

Amended on July 30, 2024

Preface

History

In 1965, Congress passed the Older Americans Act (OAA) which states that in keeping with the traditional American concept of the inherent dignity of the individual in our democratic society, the older people of our Nation are entitled to secure equal opportunity to the full and free enjoyment of the following objectives:

- Adequate income
- Best possible physical and mental health
- Obtain and maintain suitable housing
- Services that sustain older people in their communities and in their homes
- Opportunities for employment free of discriminatory practices because of age
- Participation in and contributing to meaningful civic, cultural, educational, training, and recreational activities
- Efficient community services, including transportation
- Freedom, independence, and the free exercise of individual initiative in planning and managing their own lives, full participation in the planning and operation of community-based services, and protection from abuse, neglect, and exploitation

The 1973 reauthorization of the OAA established the Area Agencies on Aging (AAA) to administer programs authorized by the OAA and required the AAAs to establish an advisory council “consisting of representatives of the target population and the general public to advise the AAA on all matters related to the administration of the plan (Area Plan) and operations conducted thereunder.”

The Older Americans Act mandates that the Commission consist of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under the Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans’ health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

BYLAWS - MARIN COUNTY COMMISSION ON AGING

Article I - The Commission

Section 1 – Name

The name of this organization is 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 in order to provide advice and assistance to the Board acting in its capacity as the Marin Area Agency on Aging (AAA), and to function as an advocate on behalf of older adults in Marin County. The Advisory Council on Aging was renamed 'The Marin County Commission on Aging' by Board action on May 9, 1978.

Article II – Mission Statement and Functions

The Marin County Commission on Aging (Commission) is federally mandated by the Older Americans Act to advise the Area Agency on Aging and the Marin County Board of Supervisors.

The Commission is an advisory council that advocates for, educates, and celebrates older adults throughout Marin County. The Commission strives to promote understanding and positive change in the community through the values of diversity, equity, inclusion, respect, and collaboration. The Commission is supported in its work by the AAA.

Functions:

Advocate for Federal, State, and local legislation and policy priorities that improve the well-being of older adults.

Advise the Board of Supervisors and AAA on legislation affecting policies pertaining to older adults.

Educate and inform older adults in areas that may impact their welfare including equity, health care, nutrition, housing, transportation, and related legislation.

Develop and implement strategies that promote diversity, equity, and inclusion focusing on specific issues that impact the social determinants of health including ageism, ableism, health care, housing, transportation, financial and food insecurity

Outreach into the community to encourage active participation on the Committees and in the work of the Commission.

Advise the staff of the AAA in the development of the Annual Area Plan.

84 Participate in program review and outcomes of AAA contracts and recommend
85 programmatic funding areas and funding levels for AAA services/contracts to the Board of
86 Supervisors.

87
88 Review and comment on policies and programs and take actions to assure maximum
89 coordination and responsiveness to the needs of older adults.
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91 **Article III - Composition of the Commission**

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93 The Commission is composed of the following:

- 94
- 95 • Two representatives appointed from each of the five supervisorial districts
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- 97 • One representative appointed by each incorporated city and town
- 98
- 99 • Two people elected by the Commission to serve as the Senior Senator and the
100 Senior Assemblyperson on the California Senior Legislature (CSL)
- 101
- 102 • If applicable, a Marin County resident appointed by the Governor to the California
103 Commission on Aging will serve as an ex officio member of the Commission
- 104
- 105 • The Commission may appoint a former commissioner as commissioner emeritus in
106 recognition of their service, dedication, commitment, and accomplishments. This is
107 a non-voting position.
- 108
- 109 • The majority of the members will be persons 60 years of age or older.
- 110
- 111 • Members will reflect the diversity of the Marin County Planning and Service Area
112 (PSA 5) as designated by the California Department of Aging.
- 113
- 114 • The Commission will actively attempt to recruit one or more members who:
 - 115 ○ Represent the interests of the disabled
 - 116 ○ Are elected official(s)
 - 117 ○ Represent Community-based organizations
- 118

119 Terms of office for commissioners appointed by the Board and the City or Town Councils
120 are three years and will begin July 1st and end June 30th.
121

122 Terms of interim appointees will correspond to the terms of the commissioner being
123 replaced. Interim terms of office for people elected to the CSL or appointed to the
124 California Commission on Aging will coincide with the length of their respective tenures.
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126 Commissioners may serve three consecutive three-year terms, not including any time
127 already served if appointed to fill part of a vacant term. Commissioners may reapply after
128 a break in service for one year, if a vacancy is available, but may not serve more than two
129 additional three-year terms in their lifetime. All Commissioners serving at the time this
130 provision is adopted will be entitled to complete their current term.

