

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING



ADVISORY COUNCIL ON AGING BYLAWS INDEX

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CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

BYLAWS

DATE:xxxxApril 30, 2020

PREAMBLE

In recognition of age-related issues unique effecting to the problems of the older people of Contra Costa County and the need for concerted community action to help resolve these problems issues, this non-sectarian, non-partisan organization was formed in 1962.

ARTICLE I - NAME

- 1.1 The name of this organization shall be "CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING", which shall hereinafter be referred to as "The Council". *

**The Board of Supervisors sanctioned the Council as the County-wide Coordinating Committee in 1969. Under the Older Americans Act (Title III of the Older Americans Comprehensive Services Amendment of 1973), the Contra Costa Area Agency on Aging was established October 1, 1975, with the Advisory Council on Aging as the representative group which advises the Board of Supervisors on the Contra Costa Area Plan and its implementation.*

ARTICLE II - PURPOSE

- 2.1 Planning for Older Residents
The Council shall provide a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for Contra Costa residents 60 and older. the older residents of this County.
- 2.2 Leadership and Advocacy
The Council shall provide leadership and advocacy on behalf of older persons and serve as a channel of communication and information on aging.
- 2.3 Advise on Area Plan
The Council shall advise the Area Agency on Aging ~~(AAA)~~, the Aging and Adult Services Bureau of the Contra Costa County Employment and Human Services Department (hereinafter referred to as "Aging —and Adult Services") and the Board of Supervisors on an the Four Year Area Plan. ~~This is~~ based on the unmet needs and priorities of older persons as determined by surveys of local committees (commissions) and coalitions on aging, and results of public hearings held in conjunction with Aging and Adult Services.

2.4 Reviewing and Commenting

The Council shall advise the Area Agency on Aging relative to reviewing and commenting on community policies, programs and actions which affect older persons and family caregivers with the intent of assuring maximum coordination and responsiveness to older persons.

ARTICLE III - MEMBERSHIP

3.1 Composition of Council

Including the officers, the Council shall have not more than ~~39~~ 40 members. These members shall consist of the designated representatives of the local municipalities [nineteen (19)], and ~~one (1) Senior Nutrition Program Council representative.~~ The remainder will be Members-at- Large (20.) The Council will strive to achieve membership that reflects the ethnic, economic and geographic distribution balance of the senior population of the County. The Council will make every effort to achieve a membership where one-fourth of the Council is made up of actual consumers of services under the Area Plan, and at least one member will represent the interests of people with disabilities. The Council ACOA may recommend for appointment up to four (4) alternate Member-at-Large (MAL) members, who shall serve and vote in place of members (City representatives or MAL) who are absent from, or who are disqualifying themselves from participating in a meeting of the ACOA.

Alternates must meet the same requirements as a regular member-at-large. Alternates may also be reimbursed for travel expenses.

3.2 Membership Status

Members-at-large are recommended for appointment by the Council and are appointed by The County Board of Supervisors ~~appoints Members-at-large seat,~~ following their standard policies and procedures for such appointments. Local municipalities ~~and the Senior Nutrition Program Council~~ select a representative as their designated liaison to the Council and are appointed by County Board of Supervisors following their standard policies and procedures for such appointments.

3.3 Members' Terms of Office

The County Board of Supervisors shall approve members for an approximate two (2) year term. All terms expire on September 30th. Accordingly, an appointment made on a date other than October 1 will have a term adjusted to expire on the September 30 prior to the two-year anniversary date. When applicable, any vacant seat shall be filled for the unexpired term remaining for that seat.

3.4 Residency and Age Requirement

All members, including alternates, shall reside in Contra Costa County. Change of residence to outside of Contra Costa County will automatically terminate membership on the Council. All members shall be at least eighteen (18) years of age. The Council shall be made up of more than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under the Older Americans Act.

3.5 Ex-Officio Members

Contra Costa County members of the California Commission on Aging, the California Senior Legislature and representatives of other groups from Contra Costa County concerned with aging may be invited by the Council to join it as ex-officio, non-voting members. Such ex-officio memberships shall be outside of, and in addition to the number of regular memberships established by Section 3.1 of these bylaws.

