing the third Tuesday in March. The Executive Committee shall have the authority to change the meeting date should circumstances necessitate.

2. Other sessions shall be as stated in the Rules of the NCSTHL.
3. Special sessions of the NCSTHL may be called by the Speaker.

Article VIII: Amendments

Section A.

These bylaws may be amended at any session of the NCSTHL under the following procedures:

1. Proposed amendments must be submitted by a delegation or a delegate to the chair of the Rules and Bylaws Committee.
2. Proposed amendments to the bylaws must be in the hand of the Chairman of the Rules and Bylaws Committee two weeks before the opening of a Session. Amendments will be discussed and acted upon by the Rules and Bylaws Committee at the Session. Recommended amendments to the bylaws then shall be sent: (a) to each Area Agency on Aging Director and that person shall distribute copies of such bylaws amendments to each delegate and alternate in their area no later than 30 days prior to the session at which it will be voted on, and (b) to the Director of the Division of Aging. At the Session, delegates will vote on any proposed amendments and either ratify or reject them.

Bylaws amendments will be in force from the date and time of the Session.

3. Proposed amendments submitted must be recommended by the Rules and Bylaws Committee to be brought to the floor of the full session.
4. Proposed amendments require a two-thirds (2/3) affirmative vote of the delegates present and voting at the session when an amendment is brought up on the floor of the full session.
5. Proposed amendments that are considered but not recommended by the Rules and Bylaws Committee may be

brought to the floor by a delegate by a motion with a second and by a subsequent two-third (2/3) vote of the delegates present and voting at that particular session for consideration by the full body. Disposition will be as required in 4 above.

Article IX: Authority

- Section A.
1. The rules contained in Robert's Rules of Order, Newly Revised (latest addition), shall govern the organization in all cases not inconsistent with the bylaws or the special rules of order.
 2. These bylaws shall take effect immediately after ratification. Amendments shall take effect in the same manner unless otherwise stated in the amendments.

APPENDIX C

RULES

Revised 6/11/13

Rules of the Senior Tar Heel Legislature of North Carolina

Article I: Selection of Delegates

- Section A.
1. Delegates and alternates to the N.C. Senior Tar Heel Legislature, hereafter referred to as the NCSTHL, will be selected in agreement with Article IV, Section A, Item 2 of the bylaws no later than 15 January of odd numbered years.
 2. Delegates and alternates selected by 15 January of odd numbered years will be asked by their Area Agency on Aging to meet together no later than 15 February of odd numbered years in order to receive a regional orientation.
 3. Orientation of all delegates and alternates to the NCSTHL shall be held in March of odd numbered years with the time to be set by the Speaker with the concurrence of the Executive Committee and with the assistance of the staff liaison of the Division of Aging.
 4. Oath of office shall be conducted at each Session for all new delegates and alternates.

Article II: Selection of Officers

- Section A. Officers shall be chosen in the following manner:

1. At least 60 days and no more than 90 days prior to the Fall Session in odd numbered years, any delegate desiring to stand for election as an elected officer shall inform the Elections and Credentials Committee of the NCSTHL of that desire.
2. At least 30 days prior to the date set for the Fall Session in odd numbered years, the Elections and Credentials Committee shall notify delegates of the candidates seeking election to include for each: candidate's name, county represented, office being sought and a brief profile.
3. At the Fall Session of the NCSTHL in odd numbered years, each candidate shall be introduced and permitted to make a two minute presentation to all the delegates there assembled.
4. Election of officers shall be held at the Fall Session of the odd numbered years. If the Elections and Credentials Committee does not submit a full slate of officers for consideration of the NCSTHL at the Fall Session, nominations to fill any office without a candidate shall be brought from the floor. Such nominees from the floor shall be introduced and permitted to make a two minute presentation to all delegates there assembled.
5. Delegates shall cast secret ballots for each office. Following the candidates' presentations, the Chairperson of the Elections and Credentials Committee shall designate one or more members of that committee to distribute the ballots, one to each delegate, and to collect the completed ballots. The Chairperson shall also designate two members of the Elections and Credentials Committee, none of whom is a candidate for any office, to serve as tellers to count and tabulate the votes. Each candidate for any office shall be entitled to monitor the counting and tabulating of the votes or to designate another delegate to do so in his or her stead. Upon completion of the counting and tabulation, the Chair of the Elections and Credentials Committee shall certify to the Speaker, in writing, the results of the balloting and announce the results to the

Legislature, including the number of votes cast for each candidate.

6. Election shall be by a majority vote of all delegates present and voting. If no candidate for any office receives a majority of votes cast, a run-off vote shall be held immediately to choose: (a) between the two candidates receiving the highest number of votes on the first ballot or; (b) if two candidates are tied for the second highest number of votes on the first ballot, then they, along with the candidate receiving the highest number of votes, shall participate in a 3-way run-off.
7. If this fails to produce a candidate with a majority of votes, a second run-off vote shall be taken between the two candidates having received the highest number of votes in the first run-off.

Section B. Elected officers shall be sworn and take office immediately following the counting of ballots.

Section C. An officer shall be elected for a two year term and may not succeed him/herself in the same office.

Section D. Should a vacancy occur in the office of Speaker, the Speaker Pro Tempore shall succeed to the office of Speaker and serve out the balance of his/her term. In like fashion, the Deputy Speaker Pro Tempore shall succeed to the Office of Speaker Pro Tempore and shall serve out the balance of his/her term.

Section E. When a vacancy occurs in the office of Deputy Speaker Pro Tempore or Secretary, the Speaker shall, with the advice and consent of the other elected officers, appoint other qualified delegate(s) to succeed to the respective office(s) and serve out the balance of the term.

