

# **ALAMEDA COUNTY ADVISORY COMMISSION ON AGING**

## **BYLAWS OF THE ADVISORY COMMISSION ON AGING**

### **ARTICLE I - NAME**

The name of this organization shall be the Alameda County Advisory Commission on Aging.

### **ARTICLE II - MANDATE**

The Advisory Commission on Aging, mandated as an integral part of the Area Agency on Aging, advises and provides information to the Board of Supervisors and the Area Agency on Aging in Alameda County. The Board of Supervisors is the State-designated governing body and the Area Agency on Aging is the administrative structure for the governing body in Alameda County, established under the authority of the Older Americans Act as amended, and the Federal regulations adopted there under.

### **ARTICLE III - OBJECTIVES**

The objectives of this Commission shall be:

- A. To serve as advisor to the Area Agency on Aging.
- B. To act as an independent advocate for older persons as mandated by the Older Americans Act, and the Mello-Granlund Older Californians Act by taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons.
- C. To actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons.
- D. To inform local senior advocates and organizations on specific legislation pending before local, state and federal governments.
- E. To disseminate information of interest and concern to older persons.

- F. To be actively involved in the development, implementation and monitoring of the area plan.
- G. To hold public meetings or hearings as necessary to determine the needs and priorities for services of older people and to hold annual public hearings on the area plan.
- H. To make recommendations to the Board of Supervisors on the allocation of funds among service programs and on the award of funds to service providers.
- I. To serve as the advice and consent medium to the Area Agency on Aging in the matter of biennial elections of delegates to the California Senior Legislature.
- J. To be nonpartisan in the conduct of its duties and functions.
- K. To prepare annually a report that gives its recommendation for improving the lives of older persons, and a summary of its activities for the previous year. The report shall be made available to its Area Agency on Aging, the California Department of Aging, the California Commission on Aging, the Senate and Assembly Committees on Aging, and, insofar as resources permit, to all other interested parties that seek a copy of the report.

#### **ARTICLE IV - MEMBERSHIP OF THE COMMISSION**

##### **A. Mandate**

Older Americans Act, 42 U.S.C. 3126 SEC 306 (a) (b) (G):

Members shall be: . . . older individuals who are participants or who are eligible to participate in programs assisted under this Act, representatives of older individuals, local elected officials, and the general public, to advise continuously the area agency on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

##### **B. Composition**

- 1. In making appointments the Alameda County Board of Supervisors and the Alameda County Mayors= Conference shall assure that the Commission shall be composed of:
  - A. A majority of persons 60 years of age or older.

- B. Members who reflect the geographic, racial, economic, and social complexion of the planning and service area they represent.
- C. At least one member who represents the interests of person with disabilities.
- D. At least one member who represents the interests of veterans.
- E. At least one member who represents the health area.

**C. Selection**

The Advisory Commission shall consist of twenty-one Commissioners, appointed in the following manner:

- 1. Each member of the Board of Supervisors shall appoint two Commissioners, one being a low income and/or minority.
- 2. Eight Commissioners shall be appointed by the Alameda County Mayors= Conference (four from north county and four from south county).
- 3. Three additional Commissioners shall be appointed at large by the Board of Supervisors from any of the following: (1) representatives of the Nutrition Project Councils funded by the Area Agency on Aging; (2) unpaid volunteers who work with service providers who serve a thousand or more older citizens; or (3) volunteers from the general public who have demonstrated an interest in serving on the Commission. Recommendations for these three appointments will be made by the Commission and forwarded to the Board of Supervisors.
- 4. Paid personnel of service providers who are funded by the Area Agency are excluded from membership.

**D. Terms of Service**

- 1. Each Commissioner appointed by the Board of Supervisors, the Mayors' Conference, and the Advisory Commission on Aging shall serve for a period of four years, and not to exceed two four year terms.
- 2. A person appointed to fill any vacancy shall serve for the unexpired term of the person he or she succeeds.

## **E. Duties and Responsibilities of Commissioners**

### **1. Attendance**

- A. All Commissioners of the Commission shall be in attendance at the hour appointed for each regular, special or recessed meeting.
- B. A Commissioner may be excused from attendance with a valid reason subject to review by the Executive Committee.
- C. In the event a Commissioner is absent without a valid reason for three meetings during a calendar year, the matter shall be referred to the Executive Committee for appropriate action.
- D. The Executive Committee will review attendance every six months of Commission members to ensure compliance with these Bylaws.

### **2. Membership Development**

- A. Each Commissioner shall, in addition to the responsibilities of the full Commission, serve on one of the standing committees. The Commissioner can choose which committee he or she would like to serve on or shall be appointed by the Commission Chairperson.
- B. Each Commissioner will be the channel of communication between the Advisory Commission on Aging and the "grassroots" individuals in the community, including identifying prospective candidates for Standing Committee membership and potential candidates for Commission appointment.