3.6 Past Council Presidents

All past presidents who are no longer members of the Advisory Council on Aging shall be considered ~~members~~ ex-officio ~~members~~ after their terms of office have been completed. Such memberships shall be non-voting.

3.7 Emeritus Members

To honor past exemplary service to the Council, any member of the Council may nominate, and a majority of the members may vote to appoint an Emeritus Member. ~~Emeritus Members will be appointed upon a majority vote of a quorum.~~ Such appointment is an honorary lifetime title. Emeritus members may not vote, nor does their membership factor into the quorum determination.

3.8 Appointments of Members

When a vacancy for a Member-at-large occurs, the Membership Committee shall recommend a replacement for approval by the Council and possible appointment by the Board of Supervisors. When a vacancy for a municipal representative occurs, the Membership Committee shall inform the municipality and request a replacement.

3.9 Attendance

For the purposes of attendance, a membership year is January through December. Due to the inability of the Council to carry out its business when a quorum is not met, attendance at all required meetings is of the utmost importance.

All members are required to attend meetings on a regular basis.

A member who is absent from four (4) regularly scheduled meetings in a membership year shall be deemed to have voluntarily resigned from the Council. If that occurs, the former Council member's status will be noted at the next scheduled Council meeting and shall be recorded in the Council's minutes. The President shall, without further direction from the Executive Committee, inform the Board of Supervisors of the member's resignation and request the appointment of a replacement.

3.10 Leaves of Absence

~~When unable to attend a meeting due to a valid reason, a~~ member may request a Leave of Absence. Requests for a Leave of Absence must be in writing and: (1) include the beginning date; (2) the anticipated ending date; and (3) the reason for the leave request. Examples of valid acceptable reasons for a Leave of Absence include bereavement, family and medical leaves, jury and witness duty. A Leave of Absence is not intended to cover normal medical/dental/business appointments or vacations. ~~or a personal leave for an other reason.~~ The Executive Committee will determine if the leave is granted or denied and the President will notify the member. If approved, the member's attendance will not be tallied during the leave period and their seat will not be declared vacant.

3.11 Resignation

All members must submit a written resignation when vacating membership. The President shall then submit the resignation to the Board of Supervisors.

3.12 Removal of Members

After three meetings following appointment to the Council, each member shall be subject to removal for cause. Any member who believes a member should be removed from the Council must provide a written request to the Membership Committee for evaluation and recommendation to the Executive Committee. The Executive Committee shall determine if the issue proceeds to the full Council for a vote on the removal request. In the case of municipal appointments, a recommended removal may also occur at any time the municipality withdraws their approval or sponsorship. As the Contra Costa County Board of Supervisors is the appointing authority for the Advisory Council on Aging, recommended removals are subject to the ratification of the Board of Supervisors.

ARTICLE IV - MEMBERSHIP MANDATES

4.1 Commitment

Incoming members are to be active, contributing members as evidenced by, but not limited to, attendance at the regular monthly Council

meetings. ~~and~~ Each member is also required to participate in the activities of at least one of the Council's committees ~~or designated work groups~~. All members must choose a committee ~~or work group~~ within six (6) months of appointment and notify Membership Chair and Staff of that choice. Any subsequent change requires the same notification. A member must also satisfy the attendance requirements of any organization which they have been assigned to represent the Council.

4.2 Ethics Training

All members, including alternates, of the Advisory Council on Aging are required to take Brown Act and Better Governance, Implicit Bias and Ethics for Local Government training within three months of their appointment and thereafter formal ethics training must be completed every two years. ~~(AB1234) every two (2) years. New members have up to three (3) months to fulfill their obligation for the first training.~~ Verification of completion must be provided immediately to Staff. Members not in compliance ~~will be referred to the Membership Committee. If needed,~~ may be referred to the Board of Supervisors for appropriate action.

4.3 Disclosure of Financial Interests

All ~~Advisory~~ Council members, including alternates, must annually complete and file California Form 700 - Statement of Economic Interests and also upon leaving the Council. The members are only required to disclose those financial interests that are set forth in the Employment and Human Services Department Conflict of Interest Code. Members not ~~in~~ compliance may ~~will~~ be referred ~~to the Membership Committee. If needed, may be referred~~ to the Board of Supervisors for appropriate action.