Section F. The Speaker may appoint a Parliamentarian, a Sergeant at Arms, a Chaplain, etc. at his/her discretion.

Article III: Duties of Officers

Section A. The Duties of the Officers of the NCSTHL shall be as follows:

1. The Speaker shall be the principal officer and official spokesperson of the NCSTHL. He/she shall preside at all

sessions of the STHL and all meetings of the Executive Committee. He/she shall appoint all committees and may have such other powers and duties as the Executive Committee from time to time may prescribe. The Speaker shall vote in instances only in the case of a tie. He/she shall sign any instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee.

2. The Speaker Pro Tempore shall serve as the second highest officer of the NCSTHL and in the absence of the Speaker shall perform the duties of the Speaker and shall have such other powers and duties as the Executive Committee or Speaker may from time to time prescribe.
3. The Deputy Speaker Pro Tempore shall, in the absence of the Speaker Pro Tempore, perform the duties of the Speaker Pro Tempore and shall have such other powers and duties as the Executive Committee or Speaker may from time to time prescribe.
4. The Secretary shall keep, or cause to be kept, a record of the minutes of all sessions of the NCSTHL and all Executive Committee meetings and shall perform, in general, all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Executive Committee or Speaker.

Article IV: Committees

Section A.

1. The Advocacy Committee shall develop a strategy and plan (including schedules, assignments, timelines, etc.) for communicating NCSTHL priority resolutions to the General Assembly, the Governor and others as appropriate.
2. The Elections and Credentials Committee shall receive names of candidates wishing to seek an office, conduct the election in accordance with the rules and the bylaws and

certify to the Speaker duly selected new delegates at the opening of each Session.

3. The Finance Committee shall be responsible for developing a plan for financial support for the continued operation of the NCSTHL.
4. The Public Relations Committee shall be responsible for arranging coverage of events by the media, issuing press releases, contacting other organizations and preparing and distributing brochures and/or informational materials.
5. The Resolutions Committee shall be responsible for developing a process for submission of resolutions and arranging the publication of the resolutions submitted. Resolutions that are submitted should have a brief, specific description of the benefits expected. They should have a quantified presentation of the expenditures and financial return if possible; also possible sources of funding should be included.
 - a. The Resolutions Committee shall have resolutions that they have received, together with available supporting documentation, in the hands of the appropriate issues committee membership no later than 15 May of even numbered years. The Executive Committee may modify the submission date as circumstances dictate.
 - b. When resolutions are favorably reported out of the various issues committees, then such resolutions and documentation shall be given to each NCSTHL delegate for consideration no later than 1 August of even numbered years.
 - c. Once reported out favorably by an issues committee, resolutions will delete the name of sponsors.
 - d. The final action of the full body in the Fall meeting of each year shall be to determine the top priority resolutions; not to exceed five. All resolutions reported out of the issues committees shall be eligible for consideration in determining these priorities.

6. The Rules and Bylaws Committee shall be responsible for reviewing the rules and bylaws that govern the procedures of the NCSTHL as well as all proposed changes. All changes must be submitted in writing to the committee chairperson and such proposed changes shall be submitted to the NCSTHL in accordance with the procedures stipulated under Article VIII of the bylaws.
7. Standing committees appointed by the Speaker, no later than 15 November of odd numbered years, shall serve at the pleasure of the Speaker.

Section B. Issues Committees may include the following:

1. Long Term Care
2. Health
3. System/Service Access
4. Enrichment Opportunities
5. Crime/Safety/Security
6. General Legislation

The above issues committees may be changed by the Speaker, with the concurrence of the Executive Committee.

The Committees in this section shall receive resolutions from the Resolutions Committee appropriate to the topic allocated to the committee.

Section C. Appointments to all committees, with the exception of the Executive Committee whose membership is described in Article VI, Section A of the bylaws, shall be made by the Speaker who shall consider the expressed interest of delegates for such assignments.

Section D. Ad hoc committees may be created by the Speaker as needed. Such committees shall be given a specific time limited charge.

Section E. The chairs and members of all committees appointed by the Speaker shall serve coterminus with the Speaker making such appointments.

Article V: Procedures

Section A. Procedures for the Assembly:

1. Quorum - A quorum is the minimum number of delegates who must be present at a regularly scheduled session for the transaction of business. A quorum is two-fifths (2/5) of the allowable delegates (a minimum of 40 delegates) present.
2. Recognition From Chair - When recognized by the Speaker, any delegate who desires to speak to deliver any matter to the assembly shall rise at his/her seat and respectfully address the Chair as "Mister Speaker or Madam Speaker." The delegate will then state name and county represented.
3. The Chair States - (The Chair may then recognize the delegate by stating) "For what purpose does the delegate from _____ arise?"
4. Response From the Delegate - Mister/Madam Speaker "I Rise To"
 - a. "Inquire of the delegate."
 - b. "Speak on the resolution."
 - c. "Offer a motion."
 - d. "Offer an amendment."
 - e. "Rise to a point of order."
 - f. "Inquire of the chair."
 - g. "Introduce a guest."
 - h. "Lay on the table."
 - i. "Move to Adjourn."

6. Action on the floor of the NCSTHL results from a member offering a motion.

Section B.

Delegate Meetings

1. The Annual Session shall be as stated in the Bylaws.
2. Other meetings shall be:
 - a. Summer session – During the week containing the second Tuesday in June to be held at a site selected by the Executive Committee.
 - b. Fall Session – During the week containing the first Tuesday in October to be held at a site selected by the Executive Committee.
 - c. The Executive Committee shall have the authority to change the meeting dates of the Summer and/or Fall Sessions should circumstances necessitate.

