



ADVISORY COMMISSION ON AGING (ACA)

Agenda

Monday, February 8, 2021

9:30 a.m.—12:00 p.m.

Zoom Video Conference Call

Please join Advisory Commission on Aging meeting from your computer, tablet or smartphone.

Join Zoom Meeting

<https://zoom.us/j/98852242048>

Meeting ID: 988 5224 2048

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 988 5224 2048

Find your local number: <https://zoom.us/u/abzuOleRu4>

The Commission welcomes you to its meetings and your interest is appreciated. Public comment is permitted, for items not on the agenda, please wait until the Chair calls for public input; for comments on items on the agenda or for general public announcements, please wait until the Chair calls for announcements from the public at the end of the meeting. If you wish to speak on a matter on the agenda or during public input. We request that individuals raise their hand limit their comments on any single item on the agenda to three minutes. The chosen spokesperson for a group may speak for five minutes.

9:30-9:35	<u>Call to Order/Introductions</u> Review of Agenda Approval of Minutes	Howard Kirsch
9:35-9:40	Comments from the Public for Items not on Agenda	General Public
9:40-9:45	Comments from Chair	Howard Kirsch
9:45-10:15	City of Dublin Senior Center	Liz Elliot
10:15-10:25	<u>Commission Subcommittee Reports</u>	Committee Members
	A. Executive	
	B. Legislative Advocacy	
	C. Public Relations/Senior Update	
	D. Health & Safety	
	E. Member Recruitment	

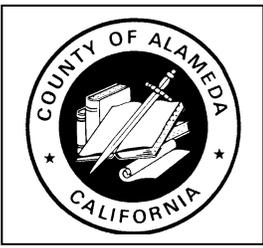
F. ADRC Advisory Council

10:25-10:30	Countywide Area Plan Update	Hema Patel
10:30-10:35	AAA Director's Report	Jennifer Stephens-Pierre
10:35-10:45	Oral Communications/Announcements	Commissioners Staff Public
10:45-12:00	Retreat Agenda (Part One):	Facilitators:
	Note: "Handouts" after committee minutes	
	Introductions: What are your goals for the ACA?	Christine Sevier/Howard Kirsch
	Advisory Commission on Aging 101	
	Brown Act Reminders: High Level	
	Robert Rules of Order: Handout	
	Older American's Act/ Older California's Act	Maaza Michael
	Role of Committees and Committee Leaders	
	Bylaws: Handout	
	Review of Mission Statement and Goals: 2019-2020 Accomplishments	Howard Kirsch/ Jennifer Stephens-Pierre
	Retreat (Part Two): Monday, March 8, 2021	

Adjournment

Note: The next Advisory Commission of Aging meeting will be Monday, March 8, 2021 at 9:30 am via Zoom Video Conference Call. Please check [Advisory Commission of Aging](#) website for more details.

Notes



MINUTES

ADVISORY COMMISSION ON AGING Monday, January 11, 2021 via Zoom

Commissioners Present: John Miller-Pro tempore Chair, Howard Kirsch, Laura McMichael-Cady, Regina Silbert, Christine Sevier, Sylvia Stadmire, Royce Johnson, Donna Griggs-Murphy, Eric Eisenberg, Carlos Londono

Commissioners Excused (Absent): Dom Filardo, Sarah Kim-Lee, Barbara Price

Staff Present: Delbert Walker, Jennifer Stephens-Pierre, Sonya Frost, Shukura Shani Reynolds, Maaza Michael, Diarra Piggue, Mary Louise Zernicke, Maureen Schulz, Charles Jones, Yolanda Newton, Victoria Botts

1. Call to Order

Acting-Chair Kirsch called meeting to order at 9:34 am

2. Consent Calendar

A. Review of Agenda – Motion to approve the agenda as presented.

(M) Sylvia Stadmire

(S) Donna Griggs-Murphy

Approved.

B. Approval of minutes– Motion to approve the minutes as presented.

(M) Laura McMichael-Cady

(S) Regina Silbert

Approved.

3. Comments from the Public for Items not on Agenda—No Items from the public.

4. Comments from Howard Kirsch, Acting-Chair

January 12, 2021—Alameda County Public Health will be hosting the Community Vaccine Advisory Group Meeting at 5:00 pm to 6:30 pm. For more information go to [COVID-19 | Alameda County Public Health \(acgov.org\)](#).

January 21, 2021—California Department of Aging All Stakeholder Quarterly Meeting at 10:00 am to 11:00 am. For more information go to [Information & Resources | California Department of Aging - State of California](#).

