



Advisory Council on Aging (ACOA) Alternate Members

Newly appointed members of the ACOA who have Alternate Status may find it difficult to precisely define their role in the organization. This document aims to clarify some potential sources of confusion.

Overall Responsibilities

Alternate members should attend all ACOA meetings, and their contribution to discussions is considered equally valuable to those of any other ACOA member. Alternate members count towards quorum when an ACOA member is absent. In addition, Alternate members can vote where there is an absent ACOA Member at Large or a City/Town Representative. Voting in such cases is considered a crucial function of Alternate members.

Committees are a critical means by which the ACOA gathers knowledge about key issues in its scope of responsibilities and provides input to the Area Plan. Alternate members are encouraged to join and actively participate in ACOA Committees. Alternate members are eligible for membership in all committees except for the ACOA Governing Committees. Specifically, Alternate members are eligible for membership in the following committees: Health and Elder Abuse Prevention Committee, Housing Committee, Legislative Committee, Technology Committee and Transportation Committee.

Being an Alternate member is often a pathway to full ACOA Membership. Alternate members are frequently appointed to Member at Large seats in cases where the Member at Large resigns or is removed from the ACOA for not satisfying membership requirements (e.g. attendance or residence in Contra Costa County).

Required Trainings

Alternate members must satisfy the same requirements as all other members of the ACOA. These are summarized in the document titled "ACOA Membership Expectations" and described in detail in the ACOA Bylaws (Article III Membership, page 2).

- Complete the **Brown Act & Better Governance Ordinance** video training upon appointment by the Board of Supervisors and send a signed affidavit attesting to its completion to AAA staff. Link to the training: [Brown Act & Better Government Ordinance Training Video](#)



This training must be completed within the first three months of appointment and every two years thereafter.

- Complete **Ethics for Local Government Officials** training upon appointment by the Board of Supervisors. Submit verification of completion to staff. Link to the training: [Ethics Training \(ca.gov\)](https://www.ethicsforlocalgovernment.com/)

This training is must be completed within the first three months of appointment and every two years thereafter.

- Complete **Implicit Bias Training** provided by the City of Richmond through a learning pathway series of [articles and videos](#).

This training must be completed within the first three months of appointment and every two years thereafter.

- Complete **Assuming Office Statement** via NetFile. An email with NetFile login information will be sent to your email address on file. If you have questions, please contact Jenny Lam at jlam@ehsd.cccounty or 925.655.0773.

The Assuming Office Statement must be completed within 30 days of appointment.

- Complete and submit **Form 700** annually (prior to April 1st). This can be done electronically by completing the form online at the County website and following the directions provided. (Print a copy for your own records) [Form 700 \(ca.gov\)](#) If you have questions, please contact Jenny Lam at jlam@ehsd.cccounty or 925.655.0773.

The Form 700 must be completed annually prior to April 1st.

- Complete a new Application when required/requested in order to remain a member of the Council.

Hopefully, this document has shown that Alternate members are critical to the ACOA and has also clearly specified the roles that Alternate members can play in ACOA discussions, meeting quorum, votes and Committees.