### **3. Removal of Commissioners**

- A. A commissioner can be removed from membership by majority vote of the commission and declaration of the Board of Supervisors under the following circumstances:
  - i. More than 3 consecutive absences or 3 unexcused absences
  - ii. Failure to adhere to limitations regarding lobbying,
  - iii. Declared unsound by order of the court, convicted of a felony

### **4. Conflict of Interest**

- A. No officer, member, or employee of County and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in any Agreement of the Department of Adult and Aging services. No Contractor nor any member of Contractor's family shall serve on a County board, committee, or hold any such position which either by rule, practice or action nominates, recommends, supervises

Contractor's operations, or authorizes funding to any Contractor.

## **ARTICLE V - OFFICERS**

### **A. Number and Term**

The Officers of the Commission shall be a Chairperson and a Vice-Chairperson. The term of the Officers shall be two years, beginning in July.

### **B. Election of Officers**

1. A nominating committee shall be appointed by the Chairperson at least one month preceding the election. The election shall take place at the regular meeting of the Commission in June. The nominating committee shall present two candidates for each office after ascertaining the willingness of each to serve. Nominations from the floor shall also be sought. The Officers shall be elected by a majority of Commissioners present and voting.
2. Officers may be reelected for one additional term following the above procedure.
3. Should the office of the Chairperson become vacant due to the resignation or death of the incumbent, the Vice-Chairperson shall temporarily assume the office. He or she shall immediately appoint a nominating committee, which shall meet and report back to the next regularly scheduled commission meeting on its nominees to fill the unexpired term of the vacated office. Nominations may also be made from the floor. The Commission shall by majority vote of those present at this meeting fill the vacancy.
4. The same procedure shall apply in case the office of Vice-Chairperson is vacated.

### **C. Duties of Officers**

1. The duties of the Chairperson shall be:
  - A. To preside at all meetings of the Commission.
  - B. To call special meetings.
  - C. To appoint chairpersons of all standing committees.
  - D. To decide all points of order subject to reversal by the Commission.
  - E. To serve as an ex-officio officer of the Executive and all standing committees.

- F. To work with the Assistant Director of the Area Agency on Aging to prepare an agenda for each meeting.
  - G. To see that members of the public have an opportunity to speak on agenda items at the appropriate time.
  - H. To perform all other duties necessary or incidental to the office.
  - I. Participate in Area Agency on Aging Council of California in Sacramento, CA.
2. The duties of the Vice-Chairperson shall be to carry out the above duties in the event of the Chairperson=s absence or ability to act.

## **ARTICLE VI - MEETINGS OF THE COMMISSION**

### **A. Regular Meetings**

- 1. All meetings of the Commission shall be open to the public. The Commission shall hold a regular meeting on the second Monday of each month unless the Chairperson determines that a date change is justified and notice is given to the Commission at least 72 hours in advance. If the regular meeting day falls on a legal holiday, the Chairperson may fix another day therefore.
- 2. Unless previously noticed by the Chairperson of the Commission, the regular meeting place remains the office of the Area Agency on Aging.
- 3. In case of emergency the Commission, by resolution, shall designate some other place to meet temporarily, specifying the time.

### **B. Order of Business**

- 1. The agenda of each meeting of the Commission shall be delivered personally or by mail to the members of the Commission at least 24 hours prior to the time of the meeting.
- 2. The order to business, ordinarily, shall be as follows:
  - A. Roll Call.
  - B. Approval of Agenda.

- C. Approval of Minutes.
  - D. Communications and Correspondence.
  - E. Report of Director of Area Agency on Aging.
  - F. Reports of Committees.
  - G. Unfinished Business.
  - H. New Business.
  - I. Oral Communications-Public and Commissioners
- 3. Visitors to the meeting of the Commission shall be provided with a copy of the Agenda and accorded an opportunity to speak on calendar items. Each person addressing the Commission shall identify himself or herself by name, address and (if any) the organization represented.
  - 4. Meetings of the Commission shall be tape-recorded and the tapes kept for one year.

**C. Special Meetings**

Special meetings of the Commission shall be called by order of the Chairperson or by a majority of the Commission by delivering written notice to each member of the Commission. Such notice shall be delivered personally or by mail at least 24 hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

**D. Voting Requirements**

Every member must be present in person to vote and no proxies are to be recognized. A member may, at any time, explain his vote or file in writing an explanation of such vote, after the result of the voting has been announced and recorded.

**E. Quorum**

A quorum for the transaction of official business shall consist of a majority of the currently appointed members.

**F. Minutes**

1. The Assistant Director of the Area Agency on Aging shall cause the keeping of permanent minutes of all Commission meetings.
2. A copy of the minutes of each meeting of the Commission shall be delivered personally or by mail within a reasonable period of time after the meeting.