Section C.

Procedure for Delegate Meetings:

1. The elected Speaker is the presiding officer and will continue in office until a successor is chosen.
2. The Speaker shall call the NCSTHL to order at the hour provided by printed agenda.
3. The Speaker shall preserve order and decorum and shall have general control of the meetings/sessions.
4. The Speaker shall decide all questions of order, subject to an appeal by any delegate. The Speaker may defer to the Parliamentarian for an opinion or ruling.
5. When the NCSTHL is ready to vote upon a question, the vote shall be taken by voice or roll call. The presiding officer shall announce the outcome of the vote.

6. When two or more members wish to rise to speak at the same time, the Speaker shall ascertain their purposes and then name who shall speak first, the other members having preference to speak as designated.
7. The Speaker shall sign all resolutions passed by the NCSTHL over which he/she presides.

Section D.

Procedure for Delegates:

1. Voting - Every delegate shall vote on each question unless excused for just cause.
2. Decorum and Debate - When any delegate is to speak in debate or deliver any matter to the session, he/she shall address himself/herself to “Mister/Madam Speaker”.

A delegate’s right to the floor shall not be challenged after he/she has proceeded with his/her remarks, except by raising a question of order, parliamentary inquiry, question of privilege or to a question of the existence of a quorum.

When a delegate has the floor and another delegate interrupts to request recognition, the Speaker may permit the person rising to state why he/she desires the floor. If the question he/she desires to raise is entitled to precedence, the delegate originally speaking shall relinquish the floor until the question having precedence is resolved. The delegate is then entitled to resume the floor.

Debate on each resolution is limited to twenty (20) minutes including the last five (5) minutes before the vote which is reserved for the person speaking for the resolution to give the final presentation.

No delegate may speak more than five (5) minutes on a resolution except by consent of the majority of delegates present. Debate on any amendment(s) to any resolution is limited to five (5) minutes.

At the end of twenty (20) minutes, the vote shall be taken on the resolution, including any amendment(s) which prevailed.

During the session, only two amendments per resolution will be allowed for consideration. In the event that more than two amendments are submitted, the leadership shall determine which two amendments will be considered.

3. Immediately Certify - Each resolution, when passed by the full assembly, will be immediately certified.
4. Resolution Adoption - A resolution will be adopted by a majority vote.

Section E.

Common Forms of a Motion:

1. Table - In legislative parlance, "laying something on the table" means disposing of the matter for the legislative session. A motion to "lay on the table" has final disposition, but it is possible to take from the table by a two-thirds (2/3) vote.
2. Amendments - "To offer an amendment", the act of amending a resolution is a two part process: a motion and a paper outlining the amendment, filed with the Secretary.
3. Previous Question - To end debate and bring on a vote. ("Mister/Madam Speaker, I move the previous question on the passage of the resolution".)
4. Point of Order - A delegate is challenging either what is happening or what he/she thinks is about to happen.

5. Appeal - A delegate may challenge any ruling of the presiding officer by appealing to the body to override the decision by majority vote.
6. To Adjourn -A motion to adjourn or recess is always in order and may be made by any delegate.

Section F.

Procedures to Make a Motion:

1. When a motion is made and seconded it shall be stated by the Chair.
2. When a question is under debate the presiding officer shall receive no motion except:
 - a. to adjourn
 - b. to recess
 - c. to lay on the table
 - d. for a previous question
 - e. to amend
3. Motions to adjourn or recess are not debatable.

Section G.

Procedures For Committees:

1. A majority of committee members seated at the opening of business constitutes a quorum for transaction of committee business.
2. The printed agenda of the NCSTHL carries the time of the regularly scheduled committee meetings. All resolutions must be brought up in numerical order. Announcements of

any special or called committee meeting shall be read from the Secretary's desk.

3. All resolutions shall be referred to a committee and no resolution shall be considered for final disposition unless it has been reported on by a committee.
4. Committee amendments to the resolution shall be taken up while the resolutions are in committee. Amendments shall be presented in writing.
5. Recommendations by the majority of delegates of the committee shall be referred for the record on one of the following recommendations: "Do pass", "Do not pass", or "Do pass as amended."

Section H.

Procedures for Rules:

1. Interpretation of Rules - It shall be the duty of the presiding officer to interpret all rules. The Speaker may appoint a Parliamentarian to assist in rule interpretation.
2. Waiver and suspension of the rules - These rules shall not be waived or suspended except by a two-thirds (2/3) vote of all who are present and voting at the session/meeting.
3. In cases not provided for in these rules, the NCSTHL shall be governed by the rules of the House of Representatives of the North Carolina General Assembly.

Article VI: Authority

Section A.

The rules contained in Robert's Rules of Order, Newly Revised (latest edition), shall govern the organization in all cases not inconsistent with the bylaws or the special rules of order.

Section B.

These rules shall take effect immediately after ratification.
Amendments to these rules shall take effect in the same manner
unless otherwise stated in the amendment.

APPENDIX D

GUIDELINES AND SPECIAL INSTRUCTIONS

Section A. Policies for Invitations to Candidates for Elective Office

March 16, 2012

Senior Tar Heel Legislature

Executive Committee

Subcommittee on Policies for Invitations to Candidates for Elective Office

The following report is submitted to the STHL Executive Committee by the Subcommittee on Policies for Invitations to Candidates for Elective Office. This report incorporates comments from all the members of the subcommittee and the Speaker. We recommend approval.

