

## **SAN LUIS OBISPO COUNTY COMMISSION ON AGING BYLAWS**

Initial Bylaws-Creation of Commission-May 15, 1984

Amended 1988

Amended April 20, 1990

Amended July 13, 1993

Amended December 5, 1995

Amended March 3, 1999

Amended August 8, 2000

Amended May 18, 2001

Amended January 15, 2008

Amended March 23, 2010

Amended June 07, 2022

### **ARTICLE I - PURPOSE AND ACTIVITIES**

**Section 1: Purpose.** The San Luis Obispo County Commission on Aging (hereinafter called the "Commission") provides advisory recommendations to the San Luis Obispo County Board of Supervisors (hereinafter called the "Board of Supervisors") to assure quality, adequacy, and coordination of available services for the senior population. It is the responsibility of the Commission to enhance communication and cooperation among the Board of Supervisors, senior population, service providers, and funding agencies.

**Section 2: Authority.** Established as an advisory group on May 15, 1984, the Commission advises the Board of Supervisors on issues important to San Luis Obispo County's senior residents.

**Section 3: Scope/Activities.**

The Commission shall:

- A. Advise the Board of Supervisors on issues that concern the County's senior population.
- B. Recommend to the Board of Supervisors appropriate action on legislative bills concerning the senior population.
- C. Inform the public of services, events, and activities available to the senior population.
- D. Provide a countywide forum for seniors to voice concerns.
- E. Reduce duplicative efforts by identifying services available to the senior population and encouraging the coordination of activities and services countywide.
- F. Prepare and file an annual report with the Board of Supervisors, which outlines the previous year's actions and activities, and provides a list of goals for the upcoming year.

## ARTICLE II - REPRESENTATION

**Section 1: Appointments.** The Commission will strive to attain a diverse membership that adequately represents the interests of San Luis Obispo County residents. The Commission shall consist of seventeen members that: (1) reside in San Luis Obispo County, and (2) have expertise in working with seniors or are seniors.

Appointments shall be made in the following manner:

- A. *District Representatives:* Each of the five supervisors comprising the Board of Supervisors shall appoint one District Representative. (5)
  - i. **District Appointments.** A newly elected Supervisor may reappoint the current commissioner from his/her district or make a new appointment after taking office. In all cases, the Supervisor's appointed commissioner will serve at the pleasure of the Supervisor.
- B. *At-Large Representatives:* Upon recommendation of the Nominating Committee (established pursuant to Article VI, Section 5 of these Bylaws), the Commission will appoint five At-Large Representatives. (5)
  - i. The Commission will make every effort to achieve geographic equity when making these selections.
  - ii. The Commission shall make every effort to select informed members of the community with backgrounds in fields that affect seniors, such as transportation, low-income housing, long-term care, healthcare, public employee retirement, veterans' affairs, in-home care, case management, etc.
- C. *Agency Representatives:* The following five county governmental and community agencies will be asked to appoint Agency Representatives: the District Attorney's Office, County Mental Health, Central Coast Commission for Senior Citizens-Area Agency on Aging (AAA), a Senior Volunteer Services, and Long-term Care Ombudsman. These listed agencies can be amended, as needed, through a vote of the Commissioners. (5)
- D. *Senior Service Provider Representative:* Upon the recommendation of the Nominating Committee, the Commission will appoint one direct Senior Service Provider Representative. (1)
- E. *DSS Representative:* The Director of Social Services shall appoint one representative from the Department of Social Services (DSS), Adult Services Division. (1)

**Section 2: Alternates.** Upon recommendation of the Nominating Committee, the Commission will appoint one Alternate for each At-Large Representative in the event of that at-large member's absence or resignation.

- A. Alternates will have the same responsibility for attendance and participation to the Commission as regular commission members.
- B. Alternates' terms of appointment will be the same as for regular Commission members.

**Section 3: Terms.** If a Commissioner resigns or is unable to serve, the person appointed to replace that member shall serve the balance of the term.

- A. Once appointed, District Representatives and Agency Representatives shall serve until replaced, unless a special circumstances or resignation arises as determined by the Nominating Committee.
- B. At-Large Representatives and their Alternates will serve two-year terms that begin on July 1.
- C. The Senior Service Provider Representative will serve a two-year term that begins on July 1.
- D. The Social Services Representative will serve a two-year term that begins on July 1.

**Section 4: Voting Rights**

- A. Each member shall be entitled to one vote on all matters submitted to the Commission for action.
- B. An Alternate may vote in the absence of the At-Large Representative he/she is assigned to represent.

**Section 5. Resignation.** Any member may resign by filing a written resignation with the Commission at any time.

**Section 6. Vacancies.**

- A. The body that provided the original member shall fill vacancies for District Representatives and Agency Representatives. New appointees shall serve the balance of their predecessor's term.
- B. Alternates shall fill vacancies for At-Large Representatives. Alternates shall serve the balance of time remaining for the initial appointee. If there is no Alternate for this member, a new At-Large Representative may be appointed for the balance of the term.

**Section 7. Memberships Nontransferable.** No member may assign or transfer his/her membership on the Commission.

**Section 8. Compensation.** Commission members shall serve without compensation.

## ARTICLE III – MEETINGS

**Section 1: Monthly Meetings.** The Commission shall hold regular monthly meetings at times set by the Commission. All Commission meetings shall be open to the public.