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Article IV - Officers

The officers of the Commission are the Chair, Vice-Chair, and Secretary.
The officers will be elected at the General Meeting in June for a term of one year.
Officers will serve no more than two consecutive terms not including partial terms.
Vacancies:
The Vice-Chair will succeed to the office of Chair should that office become vacant.
Vacancies in the office of Vice-Chair or Secretary will be filled by appointment of the Executive Committee for the balance of the unexpired term.

Article V- Duties of the Officers

Chair:

- Preside at all Executive, General, and Special Meetings
- Call Special Meetings of the Commission and Executive Committee as needed
- Partner with the Director of the AAA in achieving her/his goals
- Encourage and support the Commission role in strategic planning
- Appoint Chair and members of the committees pursuant to Article 12
- Serve ex officio as a non-voting member of all committees except the Nominating Committee
- Work with AAA leadership and staff, and Executive Committee to prepare agendas and contribute as needed
- Represent the Commission at Triple-A Council of California (TACC) or appoint a designee if needed
- Perform other duties necessary and incidental to the office

Vice-Chair:

- Perform Chair duties when the Chair cannot be available
- Partner with the Chair in achieving the Commission's mission
- Support the Commission's role in strategic planning
- Review agenda and supporting materials prior to Commission meetings
- Work closely with the Chair, AAA leadership and staff
- Perform other duties necessary and incidental to the office

Secretary:

- Ensure that the minutes of Executive, General, and Special Meetings are taken, maintained by the staff of the AAA, and made available to commission members at least 72 hours prior to the next General Meeting of the Commission
- Maintain and distribute the Commission Calendar
- Manage the Commission's external communications

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

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178 At the April General Meeting, the Nominating Committee will submit a slate of
179 nominations for each of the officer positions. Additional nominations may be made from
180 the floor with the consent of the nominee. Elections will be held at the June General
181 Meeting. An individual receiving a plurality of the votes for any of the offices will be
182 deemed to have been elected. Officers will be seated as of July 1st. Voting will be by voice
183 vote or a show of hands. The Nominating Committee will have responsibility for tallying
184 and reporting the votes.

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186 **Article VII - Attendance at Commission and Committee Meetings**

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188 Attendance at Meetings of the Commission and its Committees

189 If a commissioner is unable to attend either the general Commission or assigned
190 committee meeting, the Commission or committee chair and staff must be notified (in
191 writing via email or text) forty-eight hours in advance, if possible, or the absence will be
192 recorded as unexcused. The written notification must contain a reason for the absence. A
193 Commissioner who accumulates three unexcused absences within a fiscal year will be
194 deemed to have resigned from the Commission, unless the Executive Committee
195 determines there are reasonable and extenuating circumstances. The appointing body
196 will be notified.

197 Only the following reasons will excuse an absence:

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- 199 1. An illness of the Commissioner or a member of their family.
- 200 2. Inclement weather or other conditions that prevent travel to a given meeting.
- 201 3. Religious holidays.
- 202 4. The death of a person close to the Commissioner.

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204 Chronic illness or employment shall not be considered as excused absences.

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206 **Article VIII - Meeting Agenda**

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208 The agenda for each General meeting will include but is not limited to:

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- 210 • Call to Order
- 211 • Approval of Agenda
- 212 • Approval of Minutes
- 213 • Open Time for Public Expression for Items not on the Agenda
- 214 • Chair, Vice-Chair and Secretary Reports
- 215 • Commissioner Reports (critical updates or action items only)
- 216 • Executive, Standing and Ad Hoc Committee Reports (action items only)
- 217 • Aging and Adult Services Report
- 218 • New Business

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219 The Order of Business may vary.

220 The Public will have the opportunity to comment on any item presented during the
221 meeting.

222 Copies of the Agenda will be made available to persons present at each meeting.

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

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226 A commissioner must be in attendance to vote; therefore, no proxies will be recognized.