January 26, 2021—The Board of Supervisors has its scheduled regular meeting at 9:30 am. For more information go to [Board of Supervisors - Alameda County \(acgov.org\)](#).

January 29, 2021—The Senior Services Coalition is hosting the **2020/21 Making the Difference Conference** from 8:30 am to 12:15 pm. To register please go to www.seniorservicescoalition.org

5. Special Elections/Nominating Committee

Commissioner Donna Griggs-Murphy presided over the special election and nomination process. Commissioner Howard Kirsch was unanimously elected as Chair of the ACA and Commissioner Sylvia Stadmire was unanimously elected as Vice-Chair of the ACA. The Chair and the Vice-Chair will serve for the remainder of the unexpired terms, January 11, 2021 thru June 30, 2021.

6. Ombudsman Services: Nicole Howell, Executive Director for Ombudsman Services of Contra Costa, Solano, and Alameda (OSCCSA)

Master Plan of Aging (MPA)

The MPA's Goal Four: Caregiving that Works target is to create one million high-quality caregiver jobs by year 2030. OSCCSA has been recognized as a local model helping to achieve that goal and an example for other organizations to follow in the MPA Local Playbook. Healthcare Career Pathways (HCP) is a collaborative partnership with OSCCSA, Opportunity Junction, and Mt. Diablo Adult Education formed to address the critical shortage of healthcare workers. HCP provides quality clinical and classroom training to students, leading them to the certification they need to become skilled caregivers in their community. Currently the program is only operating Contra Costa County. It is OSCCSA's goal to bring a similar program to the Alameda County and to make HCP a statewide program. For more information, please visit [Master Plan for Aging - California Department of Aging](#).

Long-Term Care Facilities

The federal government has partnered with CVS and Walgreens to distribute and administer the COVID vaccine to Skilled Nursing Facilities (SNF) and Residential Care Facilities for the Elderly (RCFE). As of today, OSCCSA is pleased that approximately 60 percent of SNF have received or scheduled their first vaccine clinic. However, only (5) RCFEs in the County have received vaccination. OSCCSA is requesting the ACA to implore the networks and make their elected officials aware of the urgent need to get vaccine to the RCFE's staff and residents before moving on to another tier.

Facility Visitations

To date, there are (3) Ombudsman staff members assigned to the County. Each staff member visits (3) facilities per day due to surge in COVID cases. Staff are tested weekly for COVID and wear all appropriate PPE. All staff visitations are approved by the executive director and tracked to provide accurate information to the public health to do perform contact tracing in the event of a positive COVID result among staff. OSCCSA in conjunction with Public Health facilitate a weekly call RCFEs to provide information about COVID and the COVID vaccine.

7. AAA Director's Report: Jennifer Stephens-Pierre, AAA Director

Shelter-in-Place Order

As of December 3, 2020, Shelter-in-Place order has been extended. AAA is supporting its contractors to address the concerns and needs of older adults as a result of the extension of the Shelter-in-Place order. In addition to the quarterly newsletter, Senior Update, AAA is utilizing an email blast called Senior Update Bulletin to communicate with older adults. The Senior Update Bulletin allows AAA to quickly distribute information as AAA receives it and to target immediate concerns like the Shelter-in-Place order. The Veterans programs is using a similar method to provide information to veterans in the County. AAA recognizes email blasts are currently only reaching a limited portion of the population due to the digital divide, so AAA is exploring working with contractors like Meals-on-Wheels to distribute information by flyers.

Addressing the Digital Divide

AAA has been working with the California Association of Area Agencies on Aging – C4A and Google to address the digital divide. AAA has been allotted 800 home devices. AAA and ADRC Advisory Council will discuss best ways to distribute devices into the community. Commission will be updated on the receipt of the devices.

COVID Vaccine

Alameda County Public Health Department is the lead on administering the vaccine. If the opportunity arises for advocacy AAA will take advantage of opportunity. However, as of now the AAA is taking direction from our Public Health Department.

Public Health Department is doing a series of updates on the COVID vaccine and how they are determining vaccine prioritization.

*Please visit [| COVID-19 | Alameda County Public Health \(acgov.org\)](https://www.acgov.org/health/covid19/) for more information.

Contracts

Usually in the month of January, the California Department of Aging (CDA) releases its amended budget. Upon release of the budget AAA will look at the amount allocated to the County and determine best way to target the needs of older adults by increasing the awarded funding amount to our contractors. AAA will target the February 2, 2021 board date for approval to accept State funds.