4.4 Perception of Conflict

The ~~Advisory~~ Council has developed its own document addressing the perception of conflict. Its purpose is to strongly encourage all members to recuse themselves from any discussion or vote which could be interpreted as constituting a conflict of interest, be construed as a clash of loyalties or be perceived as self-serving in any way.

ARTICLE V - OFFICERS

5.1 Council Officers

Officers of the Advisory Council on Aging shall be as follows: ~~_____~~ President, Vice-President, and Secretary/Treasurer.

5.2 Officers' Terms of Office

The above-named officers shall hold office for one (1) year or until their successors are elected or appointed. The aforementioned officers may serve

no more than two (2) consecutive terms of one year each in the same position.

5.3 Officers' Duties

The duties of the respective officers shall be those regularly associated with such titles except that the President may assign special duties to a specific officer at any time.

5.4 Representation on TACC

The President of the Contra Costa County Advisory Council on Aging, as chair of the ~~Advisory~~ Council, shall be the Council's representative to the Triple A Council of California (TACC.) The Vice President serves as a TACC alternate director (member.)

5.5 Succession Protocol - President

In the event that the President does not complete his/her term, the Vice-President shall move into the presidency and serve out the unexpired term. The newly appointed President with the assistance of the Nominating Committee (or Membership Committee as applicable) shall ~~nominate select~~ a member of the Council to serve the unexpired term of the Vice-President and present to the Council for approval. ~~The President can choose to request input from the Nominating Committee (or Membership Committee as applicable).~~

5.6 Succession Protocol - All Other Officers

Vacancy in mid-term of the Vice President or Secretary/Treasurer will be filled by the Nominating Committee (or Membership Committee if Nominating is not in session) recommending to the Council the name of a Council Member. If, however, the vacated officer's position has less than three (3) months duration remaining, the President shall ~~ap~~point a member of the current Council to serve the unexpired balance of the term. In either case, the Council shall approve or disapprove the appointments.

5.7 Termination of Officers

Officers may be removed for just cause by a majority vote of the full Advisory Council on Aging when 90% of all appointed members are present, or at a special meeting convened for that purpose at which a quorum is present. Any officer removed ceases to hold the office once the vote has been tallied and announced. Succession shall be as ~~out~~lined in Sections 5.5 and 5.6.

5.8 Director of Aging & Adult Services

The Director of Aging and Adult Services shall serve as a consultant to the Council. The Director, or designated representative, shall submit a monthly report to the Council at the regular meetings. Special reports may be given at the December annual meeting.

ARTICLE VI - MEETINGS, COMMITTEES, WORK GROUPS

6.1 Regular Meetings

There shall be at least eight (8) meetings a year, at such time and place as agreed upon.

6.2 Special Meetings

The President shall call a special meeting of the Council at any time upon the written request of at least five (5) members of the Council. Also, the President may call a special meeting of the Council at any time an emergency meeting is felt to be imperative.

6.3 Executive Committee

There shall be an Executive Committee of the Council composed of the elected officers, the immediate past president, chair of governing standing committees and chairs of designated work committees ~~county wide work groups~~ (designated by the Council), if they are also members of the ~~Advisory~~ Council. Only members of the Executive Committee shall have voting rights at Executive Committee. Other members of the ~~Advisory~~ Council may be invited to give reports or recommendations at the Executive Committee meetings.

6.4 Annual Meeting

At the December meeting, the council will render to the public a report of the Council's activities and accomplishments of the past year and shall install new officers for the coming year.

6.5 Committee ~~and Work Group~~ Structure

The President of the Council, upon taking office, shall appoint the Chairs of each Committee ~~and Work Group~~. ~~Work Group Chairs or one of the two Co-Chairs, shall be members of the Council. Chairs of Work Groups who are also Council members are also voting members of the Executive Committee.~~ On an annual basis the President of the Council will determine the number of seats and alternate seats of each of the Committees. On an annual basis the President will appoint the Governing Committee's members and each Work Committee Chair will appoint the members of the Work Committees, including appointing new members as resignations occur. Work Committee Chairs or one of the two Co-Chairs, shall be members of the Council.

