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BYLAWS
MARIN COUNTY COMMISSION ON AGING
(AMENDED MARCH 2018)

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Article I - The Commission

Section 1 - Name

The name of this organization shall be the Marin County Commission on Aging. Section 2 - Authorization the Marin County Board of Supervisors (the Board) on January 11, 1977, established the Advisory Council on Aging to provide advice and assistance to the Board acting in its capacity as the Marin Area Agency on Aging, and to function as an advocate on behalf of older adults in Marin. The name was changed by Board action on May 9, 1978, to the Marin County Commission on Aging (the Commission). The Commission shall be aided in the accomplishment of its work by the staff of the Area Agency on Aging (the staff), a part of the Marin County Department of Health and Human Services.

The Commission shall function subject to, and be guided by, the policies established in the Marin County Board and Commission Handbook and Resolution No. 2006-112 or its most current amended form: Resolution of the Marin County Board of Supervisors Specifying Guidelines for the Establishment and Dissolution of County Advisory Boards, Commissions and Committees, and Standing Rules and Application and Appointment Procedures for These Bodies.

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Article II - Statement of Purpose and Functions

The functions of the Commission shall be to:

Provide information about attitudes, needs and opinions of older adults (defined by the federal Older Americans Act as persons over the age of 60) to the Board and the Area Agency staff.

Advise the Board on the development and implementation of the Annual Area Plan in conformity with State and Federal regulations.

Serve as a forum and a strong advocate in providing leadership for older adults.

Hold public meetings on the Area Plan on the needs and priorities of older adults, and recommend programs to the Board for funding.

Advise the Board on allocation of funds, and on legislation affecting policies pertinent to the older adults.

Serve as a source of community education pertaining to the needs and programs for older adults.

Consult and maintain contact with special groups which have responsibilities related to the older American.

Article III - Composition of the Commission

The Commission shall be composed of the following:

49 Ten persons appointed by the Board - two from each of the supervisorial districts.
50 Eleven persons appointed by the individual city councils - one from each city.
51 Two persons elected from Marin County to the California Senior Legislature (CSL) - the
52 Senior Senator and the Senior Assemblyperson (CSL members of the Commission will
53 also need to abide by the Statement of Committee to California Senior Legislature).
54 If applicable, a Marin County resident appointed by the Governor to the State
55 Commission on Aging.

56 A majority of the members shall be persons 60 years of age or older. If possible, further,
57 membership shall be comprised of the following: Service providers and consumers;
58 Members who reflect the geographic, racial, economic and societal complexion of the
59 planning and service area they represent; At least one member who represents the
60 interests of the disabled; an elected official; Terms of office for persons appointed by the
61 Board and the City Councils is three years, and shall begin July 1 and end June 30. Terms
62 of interim appointees shall correspond to the terms of persons being replaced. Terms of
63 office for persons elected to the CSL or appointed to the State Commission on Aging
64 shall coincide with the length of the respective tenures.

65

66 **Article IV - Officers**

67 The officers of the Commission shall be Chairperson, Vice-Chairperson, and Secretary,
68 who shall be elected at the June meeting. Each term of office shall be limited to one
69 year.

70 An officer shall serve no more than two consecutive terms not including partial terms.
71 Should the office of Chairperson become vacant, the Vice Chairperson shall succeed to
72 that office. Any other vacancies occurring shall be filled by an appointee of the
73 Executive Committee for the remainder of the unexpired term.

74

75 **Article V - Duties of Officers**

76 ***Chairperson.***

77 The duties of the Chairperson shall be to:
78 Preside at all meetings of the Commission and of the Executive Committee;
79 Call special meetings of the Commission and of the Executive Committee when
80 necessary;

81

82 Appoint members of committees and the respective Chairperson pursuant to Article XII;
83 Serve as an ex-officio member of all standing committees;
84 Work with the staff and the Executive Committee to prepare an Agenda for each meeting
85 and for such other purposes as may be desirable;

86

87 Permit members of the public an opportunity to speak at Commission meeting open time,
88 as well as on Agenda items at the appropriate time; Represent the Commission at TACC
89 (Triple-A Council of California), and

90

91 Perform all other duties necessary and incidental to the office.

92

93 ***Vice-Chairperson.*** The duties of the Vice-Chairperson shall be to perform the duties,
94 and exercise the power, of the Chairperson during the absence of the Chairperson.