Master Plan of Aging

The Master Plan on Aging (MPA) was released January 6, 2021. The Executive Committee discussed the need to align the priorities of ACA and the need for adjustment to be made to the Countywide Area Plan (CWAP) with the priorities of the MPA.

8. Age Friendly Council (ARC) Update: Shukura Shani Reynolds, SSA Mgmt. Analyst

Alameda County Board of Supervisors and Joint Health and Social Services Committee will be meeting on Monday, January 25, 2021 at 9:30 am. Faith Battles, Assistant Agency Director, Adult and Aging Services Department, Kimi Watkins-Tartt, Director, Public Health Department, and Nicole Howell, Executive Director for Ombudsman Services of Contra Costa, Solano, and Alameda will be giving presentations at the meeting.

AFC Digital Inclusion workgroup are in the final steps of releasing a survey aimed to collect information about what is needed to address the digital divide, which was made apparent during the shelter-in-place throughout the last. The workgroup is making sure the survey works across various platforms, devices and is accessible to persons with disabilities before releasing. AFC will be reaching out to agencies, organizations and individuals that would like to distribute survey to consumers.

For visit the AFC website [Age Friendly Alameda County \(acgov.org\)](https://www.acgov.org/agefriendly/) to check out AFC's policy and advocacy page, completed issued briefs, a "What's New" section and links to vaccine information.

9. AAA Program Data Snapshot: Delbert Walker, SPS/AAA Sr. Planner

Overview AAA Services

For fiscal year 2019-20 AAA validated and reported the CDA 10,407 registered services (congregate meals, home delivered meals, case management and adult daycare), 42,284

nonregistered services (senior center, and visiting) and 24,577 COVID response services for a total of 77,268 AAA services rendered.

In the area of nutrition, the total meals rendered were 904,937. 781,889 were congregate meals and home delivered meals. 123,048 were COVID response meals from March 7, 2020 thru June 30, 2020.

CWAP Update

AAA has received a request from CDA to reclassify goals and objectives 1.1 and 2.7 of the CWAP as administration instead coordination and to eliminate goal and objective 3.9, which pertains to the holiday baskets. AAA will be making requested changes in order to receive approval of the area plan.

10. California Senior Legislative (CSL) Updates

Commissioner/ CSL Senior Senator Stadmire reported that virtual “Walk the Hall” advocacy event has been reduce to 2 days instead of a week due California State Legislature re-convening later than usual.

11. Holiday Baskets Update: Mary Louise Zernicke, AAA Senior Nutritionist

Through the generous support and labor of the commissioners and staff forty (40) large holiday baskets were delivered, which also included a \$35 dollar Walmart card and \$10 dollar bill.

12. Commission Subcommittee Reports

Executive: Kirsch reported the need for a standing recruitment committee to fill empty commission seats and ad-hoc committee for ACA retreat. Stadmire volunteered to chair the Member Recruitment committee. Griggs-Murphy, Kirsch and Director Stephens-Pierre to volunteered to serve on the committee.

Sevier agreed to chair the ACA Retreat Ad-hoc committee scheduled for March 8, 2021. Stadmire, Kirsch and Stephens-Pierre will serve on the ad-hoc committee as well.

Public Relations/Senior Update: Silbert reported the AAA staff were able to get out a well executed quarterly Senior Update edition.

Legislative Advocacy: Kirsch reported. Please refer to LAC minutes.

13. Oral Communications/Announcements

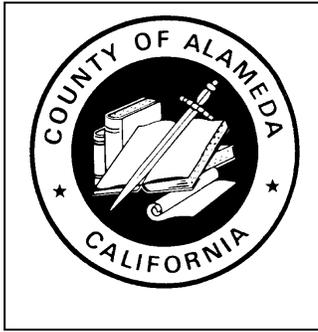
A. Commissioners/Committee Members-none

B. Staff-none

C. Public-none

Adjournment 11:12 am

Note: The next Advisory Commission on Aging meeting will be Monday, February 8, 2021 at 9:30 am via Zoom Video Conference Call. Please check [Advisory Commission on Aging](#) website for more details.