Respectfully submitted,

Charles H. Dickens, Chair

Subcommittee Membership:

Charles Dickens, Buncombe County Delegate and Past Speaker, Chair

Dorothy Crawford, Macon County Delegate and Past Speaker

T. Ben Douglas, Columbus County Delegate and Past Speaker

Vernon Dull, At Large Delegate and Past Speaker

Betty Hunt, Randolph County Delegate and Immediate Past Speaker

Rev. Lamar Moore, Davidson County Delegate and Past Speaker

Mary Odom, At Large Delegate and Founding Speaker

Senior Tar Heel Legislature
Executive Committee
Subcommittee on Policies for Invitations to Candidates for Elective Office
Report

Speaker John Thompson appointed this Subcommittee to recommend policies for invitations to candidates for elective office. The report is due not later than the March STHL meeting.

General Principles:

1. As in all matters, the Senior Tar Heel Legislature (STHL) is governed by the provisions of State Law that created the organization, by the STHL Bylaws, by the STHL Rules, and by subsequent actions of the full body.
2. **The STHL, as a body established by State Law, is by tradition and practice non partisan in its membership and its activities. The members of the subcommittee believe strongly that preservation of the non partisan character of the STHL is of the highest priority.**
3. Because the STHL is charged with informing North Carolina residents age 60 and older about aging issues, it is appropriate for the body to learn of the proposals of candidates for State Office that would affect this population.
4. Persons holding elective State Office have been and may continue to be invited by the Speaker to address the Senior Tar Heel Legislature about matters that affect residents age 60 and older. If such elected State Officers are seeking reelection to the same or another office, they should not take advantage of the STHL podium to advance their candidacy. They should be so informed by the Speaker or his/her representative in advance of their appearance and should be asked to desist by the Speaker if they should attempt to speak about their candidacy for elective office. The Speaker should be polite but firm in taking any such action.
5. Although these policies apply to candidates for elective office, all appointed government officials who are invited to appear before the STHL should be advised by the Speaker to avoid remarks in support of or in opposition to any candidate for elective office.
6. The State Law that established the Senior Tar Heel Legislature makes it, in effect, a staff arm of the North Carolina General Assembly, thus the relationship between the two bodies must necessarily be professional and nonpartisan at all times.
7. The principal business of the STHL, especially identification and selection of Legislative Priorities and election of STHL officers, should always take priority over allocation of time for invited speakers, whether candidates for office or not.

Recommendations:

1. **The Speaker should continue to uphold the non partisan tradition and practice of the Senior Tar Heel Legislature in all matters, including invitations to persons who are asked to speak on matters of interest to the STHL or in dealing with those who initiate requests to address the body.**
2. Prior to the primary elections, no elected State Officers should be invited to speak to the STHL unless they agree to restrict their remarks to the current functions and activities within the scope of their responsibilities. The Speaker should enforce this requirement politely but firmly.
3. After the primary elections, no candidates for elective State Office should be invited to address the STHL unless other candidates for the same State Office are given similar invitations. If there are multiple candidates for a particular State Office, the Speaker may limit invitations to address the STHL to those candidates who are included in at least one of the debates that is televised on a statewide basis.
4. Because the STHL meetings have limited time for speakers, invitations should be ordered as follows: First Priority should go to candidates for Governor; Second Priority should go to candidates for Lieutenant Governor; and Third Priority should go to candidates for other elective State Offices.
5. Because the STHL mandate is to advise the North Carolina General Assembly, no invitations to speak are to be extended to candidates for national, congressional, or local government offices or their surrogates. Current or former incumbents in such offices may be invited to address the STHL regarding their official duties and responsibilities but not as candidates themselves or as surrogates for other candidates.
6. Members of the General Assembly and their staff may be invited by the STHL Speaker to address any matter of interest to the STHL at any meeting. They would be expected to confine any remarks to the STHL to matters pertinent to their legislative duties and responsibilities. The STHL Speaker should make certain that the invitees are so informed in advance.
7. The Speaker may also invite a balanced panel of academic and media specialists to give their perspectives on the positions of the various candidates for State Office regarding issues affecting North Carolina residents age 60 and older.
8. If, because of the press of business, the Speaker and Executive Committee so order, all panels or individual candidates for elective State Offices may be scheduled during an extended session after the priority STHL business has been dealt with. Attendance at any such extended session will be optional for Delegates and Alternates, but the STHL officers and all members of the Executive Committee would be expected to attend.

Effective Date: These policies are effective upon approval by the STHL Executive Committee

Approved: March 21, 2012

APPENDIX D

GUIDELINES AND SPECIAL INSTRUCTIONS

Section B. Resolutions – The Process

[Committee Commentary: The Resolutions Process is described in the narrative which follows and is illustrated by the chart on the next page.]

The process of writing, presenting and selecting resolutions to present to the General Assembly is at the heart^a of the Advocacy efforts of the North Carolina Senior Tar Heel Legislature (NCSTHL). Ideas for resolutions can come from any place and anyone at any time, but the written resolution must be sponsored^b by one or more Delegates to the NCSTHL. These ideas should be targeted toward the betterment of Senior Citizens across the state and not just for one tiny locale. However, some events affecting ‘one tiny locale’ may be seen as affecting large numbers of people if permitted to become on-going problems.