**G. Parliamentary Rules**

On any question or point of order not contained in these rules and regulations, the Commission shall be governed in its parliamentary actions by Robert=s Rules of Order (revised).

**ARTICLE VII - COMMITTEES**

**A. Executive Committee**

1. Membership of Executive Committee
  - A. The Executive Committee shall consist of the Chairperson and Vice-Chairperson of the Advisory Commission and other Commissioners appointed by the Chairperson for a maximum of seven (7) persons. Four (4) members of the Committee shall constitute a quorum.
  - B. The Executive Committee shall meet at least monthly, and on an emergency basis when noticed by the Chairperson.
2. Duties of the Executive Committee
  - A. As appropriate, recommend the establishment of committees (ad hoc or standing), by the Commission.
  - B. Serve as the action point (for either final action or recommendation for final action, as appropriate) in the matter of unexcused absences and/or unacceptable behavior by a Commissioner.
  - C. Weigh, take action (as may be appropriate), or make recommendations to the next level of consideration regarding such matters brought before it by the Chairperson, any member of the committee or any Commissioner. The Executive Committee shall report all actions in the form of recommendations to the full Commission at the first available opportunity.



## **B. Standing Committees**

1. The Standing Committees of the Advisory Commission on Aging shall be composed of Commissioners and other persons who may be selected to serve as members. The Chairperson of the Commission shall appoint the chairperson of each Standing Committee. The chairperson of each Standing Committee shall, in consultation with the Chairperson of the Commission, select Commissioners and other persons to serve as Committee members. The Committee may select its own vice-chairperson and other officers.
2. In addition to the Executive Committee, the Standing Committees shall be:
  - A. Health & Safety
  - B. Public Relations
  - C. Legislative Advocacy
3. Duties of Standing Committees
  - A. Each Standing Committee shall provide leadership in its program area for developing new projects, improving existing services and identifying problems for Commission and/or Department resolution.
  - B. The tentative agenda for Standing Committee meetings shall be prepared by the chairman of the Standing Committee with the assistance of staff for concurrence or modification by the Standing Committee.
  - C. Each Standing Committee will consider any matters presented by a member of the committee, or referred to it by the chairperson or the staff of the Area Agency on Aging.
  - D. The recommendation of the Standing Committees may be based on a consensus where such exists, or on the presentation of majority and minority points of view.

## **C. Ad Hoc Committees**

Ad Hoc Committees may be established to perform specific tasks or address specific issues as deemed necessary by the Executive Committee. Ad Hoc Committees will be disbanded when their purpose is completed.

## **ARTICLE VIII - COMMISSION REPORTS AND PUBLIC STATEMENTS**

All reports of the Commission ordinarily shall be delivered personally or by mail in draft form to each member of the Commission, prior to the date of the meeting at which such report is proposed for consideration and action thereupon by the Commission.

Approval of any report or public statement of the Commission shall require the affirmative vote of the quorum.

None of the above shall preclude any Commissioner from communicating his own opinions or recommendations to any outside party, when acting solely as an individual.

## **ARTICLE IX - ADOPTION, SUSPENSION, AMENDMENT OF BYLAWS**

### **A. Adoption**

The adoption of Bylaws shall be by motion and shall require an affirmative recorded vote of a majority of the currently appointed members of the Commission. When adopted, such Bylaws shall remain in effect unless suspended or amended as herein.

### **B. Suspension**

Any of these Bylaws may be suspended by the affirmative recorded vote of a majority of all currently appointed members of the Commission at two consecutive meetings. A motion to suspend the Bylaws is debatable.

### **C. Amendments**

Amendments to the Bylaws may, after two weeks notice, be adopted by the affirmative recorded vote of a majority of all currently appointed members at a regular or called meeting. Notice of any proposed amendment together with a copy of the proposed amendment shall be delivered personally or by mail to each member of the Commission at least two weeks in advance of the meeting at which time the amendment is to be considered.

## **ARTICLE X - REIMBURSEMENT FOR COMMISSIONER EXPENSES**

Commissioners shall be reimbursed for expenses in performing Commission functions in accordance with administrative practices as approved by the Board of Supervisors.

## **COMMISSIONERS OF THE ALAMEDA COUNTY ADVISORY COMMISSION ON AGING**

**Tony Santos, Chair**

**Peter Bailey**

**Douglas Brown**

**Mary Brown**

**Quincy Campbell**

**Ronald DeDiemar**

**Nery Hartschen**

**Frank Howell**

**Mamie Jackson**

**Betty Mulholland**

**Frank Rose**

**Christine Steiner**

**Sylvia Stademire**

**Evelyn Stinchcomb**

**Chialin Tsao**

**George Tucker**

**Rosalind Wright**