AGENDA

ADVISORY COMMISSION ON AGING

**Executive Committee Meeting
Monday, February 8, 2021
8:45am**

Zoom Meeting

Join Zoom Meeting

<https://zoom.us/j/98852242048>

Meeting ID: 988 5224 2048

Dial by your location

+1 669 900 6833 US (San Jose)

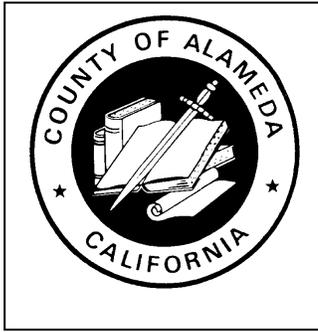
Meeting ID: 988 5224 2048

Find your local number: <https://zoom.us/u/abzuOleRu4>

- 1. Review of Executive Committee Agenda/Approval of Minutes**
- 2. Program Updates**
 - A. RFQ Contracts
 - B. Amended Budget
 - C. Program Reconfiguration
- 3. Membership Updates**
 - A. Retreat Part II
 - B. Mayoral Conference (Candidate)
- 4. Future Discussion Items**

Adjournment

Next meeting of the Executive Committee will be held Monday, March 8, 2021 at 8:45 AM via Zoom. Please check [Advisory Commission on Aging](#) website for more details.



AGENDA

ADVISORY COMMISSION ON AGING

**Executive Committee Meeting Minutes
Monday, January 11, 2021
8:45am**

Zoom Meeting

<https://zoom.us/j/95728292334>

Attendance: Howard Kirsch, Jennifer Stephens-Pierre, Charles Jones

1. Review of Executive Committee Agenda/Approval of Minutes

2. Program Updates

- A. RFQ Contracts
 - AAA advised the Committee on the contracts awarded
- B. Amended Budget
 - Discussed CDA's intent to release the budget by the end of the month and our intent to share with Commissioner when available.
- C. Master Plan on Aging (press release)
 - Discussed the need to email the document to Commissioners and to incorporate it in to the retreat

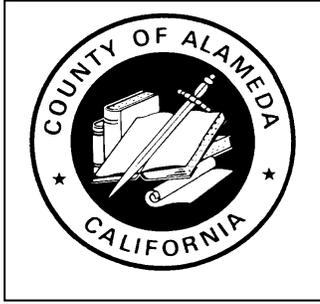
3. Membership Updates

- A. Special Elections (Process and Nominations)
 - The process was reviewed to ensure compliance with Robert Rules of Order.
- B. Recruitment Committee
 - Discussed making recruitment a standing committee of the Commission and confirmed the Chair.
- C. Retreat (2021)
 - Brainstormed on the format and discussion points for the retreat.

4. Future Discussion Items

Adjournment

Next meeting of the Executive Committee will be held Monday, February 8, 2021 at 8:45 AM via Zoom. Please check [Advisory Commission on Aging](#) website for more details.



ALAMEDA COUNTY ADVISORY COMMISSION ON AGING

**Legislative Advocacy Committee
Monday February 1, 2020
9:30 Via Zoom**

Topic: mary louise Zernicke's Zoom Meeting
Time: Feb 1, 2021 09:30 AM Pacific Time (US and Canada)

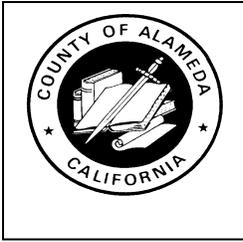
Join Zoom Meeting
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Dial by your location
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Agenda

- 1. Call to Order**
- 2. Approval of Minutes/ Items not on Agenda**
- 3. Legislative Bills for California**
 - a. Update by Lorena**
- 4. Council for Age Friendly Communities-- Wendy**
- 5. Updates/Master Plan on Aging—Wendy and Howard**
 - a. Governor Newsome's Executive Order # N-73-20. <https://www.gov.ca.gov/wp-content/uploads/2020/08/8.14.20-EO-N-73-20-text.pdf> and AB-34 Communications: Broadband for All Act of 2022.
- 6. CSL Update and Follow up —Sylvia and Liz**
- 7. Updates on Bills-All**
 - a. Stimulus Bill and OAA**
- 8. City of Oakland Senior Services**
- 9. Senior Services Coalition Update—Wendy**
- 10. Vaccinations—Advocacy?**
- 11. Other**



DRAFT MINUTES
Legislative Advocacy Committee (LAC)
Monday, February 1, 2021
Via Zoom
Minutes

Commissioners Present: Howard Kirsch, Eric Eisenberg, Sylvia Stadmire

Members Present: Liz Breshears, Wendy Peterson

Staff Present: Mary Louise Zernicke

CSL Members Present: Liz Breshears, Sylvia Stadmire

1. Call to Order: The meeting was called to order at 9:36 AM. The February agenda was reviewed and approved.
2. January (Breshears/Peterson) minutes were approved, with the correction of changing 2020 to 2021 😊.
3. Lorena was not present at the meeting. The governor's budget was friendlier to seniors than anticipated, and there was not the expected shortfall of funding.