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228 **Article X – Meetings**

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230 **General**

231 All meetings of the Commission will be open to the public and the public will be notified in
232 accordance with the provisions of the Ralph M. Brown Act, in its most current amended
233 form.

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235 **Quorum**

236 The minimum number of commissioners that must be present in order to transact
237 business will be at least 50% plus one of the Commission’s membership.

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239 **Voting**

240 An affirmative vote of the majority of all members of the Commission constituting a
241 quorum present at the time is necessary to approve action items. A roll call must be held if
242 requested by any member in attendance.

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

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246 **Meeting Frequency**

247 The Commission will hold a minimum of ten meetings per year.

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249 **Meeting Time and Place**

250 Meetings will be held at a time and place established by the Commission.

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252 **Section 2 – Additional Meetings or Special Events**

253 The Commission may hold additional Meetings and/or Special Events as needed.

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

256 The Chair of the Commission or majority of members of the Commission may call a special
257 meeting to address a specific matter. Notice of such meetings must be made in accordance
258 with the provisions of the Ralph M. Brown Act.

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260 **Section 4 – Public Hearing of the AAA Area Plan and Updates**

261 The Commission will hold a public hearing annually to consider the AAA Area Plan. The
262 hearing will be widely publicized for the purpose of providing area residents with the
263 opportunity to comment and make recommendations.

264

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

266 The Commission may call a public meeting to discuss and/or approve its proposed reports
267 or statements and may assign this responsibility to a committee. Position papers, reports
268 or statements of the Commission will be delivered to each member of the Commission
269 seventy-two (72) hours prior to the date of the meeting. Approval of a position paper,

270 report or public statement will require the presence of a quorum and compliance with the
271 statutory mandates of the Ralph M. Brown Act, as amended from time to time.

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273 **Article XI – Records**

274

275 Section 1 – Meeting Agenda

276 The agenda, including the time and place of the upcoming meeting, will be sent to each
277 Commissioner and to the public at least seventy-two (72) hours prior the time of the
278 meeting, as required by the Ralph M. Brown Act.

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280 Section 2 – Meeting Minutes

281 The Commission meeting minutes will be sent to each Commissioner and to the public at
282 least seventy-two (72) hours prior to the time of the subsequent meeting, as required by
283 the Ralph M. Brown Act.

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285 **Article XII – Composition and Function of Committees**

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287 Section 1 - Composition of Committees

288 Standing committees of the Commission will be composed of a minimum of three and a
289 maximum five voting Commissioners appointed for a term of one year by the Commission
290 Chair. Each Commissioner will serve as member on at least one Standing Committee, and
291 no more than two Standing Committees. The Commission Chair shall not chair any of the
292 Standing Committees.

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294 With the exception of the Nominating Committee, the Commission Chair will appoint the
295 Chair of each committee and will appoint the Vice Chair in consultation with the
296 Committee Chair. If a committee chair becomes vacant, the vice chair will assume the role
297 of the Committee Chair for the remainder of the unexpired term.

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299 Elected Members of the California Senior Legislature are ex officio voting members of the
300 Legislative Committee.

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302 Committee Chairs, with the exception of the Executive and Nominating Committees, will
303 actively recruit community members to participate on their committees.

304

305 Section 2 - Rules of Procedures for Committees

306 When holding public meetings in the community, Committees will have as their objective
307 to provide interested members of the public with an opportunity to share their advice and
308 concern about issues presented for discussion. Such participation does not include voting
309 rights. The agenda for meetings will be developed by the committee Chair. Each Standing
310 Committee will consider any matters presented by a member of the committee or referred
311 to it by the Commission Chair or Agency staff. A majority of Committee members will
312 constitute a quorum for the transaction of Committee business.

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314 Meetings of the respective committees will be held subject to the call by their respective
315 Chairs or upon request by a majority of the members of the Committee, provided written
316 notice is delivered personally, by mail or e-mail at least seventy-two (72) hours prior to
317 the time of the meeting. Committee meeting dates will be listed with the monthly agenda,

318 which constitutes proper notice to members. Meetings will be open to the public and
319 noticed in accordance with the Ralph M. Brown Act.

320

321 Section 3 - Executive Committee

322 The Executive Committee will consist of the Commission officers, the Standing Committee
323 Chairs, and the most recent past Commission Chair (if still a Commission member) as ex
324 officio voting member for the new Chair's first year.