95 ***Secretary.*** The duties of the Secretary shall be to:

96 Assure that minutes of each Commission and Executive meeting are taken, a copy kept at
97 the office of the Area Agency on Aging, and copies distributed to Commission members
98 at least seventy-two (72) hours prior to the next regular Commission meeting;
99 Handle the Commission's social correspondence and gifts;
100 In the absence of all of the officers at any Commission meeting, the Commission
101 members present shall choose a presiding officer for that meeting.
102

103 **Article VI - Nomination and Election of Officers**

104 The Nominating Committee shall, at the April meeting, submit nominations for each of
105 the offices. Additional nominations may be made from the floor with the consent of each
106 nominee. Elections shall be held at the June meeting. An individual receiving a plurality
107 of the votes for any of the offices shall be deemed to have been elected. Officers shall be
108 seated as of July first. Voting shall be by voice vote or a show of hands. The Nominating
109 Committee shall have responsibility for tallying and reporting the votes.
110

111 **Article VII - Attendance at Meetings**

112 All members of the Commission shall be in attendance at the hour appointed for each
113 regular, special or recessed meeting of the Commission. No person may be absent for
114 more than three consecutive meetings without a valid reason; the Board or the individual
115 City Council, if the absentee is a City appointee, shall be advised of such absences, with
116 a request that the member be replaced.
117

118 **Article VIII - Order of Business**

119 The order of business, ordinarily, shall include:
120 Call to Order
121 Approval of Agenda
122 Approval of Minutes of Previous Meeting
123 Open Time for Public Expression for items not on the agenda and for each item on the
124 Agenda at the time the item is heard
125 Chair's Report
126 Vice-Chair's Report
127 Commissioner Reports (critical updates or action items only)
128 Executive Committee Report (Action items only)
129 Aging and Adult Services Report
130 The Order of Business may vary depending upon the presentation topic.
131 Copies of the Agenda shall be made available to persons present at each meeting.
132

133 **Article IX - Voting Requirements and Procedures**

134 A member must be present in person to vote; no proxies are to be recognized.
135

136 **Article X - Meetings**

137 ***General***

138 All meetings of the Commission shall be open to the public and the public shall be
139 notified in accordance with the provisions of the Ralph M. Brown Act, in its most current
140 amended form.

141 ***Quorum***

142 A majority of the membership of the Commission (51%) shall constitute a quorum for the
143 transaction of business and the adoption of action items.

144 ***Conduct of Meetings***

145 Proceedings of all meetings shall be governed by the current edition of Robert’s Rules of
146 Order. Robert’s Rules of Order shall be the parliamentary authority for all matters of
147 procedure for this Commission not specifically covered in these bylaws.

148 ***Voting***

149 An affirmative vote of the majority of all members of the Commission constituting a
150 quorum present at the time shall be necessary to approve any action item before the
151 Commission. If requested by any member in attendance, a roll call must be held.
152

153 **Section 1 - Regular Meetings of the Commission**

154
155 ***Meeting Frequency***

156 The Commission shall hold a minimum of ten meetings per year.
157

158 ***Meeting Time and Place***

159 Meetings shall be held at a regular time to be established by the Commission. The place
160 will be determined by the Commission on a monthly basis.
161

162 **Section 2 – Annual Meeting or Special Event**

163 The Commission may hold an Annual Meeting or Special Event in May in conjunction with
164 Older Americans' Month.
165

166 **Section 3 – Special Meetings of the Commission**

167 Special meetings of the Commission may be called by order of the Chairperson, or by five
168 members of the Commission, by delivering written notice, personally, by mail, or by email to
169 each member of the Commission, and to each local newspaper of general circulation, radio
170 station and television station that has requested such notice in writing, as well as by posting the
171 notice in a site freely accessible to the public. Such notice shall arrive and be posted at least
172 twenty-four hours prior to the time specified for the meeting. The call and notice shall specify
173 the time and place of the special meeting and the business to be transacted. No other business
174 shall be considered by the Commission at such meeting.
175

176 **Section 4 - Meetings of the Commission on the Area Plan**

177 A public meeting, or meetings, to consider the Agency's Area Plan shall be held each
178 year. Such public meeting shall be widely advertised for the purpose of providing area
179 residents with the opportunity for comment and recommendations thereon.
180