Howard reported on several bills of interest.

- a. SB107 Weiner—to simplify the application to CalFresh for 60+ and disabled adults.
 - b. SB 56—to extend MediCal to people 65+ regardless of immigration status
 - c. SB 48—would require 4+ hours of continuing education for MD training on dementia and AZ disease
4. There was discussion about the overlap in advocacy efforts and the importance of working collaboratively, as the group discussed the Council for Age Friendly Communities and Age Friendly Alameda County and the efforts of the LAC. Wendy will discuss with Lorena on Friday to make sure her office is represented on the LAC. As chair of ACA, Howard has a seat on the Age Friendly Council.

5. The Master Plan on Aging was seen as a road map and offering goals for advocacy efforts but does not contain many specifics.
 - a. Mary Louise lobbied to include increasing SSI amounts in the advocacy for state and local planning. There have been past proposals but this issue is specifically stated as important in the Master Plan on Aging.
6. The CSL is currently working to meet with legislators to get their top10 proposals into a bill. Sylvia was meeting with Shirley Webber directly after the LAC meeting to urge her to support CSL priorities.
7. The SSC annual meeting was 1/29/2021. Congratulations to all for a job well done! Wendy will organize the suggestions for policy changes from that meeting and share the suggestions to this group.
8. The vaccine roll-out in Alameda County is run by ACPHD. Wendy is on the committee. Alameda County's Vaccine Community Advisory Group's meetings are open to the public and they take public comment at the zoom meeting via chat and Q&A. This committee did not see a significant role for the LAC in vaccine roll-out.
9. Our next meeting will be on March 1, at 9:30, contingent on whether or not this works for Lorena. Mary Louise will send a Zoom link.

Meeting ended at 10:44.PM.

<u>Priorities 2020 for ACA-LAC</u>

- Support policies, funding and programs that preserve, support and expand services and opportunities for older adults, with a focus on:
 - Increasing funding for Older Americans Act programs
 - Increasing food security
 - Housing support
 - Reducing income disparity
- Support policies and funding for enhanced coordination of services for older adults, including those with disabilities, to promote independent living—healthy aging, aging in place, protect against financial and physical abuse, safeguard against neglect and exploitation.
- Support inclusive engagement opportunities: support employment opportunities and reduce barriers for disabled adults, veterans, and older adults.



ADVISORY COMMISSION ON AGING (ACA)

Minutes

ADRC Advisory Council Ad-Hoc Committee

Monday, January 11, 2021

12:00 pm —1:00 pm

via Zoom Video Conference Call

Call to Order

Christine Sevier

Review of Agenda

Introductions

Christine Sevier

ADRC Refresher/Overview: AAA Director provided an overview of ADRC and discussed the “no wrong door” concept.

Jennifer Stephens-Pierre

Emerging Status: AAA Director informed the Council of our updated designation as an emerging ADRC and provided updates on next steps.

Jennifer Stephens-Pierre

Workgroups

Jennifer Stephens-Pierre

Application Assistance

Digital Divide

Website Design

The ADRC gave an overview of the purpose of the workgroup and sought feedback from the Council on next steps and ways to enhance our efforts.

Recommendations from the Council included:

- Increase efforts in data collection
- Suggestion to Contact SF ADRC
- Request data from 211 to get a better landscape of needs
- Collaborate on other efforts on Digital Divide i.e. AFC

Next Steps

Adjournment

Note: ADRC Advisory Council Ad-Hoc Committee Aging meeting will be Monday, March 8, 2021 at 12:00 pm via Zoom Video Conference Call. Please check [Advisory Commission of Aging](#) website for more details.

Notes

ACA RETREAT Part One

February 8, 2021

Handout Materials

Robert's Rule of Order

- **Simplified Version (1-2 pages)**
- **Cheat Sheet (1-5 pages)**

ACA Approved Bylaws as of 09/26/06 (1-13 pages)

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the chairperson, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, approved, failed, defeated, tabled, referred to committee, or postponed indefinitely). The language of the motion must be specific.

How to do things:

You want to bring up a new idea before the group.

After recognition by the chairperson, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the chairperson, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the chairperson has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The chairperson will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:

to get information about business – **point of information**

to get information about rules – **parliamentary inquiry**

if you can't hear, safety reasons, comfort, etc. – **question of privilege**

if you see a breach of the rules – **point of order**

if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

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