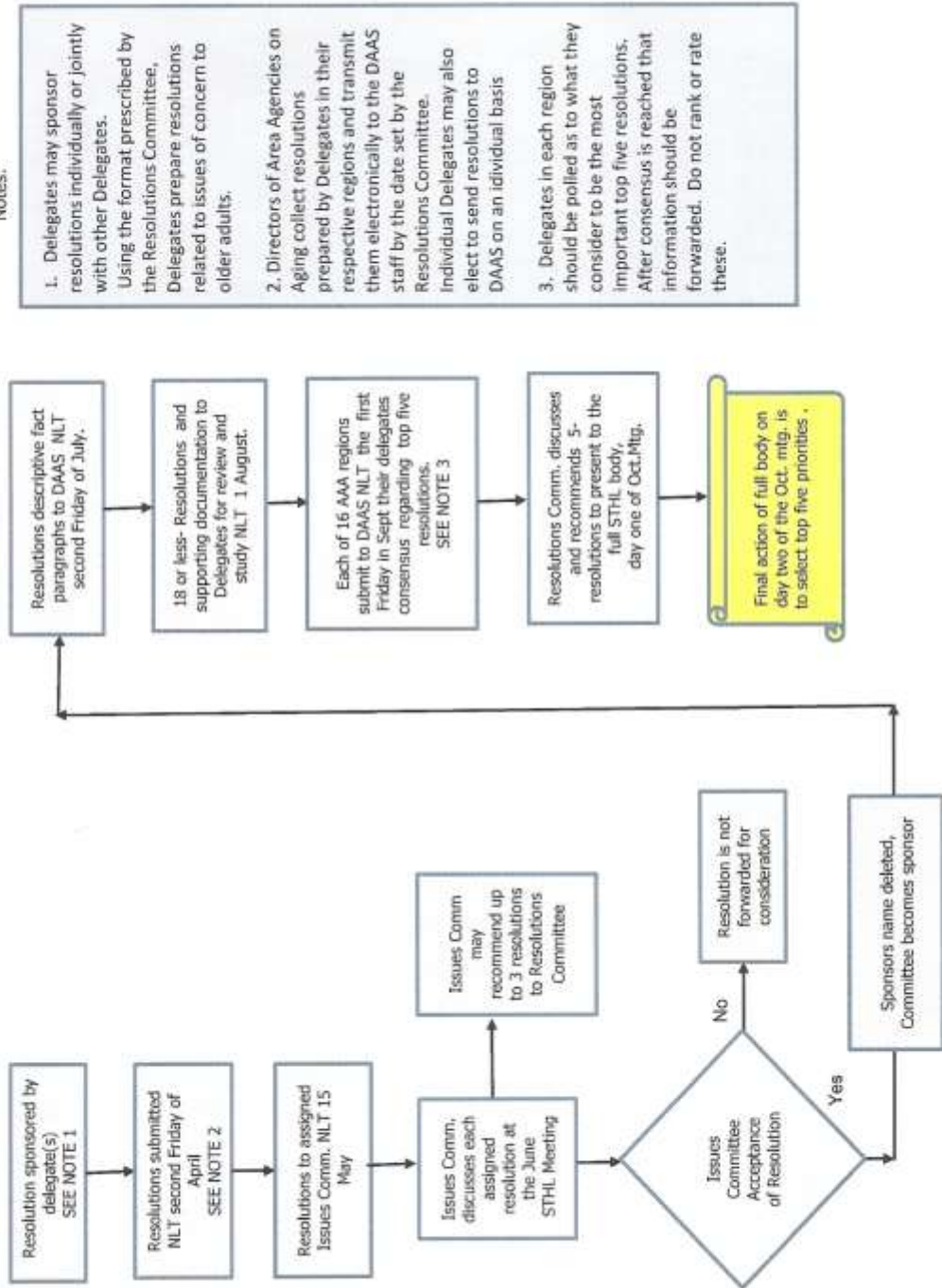
Resolutions, for legislative action, are to be submitted by April 12 in even numbered years, unless the Executive Committee deems otherwise. These will be sent to an appropriate Issue Committee, by May 15, for discussion at the June meeting. The committees may then recommend up to three of these to be considered as one of five (max.) priorities to the General Assembly. Other types of resolutions, e.g. honoring a person or group for exceptional service to Seniors, may be submitted at any regularly scheduled meeting as appropriate.

A form^c that has the proper heading and spacing should be used. (See attached copy.) Such a form can be obtained from the Division of Aging and Adult Services by electronic means (e-mail), which can be filled out and returned electronically. This format allows editing by committee, without re-typing the whole thing, when parts of several resolutions are to be combined, etc.

To be consistent and readable in the least time, resolutions should contain no more than three ‘Whereases’ and one ‘Therefore.’ Upon receipt by the respective committee chairs, the Resolutions should be further disseminated to the membership of the committee, at the chair’s discretion.

At the June meeting, in even years, enough time will be granted the Issues Committees to fully discuss each submitted Resolution. They are to edit, combine similar resolutions, inquire of experts/sponsors and agree on up to three such Resolutions to be included in the discussion

STHL Resolutions Process--(NLT=No Later Than)



Notes:

1. Delegates may sponsor resolutions individually or jointly with other Delegates. Using the format prescribed by the Resolutions Committee, Delegates prepare resolutions related to issues of concern to older adults.
2. Directors of Area Agencies on Aging collect resolutions prepared by Delegates in their respective regions and transmit them electronically to the DAAS staff by the date set by the Resolutions Committee. Individual Delegates may also elect to send resolutions to DAAS on an individual basis.
3. Delegates in each region should be polled as to what they consider to be the most important top five resolutions. After consensus is reached that information should be forwarded. Do not rank or rate these.

determining the top Priorities of the NCSTHL. Names of sponsors/authors are removed at this point and the Committee becomes the sponsor.

Resolutions accepted by the Issues Committees (up to 18) are submitted to the Delegates by August 1.