181 **Section 5 - Meetings of the Commission on Reports, Public Statements,
182 and Other Matters**

183 The Commission may call a public meeting on any of its proposed reports or statements,
184 and may assign the responsibility for such meetings to a committee. All reports or statements of
185 the Commission shall be delivered in writing, personally or by mail, or email in draft form, to
186 each member of the Commission *seventy-two (72)* hours prior to the date of the meeting at which
187 a report or statement is proposed for consideration and action thereon by the Commission.
188 Approval of any report or public statement of the Commission shall require the presence
189 of a quorum and compliance with the statutory mandates of the Ralph M. Brown Act, as
190 amended from time to time.
191

192 **Article XI - Records**

193
194 **Section 1 - Minutes**

195 The Minutes of each meeting of the Commission shall be delivered personally, by mail
196 or email to each member of the Commission at least seventy-two (72) hours prior to the
197 next meeting, and shall be made available to all other persons requesting them as required
198 by the Ralph M. Brown Act, as amended from time to time.
199

200 **Section 2 - Agenda of Meetings**

201 The Agenda, including the time and place of the upcoming meeting of the Commission,
202 shall be delivered in writing, personally, by mail, or *by* email to each member of the
203 Commission at least seventy-two (72) hours prior to the time of the meeting, and to each
204 member of the public, local newspaper of general circulation, radio station and television
205 station requesting such notice in writing, as well as posted in a freely accessible public place
206 as required by the Brown Act.
207

208 **Article XII – Composition of Committees**

209
210 **Section 1 - Composition of Committees**

211 All committees of the Commission shall be composed of at least three Commission
212 members, unless otherwise stated, appointed for one-year terms by the Commission
213 Chairperson. Each Commission member shall serve on at least one Standing Committee.
214 Excepting the Nominating Committee, the Commission Chairperson shall appoint a
215 member of the Commission as Chairperson of each committee. The Legislative
216 Committee shall have a chair and a co-chair, one of whom shall be an elected member of
217 the California Senior Legislature. Excluding the Chairpersons of the Nominating
218 Committee and the Executive Committee, these appointed Chairpersons may invite other
219 individuals of the community at large to become non-voting members of their
220 committees.
221

222 **Section 2 - Executive Committee**

223 The Executive Committee shall consist of the officers of the Commission, the
224 Chairpersons of each of the Standing Committees and the immediate past Commission
225 Chairperson, who is a current member of the Commission and who shall serve as an ex-
226 officio member with voting authority. The Executive Committee shall establish the
227 Agenda for the Commission meetings; serve in an advisory role to the Area Agency on
228 Aging where appropriate, and make recommendations to the Commission on matters of
229 importance. The Chairperson shall report to the Commission on any Executive
230 Committee's recommendations at the next regular meeting. A majority of the Executive
231 Committee members shall constitute a quorum for the transaction of Executive
232 Committee business.
233

234 **Section 3 - Standing Committees**

235 Committees meeting regularly and dealing with issues vital to older adults of Marin shall
236 be designated standing committees. They are as follows:
237

238 **Section 3-A: Planning Committee**

239 This committee shall perform the functions outlined below: Develop with the staff, and

240 recommend to the Commission, the Area Plan prior to its being considered for annual
241 adoption by the Agency. To assist in this endeavor, starting no later than January of every
242 year, each Standing Committee will develop one or two concrete objectives to accomplish
243 and submit these objectives to the Planning Committee by the first of February for
244 incorporation into the next fiscal year Area Plan.
245 Monitor and evaluate the implementation of the Area Plan objectives.
246 Make recommendations to the Commission or the appropriate standing committee
247 relative to other projects and funding sources not included in the Area Plan.
248

249 **Section 3-B: Health/Nutrition Committee**

250 This committee identifies and studies health care and nutrition issues of interest and
251 concern to older adults of Marin and makes recommendations to the Commission for
252 Action. When appropriate, this committee assists in the development of the Area Plan
253 objectives related to these interests and upon request by the Agency, assists Agency staff
254 in monitoring the County’s Title III-funded Nutrition Program.
255

256 **Section 3-C: Housing /Transportation Committee**

257 This committee identifies and studies housing and transportation issues of interest and
258 concern to older adults of Marin, and makes reports and recommendations for action to
259 the Commission. When appropriate and upon request of the Agency, the committees may
260 assist in the development of the Area Plan objectives related to housing and
261 transportation.
262

