

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

SECTION I - PURPOSE AND ACTIVITIES

1. Purpose

The primary purpose of the San Luis Obispo County Commission on Aging is to provide advisory recommendations to the Board of Supervisors in areas which would assure quality, adequacy and coordination of available services for the senior population. Additionally, it is the purpose of the Commission to enhance communication and cooperation among the County of San Luis Obispo Board of Supervisors, the senior population, the service providers, and the funding agencies.

2. Authority

The San Luis Obispo County Commission on Aging (hereinafter called the "Commission") is an advisory group to the County Board of Supervisors composed of San Luis Obispo County residents. The Commission was established on May 15th, 1984, by the Board of Supervisors.

3. Scope/Activities

- a. To advise the County Board of Supervisors on issues of concern to the senior population.
- b. To recommend appropriate action to the Board of Supervisors on legislative bills concerning the senior population.
- c. To disseminate information to the public regarding the availability and uses of various activities and services available to the senior population.

- d. To provide a forum for seniors to voice concerns countywide.
- e. To identify services available to the senior population and to encourage the coordination of activities and services countywide, in an effort to reduce unnecessary duplication.
- f. To prepare and file an annual report on activities with the San Luis Obispo County Board of Supervisors, which shall include a list of the goals to be accomplished for the upcoming year.

SECTION II - MEMBERS

1. Appointments

- a. The Commission shall consist of seventeen members. The members shall have expertise in working with seniors and/or be a senior. Members shall be San Luis Obispo County residents. The Commission will strive to attain a diverse membership that adequately represents the interests of county residents.
- b. Five representatives shall be appointed by the Board of Supervisors, one from each supervisorial district.
- c. Upon recommendation of the Nominating Committee (established pursuant to Section VI, para 5. of these bylaws), five representatives will be appointed by the Commission on an at large basis. In making these selections, the Commission will make every effort to achieve geographic equity. Community members should be selected who will inform Commissioners about the current and most important senior issues in the County, which may in turn be addressed by the Board of Supervisors. These representatives might include people knowledgeable about issues of concern to seniors such as transportation, low income housing, the long term care industry, the health care industry, Public Employees Retirement, Veterans Affairs, in-home care and case management, etc.
- d. Five representatives in total will be appointed by county governmental and community agencies, such as County Mental Health and the District Attorney's Office, the Central Coast Commission for Senior Citizens-Area Agency on Aging (CCCSC) including their grantees and Adult Services Policy Council (ASPC).
- e. One member who is a direct senior service provider will be appointed by the Commission, upon the recommendation of the Nominating Committee.
- f. One representative from the Department of Social Services, Adult Services Division shall be appointed by the Director of Social Services.
- g. Representatives may be appointed by the Commission, upon recommendation of the Nominating Committee, to serve as alternates to the five at large members and will vote only in their absence.

2. Supervisory 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.

3. Alternates

- a. Alternates will be appointed by the Commission, upon recommendation of the Nominating Committee, and assigned to be the representative for a specific at-large member in the event of that at-large member's absence or resignation. In making these selections, the Commission will make every effort to achieve geographic equity.
- 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.

4. Terms

- a. After the initial appointments of Supervisor and Agency representatives, that member shall serve until replaced, unless resignation or special circumstances as determined by the Nominating Committee dictate to the contrary.
- b. Appointments for at-large and alternate at-large members will be for two year terms that will begin on March 1.
- c. Appointment of the Senior Service provider member will be for a one year term that will begin on March 1. If this member resigns or is unable to serve, the person who is appointed to replace that member shall serve for the balance of the time remaining.

5. 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 member he/she is assigned to represent.

6. Resignation

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

7. Vacancies

- a. Vacancies for Board of Supervisors' representatives or Agency representatives shall be filled by the appropriate body which had the original appointment or election. The

replacement member shall serve for the balance of the time remaining to the initial appointee or elected member.

- b. Vacancy for an at-large member shall be filled by their alternate. The alternate shall serve for the balance of the time remaining for the initial appointee. If there is no alternate for this member, then this position can be covered by a new appointee upon the recommendation of the Nominating Committee for a term of 2 years not to extend past March 1 of the 2nd year of the term.

8. Memberships Nontransferable

No member may assign or transfer his/her membership on the Commission.

9. Compensation

Commission members shall serve without compensation.

SECTION III - MEETINGS

1. Regular Monthly Meetings

The Commission shall hold regular monthly meetings at times set by the Commission. All Commission meetings shall be open to the public.

2. Special Meetings

Special meetings may be called by the chairperson or by a majority of the Commission members by giving written notice personally or by mail to each member and to each local newspaper, radio or television station requesting such notice' in writing. Such notice shall be received at least twenty-four hours before the time of such meeting, as specified by such notice.

3. Place of Meetings

The County shall provide a meeting place for all Commission meetings, including committee meetings.

4. Ralph M. Brown Act

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 54950-54961, inclusive, particularly Section 54952.3).

5. Quorum

The presence of a majority of the current membership of the Commission shall constitute a quorum.

6. Parliamentary Authority

The rules contained in the current edition of Roberts 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 IV - OFFICERS

1. Officers Designated

The officers of the Commission shall be a chairperson and a vice-chairperson and must be members of the Commission.

2. Election of Officer

The foregoing officers shall be elected annually at the last meeting immediately preceding the January meeting by a majority vote of the commissioners and shall serve for one year. Officers shall take office at the January meeting.

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 is appropriate.

4. Vacancies

A vacant officer position will be filled at the next regular meeting of the Commission by a majority vote of the members.

SECTION V - DUTIES OF THE OFFICERS

1. Chairperson

The chairperson shall preside at all meetings of the Commission. The chairperson shall designate the committees and appoint all the committee chairpersons with the consent of a majority of the Commission. The chairperson shall prepare the agenda for all Commission

meetings and have the primary responsibility for maintaining liaison with 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.

2. Vice-Chairperson

The vice-chairperson shall preside at all meetings in the absence of the chairperson. The vice chairperson shall assist the chairperson in any of the chairperson's duties as the chairperson may require.

SECTION VI - COMMITTEES

1. Committee Enumerated

The Commission shall have such committees as the chairperson and the membership shall designate from time to time. Committees may be abolished by a majority vote of the Commission.

2. Membership Committees

Each committee head shall be a member of the Commission. No person shall be 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.

3. Duties

The duties of each committee shall be designated by the Commission chairperson or the committee head, subject to the majority vote of the members of the Commission.

4. Vacancies

Vacancies on committees shall be filled by the heads of such committees, except when the vacancy is the committee head. This position shall be filled by the Commission chairperson subject to approval of the Commission members.

5. Nominating Committee

This committee shall be formed by the Chairperson as needed to provide suitable candidates for at large and alternate openings and for the Senior Service provider opening. The Committee will be responsible for advertising openings, interviewing and ranking

candidates, and presenting a description of the top candidates to members in advance of appointing a new member. The criteria for choosing candidates are provided in Section II under "Appointments."

SECTION VII - MISCELLANEOUS

1. Absence

Three consecutive unexcused absences from regularly scheduled monthly meetings shall constitute grounds for recommending to the chairperson that a member be replaced. The chairperson shall request replacement from the appropriate appointing or elective source.

2. Staff Support

The County will provide staff support for the purpose of providing certain services to the Commission including distribution of the Commission mailings, e.g., the agenda and minutes, documentation of the minutes, and follow-up on issues of interest or concern.

SECTION VIII - AMENDMENTS

Amendment to the Bylaws may be recommended by a majority of the members at any regular monthly meeting. No amendment to these Bylaws shall become effective until approved by the Board of Supervisors.