It is suggested that the final three Resolutions from each committee be in the form of a paragraph. Excessive verbiage plays against the resolution being accepted as a top five priority. The Resolutions Committee, consisting of the Issues Committee Chairs and members of the Resolutions Committee, shall then discuss the Issues and vote to recommend, to the whole body, the five Priorities to be voted upon and sent to the General Assembly. Once the five Priorities are voted upon, only technical changes can be made to the wording of the priority, hence the need to have them in paragraph form by the end of the formal meeting on the first day of the October meeting.

At the October meeting of even number years, the Delegates are to debate and vote on the recommendation of the Resolutions Committee. As usual, Parliamentary Procedures will be followed as to amendments and debate. Reference is made to NCSTHL Rules, Article V: Procedures; Section D, Procedures for Delegates.

Dateline for Resolutions:

Resolutions are to be submitted by April 12 in even numbered years.

The Resolutions Committee shall have resolutions that they have received in the hands of the appropriate issues committee membership no later than 15 May of even numbered years.

Issues Committees select up to three Resolutions during the June meeting. Resolutions are edited, combined and written in paragraph form during the June meeting.

All the delegates and alternates are sent the 18 resolutions by August 1.

During the October meeting, each committee finalizes the wording of their resolutions, with the understanding that what is written will be used in the STHL fact sheet if the Resolutions is accepted. The Resolutions Committee meets the first night during the October meeting and selects five priorities. The entire body votes on the recommendations on day two of the October meeting.

This document is based on a report submitted on September 28, 2006 by T. Ben Douglas, Chair of the Resolutions Committee.

Respectfully submitted,

Dorothy Crawford, Chair of the Resolutions Committee
May 25, 2010

^a Rules of the Senior Tar Heel Legislature of North Carolina, 10/05/05, Article IV: Committees; Section A.5.”Resolutions Committee....”; a, b, c, d

^b Sponsors may also be the Area Agencies on Aging without reference to delegate names.

^c A uniform way of submitting Resolutions allows easier dissemination to all Delegates.

The form to be used to submit NCSTHL resolutions is found on the next page.

Senior Tar Heel Legislation Resolution

Office Use Only	
Date Received	Number
Committee(s)	

Name of Sponsor(s)

Topic

Page

Whereas:

Be it Therefore Resolved that:

S:\commons\corresp\bethel\sth\Resolution Form.doc

Ranking Process Instructions Used in 2012

June 20, 2012

Dear STHL Delegates,

After many discussions with past speakers, delegates and the chair of the Resolutions Committee a decision was made by the chair with my concurrence that during this years Resolution cycle we are slightly modifying the process out of concern of past delegates comments and suggestions. After the 17 resolutions are distributed 1 August, per the STHL Rules and Bylaws, each of the 16 regions are requested to submit their regions top five choices, as selected by their delegates, to Mary Edwards no later than **close of business on 7 September**. These choices **are not to be rated or ranked** simply listed.

It is envisioned that each region would poll or meet with their delegates and determine what five of 17 they would like to recommend as a region and forward these on. This is meant to be a region versus individual input.

Once the information is received it will be forwarded to the chair of the Resolutions Committee and the data will be reviewed and tallied, that is, correlated to identify the top across all regions. That information will then be made available to the full committee when they meet on the first day in October. This information is simply another input that was not available before and is a means of allowing the STHL full body to make the Resolutions Committee aware of their preferences. I fully support this opportunity for the full body to have additional input into this very important process, please take advantage of it.

The Resolutions Committee will still review all 17 resolutions and committee membership will not be affected, this is simply another valid data point to be considered.

It would be greatly appreciated if the AAA's would forward this email and attached Resolution flow chart to those that don't have email.

John Thompson
Speaker, STHL

Dorothy Crawford
Chair, Resolutions Committee

APPENDIX E

NCSTHL FACT SHEET

The NCSTHL Fact Sheet is traditionally printed on goldenrod paper to make it readily identifiable to members of the General Assembly.

FACT SHEET

North Carolina Senior Tar Heel Legislature

2013 Legislative Priorities

Funding for HCCBG. STHL shall urge the NC GA to appropriate additional recurring funds of at least \$7 million to meet the needs of the rapidly growing older adult populations and the coming tsunami of baby boomers over the next 20+ years.

- The age 60+ population is projected to grow by 171% by 2030 when the youngest baby boomer will be age 65.
- We are rapidly falling behind providing needed services given the stagnant current funding levels.
- Home and Community based services support services that help impaired older adults stay in their homes longer where they are happiest, and at less public cost.
- There are approximately 18,000 people currently on waiting list for Home and Community Care Block Grant services.

• **Maintain funding for senior centers.** Senior centers provide programs and services that enhance the health and wellness of older adults and support their efforts to remain independent. The 160 senior centers currently in operation or under development serve 96 counties. Maintaining funding would enable those senior centers to continue their services to meet the needs of a growing population of older adults.

Mandate pre-employment and random drug testing for employees of nursing, adult care homes, and adult day care facilities. Facilities that provide specialized care for frail adults should have pre-employment and random drug testing. The safety of frail adults is compromised when employees abuse drugs. While some facilities already require pre-employment and random drug testing for their employees, all facilities should be held to this standard.

Restore Funding to Sustain Project C.A.R.E.: Hailed as innovative and cost effective, Project C.A.R.E. (Caregiver Alternatives to Running on Empty) was designed and tested in North Carolina. It has become a national best practice model for providing respite services to family members who are caring at home for a relative with Alzheimer's Disease or related dementia. The number of North Carolinians afflicted with these dementias, now approximately 170,000, will continue to rise. When families are helped to keep loved ones at home longer, less time may be required for any institutional care. Resulting savings in public funds are substantial. We recommend that sufficient recurring funds be provided to extend Project C.A.R.E. to all 100 counties by July 1, 2015 or as soon thereafter as practicable.