263 **Section 3-D: Legislative Committee**

264 This committee identifies and studies legislative issues of interest and concern to older
265 adults of Marin and shall report any recommendations thereon to the Commission for
266 Commission consideration. The Commission action, if any, shall be sent as a
267 recommendation to the Marin County Board of Supervisors. In addition, this committee
268 on an annual basis provides input on the Board of Supervisors policy platform. This
269 committee provides recommendations for older adult policy priorities to the Board of
270 Supervisors as input into the County’s Policy Platform on an annual basis.
271

272 **Section 4: Internal Committees**

273 The internal committees of the Commission are ad-hoc committees. These committees
274 are charged with work related to bylaws and elections.
275

276 **Section 4-A: Bylaws Committee**

277 This committee, unless otherwise designated by the Commission, shall be composed of at
278 least three Commission members appointed by the Commission Chair, as needed, at the
279 beginning of each fiscal year. The Committee shall serve throughout the year. It shall
280 have the responsibility of reviewing proposed amendments to the bylaws and of making
281 recommendations to the Executive Committee for approval, prior to consideration by full
282 Commission.
283

284 **Section 4-B: Nominating Committee**

285 The Nominating Committee, composed of three Commission members, other than the
286 current officers, shall be elected by the Commission at the beginning of each fiscal year.
287 This committee shall elect its own Chairperson. The committee shall serve throughout
288 the year and shall have the responsibility for nominating persons for election as officers

289 of the Commission. Any vacancy occurring within the committee shall be filled by action
290 of the Commission at its next regular meeting following notice of the vacancy.

291
292 **Section 5: Ad Hoc Committees**

293 The Executive Committee may create Ad Hoc Committees for the purpose of studying or
294 handling special subjects or matters that have been referred to the Commission. Tasks
295 that may be assigned include such things as legislative studies, policy reviews,
296 commissioner trainings, outreach and media efforts, among others.

297
298 **Section 6: Rules of Procedures for Committees**

299 The Commission and its committees, when holding public meetings in the community,
300 shall have as their objective to provide interested members of the public with an
301 opportunity to share their advice and concern about issues presented for discussion. Such
302 participation does not include voting rights. The agenda for committee meetings shall be
303 developed by the Chairperson of the committee with the assistance of Agency staff. Each
304 Standing Committee shall consider any matters presented by a member of the committee
305 or referred to it by the Commission Chairperson or Agency staff.

306 Meetings of the respective committees shall be held subject to the call by the
307 Chairpersons thereof, or upon request by a majority of the members of the Committee,
308 provided written notice is delivered personally, by mail or e-mail at least seventy-two
309 (72) hours prior to the time of the meeting. Committee meeting dates will be listed with
310 the monthly agenda, which contributes proper notice to members. Meetings will be open
311 to the public in accordance with the Brown Act.

312
313 **Article XIII - Reimbursement of Commissioners**

314 Commission members may be reimbursed for certain out-of-pocket expenses in
315 performing Commission functions in accordance with The County of Marin Office of the
316 Administrator, Administrative Rules and Regulations, Regulation No. 1, Reimbursement
317 of Employees' Expenses (Amended May 23, 2006).

318
319 **Article XIV - Conflict of Interest**

320 In accordance with Marin County policy, members of the Commission who receive
321 compensation from, or have a fiduciary interest in, any program funded by the Agency
322 must abstain from voting on that particular program. All members of the Commission and
323 any committees or task forces appointed by the Commission shall comply with all
324 applicable federal, state, and county conflict of interest mandates, including but not
325 limited to those promulgated by the Fair Political Practices Commission and described in
326 Government Code sections 1090, et seq. The Commission shall adopt the County's
327 Conflict of Interest Code, as amended after adoption of these bylaws. Members of the
328 Commission shall avoid impropriety and the appearance of impropriety, and shall not use
329 their appointed position to further their own financial/pecuniary gain or for another
330 purpose not directly related to the governmental function they have been appointed to
331 perform. Members of the Commission who serve as volunteers or as members of the
332 Board of Directors of programs funded by the Agency are requested not to vote on the
333 particular program with which they are involved. This request does not preclude a
334 member of the Commission from serving on review committees which consider funding
335 for programs prior to official vote of the full Commission. Commission members are
336 responsible for conducting public business for the County of Marin and are therefore
337 required to comply with the disclosure requirements of the Political Reform Act of 1974,