Committees may take action consistent with the Advisory Council on Aging's policies and procedures. ~~Work Groups must bring action items to the Executive Council for determination if the item will move forward for final action of the Council in full.~~

6.6 Committee Quorums

A majority of a ~~the seats on a~~ committee shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Unless otherwise provided in the resolution of the ~~Advisory Council on Aging, work groups and~~ ad hoc committees shall act under the direction of their respective Chairs without any requirement for a quorum.

6.7 Committees and Work Groups

Each committee ~~or work group~~ shall have a chairperson. ~~The President of the Advisory Council shall be an ex-officio member of all committees of the Advisory Council and shall be notified of all meetings.~~ ~~Committee and work group~~ meeting notices, agendas and minutes shall be distributed in compliance with County requirements. mailed, e-mailed, and/or personally given, approximately one work week in advance of the meeting date to all members of the committee. ~~The Council staff person~~ Each committee and work group Chair shall maintain a list of Council members, and their attendance, for each meeting. ~~and copies given to the Advisory Council staff person.~~ The President of the Council shall be an ex-officio member of all committees of the Council and shall be notified of all meetings.

6.8 Task Force or Ad Hoc Committees

In the implementation of the Area Plan, the Council shall develop task forces or ad hoc committees, where needed, in the accomplishment of specific objectives. The President Chair of the ~~Advisory~~ Council may designate or solicit participation for ad hoc committees. Ad hoc committees are not subject to the Brown ~~Act, but~~ Act but are subject to the County's Better Government Ordinance (C.C.C. Ord. Code, § 25-2.)

6.9 Governing Standing Committees and Work Committees Groups

The following shall be the Governing Standing Committees and Work Groups of the Council: Executive Committee, Planning Committee, Membership Committee, and Nominating Committee. Governing Committee members must be members of the Council. The following shall be the Work Committees of the Council: Health and Elder Abuse Prevention Committee, Work Group, Housing Committee, Work Group, Legislative Committee Work Group, Technology Committee Marketing Work Group and Transportation Committee. Work Committee members may include Council members and non-council members. ~~Work Group.~~

ARTICLE VII - CONDUCT OF MEETINGS

7.1 Order of Business

The President or a majority vote of the Council may change the order of business as may be required.

7.2 Council Quorum

A quorum ~~shall be the for the transaction of business by the Council shall consist of a majority (one more than half) of the number of Council positions, total number of seats of the Council. Membership of the Council shall be evidenced by the list of authorized seats approved by the Board of Supervisors at the time of roll call.~~ A "majority" of the Council positions means a majority of the ~~seats approved~~ by the Board of Supervisors whether or not all of the Council positions have been filled. Because the Council has thirty-nine (39) authorized positions, a quorum exists when at least twenty (20) Council members are present. Ex-officio or emeritus members of the Council under sections 3.5, 3.6 and 3.7 shall not be counted when establishing a quorum under this section.

7.3 Quorum Declaration

After a quorum is declared to exist, all transactions of business can proceed, ~~regardless whether enough attendees leave to decrease the members present below the quorum requirement. In such an event, any motions for action will be determined by a majority vote of the members then present.~~

7.4 — Meetings in the Absence of a Quorum

~~A quorum is not required in order to conduct a meeting, with the exception that no motions may be introduced or voted upon. Discussion can take place, with the item carried forward to the next meeting. All other non-action items of business of the Council may proceed without a quorum present. If sufficient members arrive after roll call to make up a quorum, the meeting may proceed without restrictions.~~

ARTICLE VIII - NOMINATING COMMITTEE

8.1 The nominating committee shall ~~normally~~ be chosen ~~after installation of new officers but~~ no later than August of each year. The Nominating Committee is a Sub-Committee of the Membership Committee.

8.2 The nominating committee shall be chosen annually for the purpose of presenting an annual slate of officers for election or filling vacant officer positions that occur while the Nominating Committee is in session.

8.3 The nominating committee shall have five members elected by caucus of ~~A~~ A advisory ~~C~~ Council members from each of the five supervisorial districts.

8.4 The nominating committee shall present a slate of officers at a council meeting prior to the Annual Meeting in December and will also request