Strengthen and fund North Carolina's Adult Protective Services Program. The Adult Protective Services (APS) program must be strengthened and funded to respond to North Carolina's rapidly growing aging population. We recommend that the General Assembly appropriate funds to assess proposed changes to the APS statutes. This should include the implementation of the Vulnerable Adult Protection System (VAPS) for the state and re-instate \$2 Million in the state budget to meet **the growing need for Adult Protective Services in North Carolina.**

FACT SHEET

North Carolina Senior Tar Heel Legislature

The North Carolina Senior Tar Heel Legislature was created by the North Carolina General Assembly with the passage of Senate Bill 479 in July of 1993.

The Senior Tar Heel Legislature was created to:

- Provide information to senior citizens on the legislative process and matters being considered by the North Carolina General Assembly.
- Promote citizen involvement and advocacy concerning aging issues before the North Carolina General Assembly.
- Assess the legislative needs of older citizens by convening a forum modeled after the North Carolina General Assembly.

Each of the 100 North Carolina counties is entitled to one delegate to the Senior Tar Heel Legislature. Most counties also have an alternate delegate. Delegates and alternates must be age 60 or older. The North Carolina Division of Aging and Adult Services provides staff support for the Senior Tar Heel Legislature in cooperation with the 16 Area Agencies on Aging, which are responsible for conducting the selection of delegates and alternates.

Mary Edwards of the Division of Aging and Adult Services is the principal staff aid.

For more information about the North Carolina Senior Tar Heel Legislature, please contact your county's Delegate or Alternate or the following members:

Speaker
John Thompson
Carteret County
108 Buena Vista Drive
Newport, NC 28570

Speaker Pro Tempore
Herb Harris
Person County
211 Carrington Lane
Roxboro, NC 27573

Deputy Speaker Pro Tempore
Chuck Youse
Northampton County
197 Hutcheson Drive
Henrico, NC 27845

Secretary
Mary Upchurch
Lee County
1013 Clearwater Drive
Sanford, NC 27330

Last updated December 6, 2012

APPENDIX F

Report to the General Assembly of the Proceedings of a Session of the North Carolina Senior Tar Heel Legislature

This Appendix contains two items:

1. The April 19, 2012 transmittal letter from Speaker John Thompson to the Honorable Thom Tillis, Speaker of the North Carolina House of Representatives, and the Honorable Phil Berger, President Pro Tempore of the North Carolina Senate.
2. “The 2012 Report of the Senior Tar Heel Legislature to the North Carolina General Assembly.”

North Carolina



Senior Tar Heel Legislature

April 19, 2012

Officers:

Speaker

*John Thompson
(Carteret County)
108 Buena Vista Drive
Newport, NC 28570*

Speaker Pro Tempore

*Herb Harris
(Person County)
211 Carrington Lane
Roxboro, NC 27573*

Deputy Speaker Pro Tempore

*Chuck Youse
(Northampton County)
197 Hutcheson Drive
Henrico, NC 27845*

Secretary

*Mary Upchurch
(Lee County)
1013 Clearwater Drive
Sanford, NC 27330*

The Honorable Thom Tillis
16 W. Jones Street, Room 2304
Raleigh, NC 27601-1096

The Honorable Phil Berger
16 W. Jones Street, Room 2008
Raleigh, NC 27601-2808

Dear Speaker Tillis and President Pro Tempore Berger:

On behalf of the delegates and alternates to the North Carolina Senior Tar Heel Legislature, I am pleased to submit our 2012 annual report as required by G.S. 143B-181.55(b).

The Senior Tar Heel Legislature has been in existence since 1993 and during this time, we have served as a visible and effective non-partisan voice for issues that impact our State's 1.7 million citizens who are sixty and older. Each county is entitled to have one delegate to the Senior Tar Heel Legislature, and many counties also have an alternate. We meet three times a year to provide information to senior citizens on the legislative process, assess the legislative needs of older citizens and promote citizen involvement and advocacy concerning aging issues. I have provided a list of delegates and alternates in an Excel spreadsheet.

Our Senior Tar Heel Legislature delegates and alternates work hard to identify the critical challenges and problems facing older adults. In years past, ours would have been a role of requesting additional funding for much needed services. We truly understand the current economic situation and ask you to seriously consider "maintaining" existing services for older adults. Additional funding is always welcome, but we feel that government and individuals are already making sacrifices and if we can maintain funding without losing ground we will consider this a win for the seniors in the great state of North Carolina.

North Carolina



Senior Tar Heel Legislature

Our priorities include funding for the Home and Community Care Block Grant, senior centers and Project C.A.R.E. Home and community based services include home-delivered meals, adult day care, in-home aide and other services that help impaired older adults stay in their homes. Senior centers provide programs and services that enhance the health and wellness of older adults and support their efforts to remain independent.

Project C.A.R.E. provides respite services and other assistance to family members who are caring at home for a relative with Alzheimer's Disease or related dementia. Our legislative priorities are listed in the attached 2012 Fact Sheet.

Please feel free to contact me or one of the other delegates or alternates should you have questions about the report or the work of the Senior Tar Heel Legislature. Our contact information is included as an attachment.

Sincerely,

John Thompson, Speaker

cc: Maria Spaulding
Dennis Streets

North Carolina



Senior Tar Heel Legislature

The 2012 Report of the Senior Tar Heel Legislature to the North Carolina General Assembly

The North Carolina General Assembly passed legislation creating the Senior Tar Heel Legislature in July of 1993. The Senior Legislature makes recommendations to the General Assembly on the needs of our state's older citizens and serves as a grassroots advocate for the needs of older North Carolinians. The authorizing legislation provides that there shall be one delegate, age 60 or older, to the Senior Tar Heel Legislature from each of the 100 counties. Although not required by the authorizing legislation, alternate delegates have also been selected from most counties to assist the delegate and to serve in the event the delegate cannot serve.