338 pursuant to Resolution No. 99-100 adopted by the Board of Supervisors on July 20, 1999,
339 as amended by Resolutions 2000-66 and 2000-149 and must complete and file all
340 necessary mandated documents.
341

342 **Article XV – Policy of Non-Discrimination and Equal Access**

343 The business of the Commission shall be conducted in accord with all applicable federal,
344 state and county mandates and policies regarding non-discrimination and accessibility.
345

346 **Article XVI - Public Statements**

347 Unless authorized as the designated spokesperson by the Commission, an individual
348 commissioner may not represent the Commission before any other commission, outside
349 agency, the press, or the general public. Commissioners are defined as “county officers”
350 and hence are governed by Government Code sections 3201-3210 relating to political
351 activities.

352 Only the chair of the Commission, or designee, with approval of the full Commission and
353 in accord with the Board of Supervisors, is authorized to issue formal statements on
354 behalf of the Commission or advocating any Commission position adopted by the
355 Commission. An individual Commission member may not use or identify the member’s
356 status and position as a Commissioner when advocating his or her personal opinion in the
357 public forum; however, a Commissioner can advocate for a policy or Legislative Measure
358 that has been preapproved by the Commission as a policy priority of the Commission.
359

360 **Article XVII - Parliamentary Rules**

361 On any question or point of order not contained in these Bylaws, the Commission and its
362 committees shall be governed in its parliamentary actions by the most recent edition of
363 Robert’s Rules of Order.
364

365 **Article XVIII - Amendments to the Bylaws**

366 Any proposal to amend these bylaws shall be subject to approval by a majority vote of the
367 full Commission. Notice of any proposed amendment to these Bylaws, together with a
368 copy of the proposed amendment, shall be delivered personally, by mail, or by email to
369 each member of the Commission at least three weeks in advance of the meeting at which
370 the amendment is to be proposed. After such notice, an amendment to the Bylaws may be
371 adopted by affirmative vote of a majority of the Commission at a regular meeting. Such
372 proposed amendments to the bylaws shall then be subject to review by County Counsel
373 and to approval by the Board of Supervisors.
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426
427
428
429
430
431
432
433
434
435
436
437
438
439

BYLAWS
MARIN COUNTY COMMISSION ON AGING
INDEX

<u>ARTICLE</u>	<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I		The Commission	1
	1	- Name	1
	2	- Authorization	1
II		Statement of Purpose and Functions	1
III		Composition of the Commission	1
IV		Officers	2
V		Duties of Officers	2
VI		Nomination and Election of Officers	3
VII		Attendance at Meetings	3
VIII		Order of Business	3
IX		Voting Requirements and Procedures	3
X		Meetings	3
	1	- Regular Meetings of the Commission	4
	2	- Annual Meeting or Special Event	4
	3	- Special Meetings of the Commission	4
	4	- Meetings of the Commission on the Area Plan	4
	5	Meetings of the Commission on Reports, Public Statements and Other Matters	4
XI		Records	5
	1	- Minutes	5
	2	- Agenda of Meetings	5

(Continued on Next Page)

	<u>ARTICLE</u>	<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
440				
441				
442	XII		Committees	5
443				
444		1	- Composition of Committees	5
445				
446		2	- Executive Committee	5
447				
448		3	- Standing Committees	5
449				
450		3-A	- Planning Committee	5
451				
452		3-B	- Health/Nutrition Committee	6
453				
454		3-C	- Housing/Transportation Committee	6
455				
456		3-D	- Legislative Committee	6
457				
458		4	- Internal Committees	6
459				
460		4-A	- Bylaws Committee	6
461				
462		4-B	- Nominating Committee	6
463				
464		5	- Ad Hoc Committees	7
465				
466		6	- Rules of Procedures for Committees	7
467				
468	XIII		Reimbursement of Commissioners	7
469				
470	XIV		Conflict of Interest	7
471				
472	XV		Policy of Non-Discrimination and Equal Access	8
473				
474	XVI		Public Statements	8
475				
476	XVII		Parliamentary Rules	8
477				
478	XVIII		Amendments to the Bylaws	8
479				
480				
481				