**Section 2: Special Meetings.** The Chairperson or a majority of Commission members may hold a special meeting by giving written notice personally or by email to each member in addition to each local newspaper, radio, or television station that requests such notice in writing. Notices must be provided at least twenty-four hours before the special meeting is to occur.

**Section 3: Meeting Locations.** The County shall provide a meeting place for all Commission meetings, including committee meetings.

**Section 4: Quorum.** The presence of a majority of the current membership of the Commission shall constitute a quorum.

### **Section 5: Proceedings.**

- A. All meetings of the Commission shall be held in conformity with applicable provisions of the *Ralph M. Brown Act* and any amendments or successors thereto. (Government Code Sections 54950-54963, inclusive).
- B. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Commission in all cases in which they are applicable and where not inconsistent with these Bylaws or with any special rules of order the Commission may adopt.

**Section 6: Minutes.** Written minutes shall be prepared for all meetings.

## ARTICLE IV – OFFICERS

**Section 1: Officers.** The officers of the Commission shall consist of a Chairperson and Vice Chairperson (or two Co-Chairpersons). Officers shall serve two-year terms and must be current members of the Commission.

**Section 2: Election of Officers.** Officers shall be elected by a majority vote on a biennial basis during the general election of all Commissioners. Officers shall take office on July 1.

**Section 3: Resignation.** Any officer may resign their position at any time by submitting a written letter of resignation to the Chairperson or Vice Chairperson, as appropriate.

**Section 4: Vacancies.** Vacant officer positions must be filled at the next regular meeting of the Commission through an election yielding a majority vote. The new officer shall serve the remainder of his/her predecessor's term.

## **ARTICLE V - DUTIES OF THE OFFICERS**

**Section 1: Chairperson.** The Chairperson shall preside at all meetings of the Commission. The Chairperson may establish committees as deemed necessary, define their duties to carry out the goals and objectives of the Commission, and shall make appointments to said committees – by consent of a majority of the Commission. The Chairperson shall prepare the agenda for all Commission meetings and will serve as the liaison to the county administrative office. The Chairperson may appoint individual commissioners at his/her discretion to serve a special purpose without a vote of the Commission. The Chairperson should attend or appoint a member to represent the Commission at Adult Services Policy Council (ASPC) meetings.

**Section 2: Vice Chairperson.** The Vice Chairperson shall assist the Chairperson in the discharge of his/her duties as deemed necessary and as requested by the Chairperson. In the temporary absence or disability of the Chairperson, the Vice Chairperson shall preside at all meetings of the Commission.

## **ARTICLE VI - COMMITTEES**

**Section 1: Committee Enumerated.** The Chairperson and Commission membership may designate committees from time to time. Committees may be abolished by a majority vote of the Commission.

**Section 2: Membership Committees.** Each Committee Head shall be a member of the Commission. No person shall be a Committee Head of more than one committee. A Committee Head may be an officer of the Commission. Members of each committee shall be members of the Commission.

**Section 3: Duties.** The Chairperson or Committee Head shall designate duties for each committee.

**Section 4: Vacancies.** Committee Heads will fill vacancies within their committees, except when the vacancy is for the position of Committee Head. This position shall be filled by the Chairperson, and is subject to the approval of Commission members.

**Section 5: Nominating Committee.** The Chairperson shall assemble the Nominating Committee, as needed. The Nominating Committee assists the Commission and Chairperson by preparing a slate of recommended nominees for vacancies in the following positions: At-Large Representatives, Alternate At-Large Representatives, and the Senior Service Provider Representative.

- A. **Nominating Committee Responsibilities.** The Nominating Committee will be responsible for advertising openings, interviewing and ranking candidates, and presenting descriptions of top candidates to members in advance of appointing new members. Criteria for choosing candidates are provided in Article II.

## ARTICLE VII – MISCELLANEOUS

**Section 1. Absence.** Three consecutive unexcused absences from regularly scheduled monthly meetings shall constitute grounds for removal and replacement of that member. The procedure for removal is to make a recommendation to the Chairperson, who has discretion in the matter.

- A. For District Representatives, the Chairperson may request a new appointee from the appropriate Supervisor.
- B. In the case of At-Large Representatives, their corresponding Alternate will become the new member. If there is no Alternate in place, the Chairperson may request a new candidate from the Nominating Committee.
- C. For Agency Representatives and the Department of Social Services Representative, the Chairperson may request a new appointee from the appropriate appointing authority.
- D. For the Senior Service Provider Representative, the Chairperson may request a new candidate from the Nominating Committee.

**Section 2. Staff Support.** The County will support the Commission by providing specific services, including distribution of Commission mailings (e.g., agenda, minutes, documentation of the minutes, follow-up on issues of interest or concern).

## ARTICLE VIII – AMENDMENTS

**Section 1: Amendments.** An amendment to the Bylaws may be recommended by a member of the Commission at any regular monthly meeting. If the recommendation receives a majority vote from the Commission, the amendment must go to the County Board of Supervisors for final approval. No amendment to these Bylaws shall become effective until approved by the Board of Supervisors.