Leadership to the Senior Tar Heel Legislature is provided by its four officers (Speaker, Speaker Pro Tempore, Deputy Speaker Pro Tempore, and Secretary) who are elected to serve a two-year term. Current officers who will serve until the next elections, which will take place in October of 2013, are as follows:

Mr. John Thompson (Carteret County) – Speaker
Mr. Herb Harris (Person County) – Speaker Pro Tempore
Mr. Chuck Youse (Northampton County) - Deputy Speaker Pro Tempore
Ms. Mary Upchurch (Lee County) – Secretary

The Senior Tar Heel Legislature accomplishes much of its work through the committee process. There are six standing committees which address operational issues and procedures. These committees and their chairs are:

- Advocacy Committee – T. Ben Douglas (Columbus)
- Elections and Credentials Committee – Nancy Clark (McDowell County)
- Finance Committee – Mary Upchurch (Lee County)
- Public Relations Committee – Ernestine Upchurch (Haywood County)
- Resolutions Committee – Dorothy Crawford (Macon County)
- Rules and Bylaws Committee – Dr. Charles Dickens (Buncombe County)

Each delegate to the Senior Tar Heel Legislature is assigned to one of six issues committees. Issues committees examine matters of importance to older adults in great detail and make recommendations on these issues to the Senior Tar Heel Legislature. From all those recommended by issues committees, the body as a whole then selects no more than five priority issues to submit to the General Assembly for action. Attachment 2 is a fact sheet on the Senior Tar Heel Legislature, which includes a list of the recommendations for the 2012 legislative session. The issues committees and their chairs are as follows:

- Crime/Safety/Security Committee – Linda Blake (Montgomery County)
- Enrichment Opportunities Committee – Pat Capehart Brown (Beaufort County)
- General Legislation Committee – Chuck Youse (Northampton County)
- Health Committee – Dr. Althea Taylor-Jones (Forsyth County)
- Long-Term Care Committee – George Smith (Johnston County)
- Service Access Committee – John Highfill (Mecklenburg County)

The Senior Tar Heel Legislature meets three times a year to study issues, to hear from key resource persons and state officials, and to develop recommendations to present to the N.C. General Assembly. The most recent meeting was held March 20-21, 2012 in Raleigh and was the formal annual session for the year. The next meeting will be held in Raleigh on June 12th and 13th.

Area Agencies on Aging have assisted the delegates and alternates from many of the 16 regions in the state to hold dialogue sessions with members of the General Assembly about priority issues. Delegates and alternates have met with members of the Senate and the House in their home districts and at their offices in Raleigh to discuss Senior Tar Heel Legislature recommendations.

APPENDIX G

Roster of Elected Officers by Session and County

1993-1995

Mary Odom, Speaker (Scotland County)
Page Hudson, Speaker Pro Tempore (Pitt)
Hernando Palmer, Deputy Speaker Pro Tempore (Johnston)
Jackie Messer, Secretary (Haywood)

1995-1997

Doris Dick, Speaker (Yadkin)
Bill Little, Speaker Pro Tempore (Northampton)
Shirley (Yates) Wiggins, Deputy Speaker Pro Tempore (Perquimans)
Seroba Aiken, Secretary (Greene)

1997-1999

Ben Douglas, Speaker (Columbus)
Ruth Watkins, Speaker Pro Tempore (Richmond)
Bill Little, Deputy Speaker Pro Tempore (Northampton)
Ruth Parenteau, Secretary (New Hanover)

1999-2001

Doris Dick, Speaker (Yadkin)
Bill Little, Speaker Pro Tempore (Northampton)
Vernon Dull, Deputy Speaker Pro Tempore (Davie)
Fannie Williams, Secretary (Burke)

2001-2003

Dorothy Crawford, Speaker (Macon)
Vernon Dull, Speaker Pro Tempore (Davie)
Jack Kimbrell, Deputy Speaker Pro Tempore (Wake)
Carolyn Bland, Secretary (Craven)

2003-2005

Vernon Dull, Speaker (Davie)
Rev. Lamar Moore, Speaker Pro Tempore (Davidson)
Pat Capehart, Deputy Speaker Pro Tempore (Beaufort)
Wanda Hinshaw, Secretary (Guilford)

2005-2007

Rev. Lamar Moore, Speaker (Davidson)
Dr. Delilah Blanks, Speaker Pro Tempore (Bladen)
Edwin Deaver, Deputy Speaker Pro Tempore (Cumberland)
Betty Hunt, Secretary (Randolph)

2007-2009

Charles Dickens, Speaker (Buncombe)
Edwin Deaver, Speaker Pro Tempore (Cumberland)
Betty Hunt, Deputy Speaker Pro Tempore (Randolph)
Clara Fountain, Secretary, 2008 (Surry)
Milton Spann, Secretary, 2009 (Watauga)

2009-2011

Betty Hunt, Speaker (Randolph)
John Thompson, Speaker Pro Tempore (Carteret)
Herbert Harris, Deputy Speaker Pro Tempore (Person)
Marge Zima, Secretary (Onslow)

2011-2013

John Thompson, Speaker (Carteret)
Herb Harris, Speaker Pro Tempore (Person)
Charles (Chuck) Youse, Deputy Speaker Pro Tempore (Northampton)
Mary Upchurch, Secretary (Lee)