325 A majority of the Executive Committee members will constitute a quorum for the
326 transaction of Executive Committee business.

327 The Executive Committee will:

- 328 • Establish the agenda for Commission meetings
- 329 • Serve in an advisory role to the AAA
- 330 • Make recommendations to the Commission on matters of importance.

331 The Chair will report to the Commission on Executive Committee actions or
332 recommendations at the next General Meeting of the Commission.

333

334 Section 4 - Standing Committees

335 Standing committees meet regularly, typically once per month, to address issues relevant
336 to the older adults of Marin County. The committees provide input to the Planning
337 Committee to assist in the development of the Area Agency on Aging Plan. A charge of the
338 standing committees is to involve/reach out to the constituents to understand the
339 community needs and concerns. These committees examine emerging issues impacting
340 older adults and works with other Standing Committees of the Commission and the AAA
341 to plan strategies to address them. The Standing Committees can be changed by adding,
342 amending, combining or ending a Standing Committee with a majority vote at a general
343 Commission meeting. The changes become effective July 1.

344

345 Section 4-A: Equity, Outreach and Advocacy Committee

346 The Equity, Outreach and Advocacy Committee seeks to promote equity and racial justice
347 in Marin County, especially as it affects older adults. The committee provides education
348 and tools to support commissioners' capacity to perform active outreach in their
349 communities. The committee makes recommendations to the Commission on strategies
350 designed to encourage community participation, and to advocate collaboratively on equity
351 issues.

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353 Section 4-B: Health and Nutrition Committee

354 The Health and Nutrition Committee identifies and studies health and nutrition issues of
355 interest and concern to older adults and makes recommendations to the Commission for
356 action. This committee identifies and studies issues related to improving the health and
357 well-being of older adults, with particular emphasis on healthy aging and injury
358 prevention. This committee assists Agency staff in supporting and monitoring the
359 County's nutrition related programs.

360

361 Section 4-C: Housing and Transportation Committee

362 The Housing and Transportation Committee focuses on the housing and transportation
363 needs of Marin's diverse older adult population. It supports quality affordable housing,
364 including home ownership, rental housing, subsidized housing, senior housing, and long-

365 term care facilities. The committee also advocates for and promotes safety, accessibility
366 and walkability in the built environment, volunteer driving programs and local
367 transportation services, including accessible transportation and paratransit, while
368 educating the public about how to use and access those resources.
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370 Section 4-D: Legislative Advocacy Committee

371 The Legislative Advocacy Committee identifies and studies legislation of importance to
372 older adults in Marin County. It may request support from the Commission and/or Marin
373 County Board of Supervisors for specific legislation. It may act on pending legislation that
374 is covered in the Marin County Federal and State Legislative Platform by sending letters of
375 support or opposition to the California Legislature, or by providing testimony at hearings.
376 The committee provides recommendations for older adult policy priorities to the Board of
377 Supervisors as input to the County's Federal and State Legislative Platform on an annual
378 basis. It advocates for favorable local, state, and federal legislation on behalf of older
379 adults.

380 Section 4-E: Planning Committee

381 The Planning Committee provides coordination across the Standing Committees of the
382 Commission to drive synergies, and to ensure alignment with the goals of the Commission
383 in partnership with the AAA. It advises and guides the development of the state-
384 mandated Marin County Area Plan for Aging and its annual updates. It works closely with
385 the AAA to develop, implement, and report on Marin County's needs assessment of older
386 adults. It oversees the implementation and evaluation of the Commission's annual fiscal
387 year goals, and the objectives for each of the Commission's Standing Committees. As
388 appropriate, the Planning Committee serves as a Commission/AAA liaison, providing
389 support and input into countywide planning efforts and special funding initiatives that
390 affect the health and well-being of older adults.
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392 Section 5: Internal Committees

393 The internal committees of the Commission are ad-hoc committees. These committees are
394 charged with work related to bylaws and elections.
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396 Section 5-A: Bylaws Committee

397 The Bylaws Committee, unless otherwise designated by the Commission, will be
398 composed of at least three Commission members appointed by the Commission Chair, as
399 needed, at the beginning of each fiscal year. The Committee will serve throughout the
400 year. It will have the responsibility to review proposed amendments to the bylaws and to
401 make recommendations to the Executive Committee for approval, prior to consideration
402 by the full Commission.
403

404 Section 5-B: Nominating Committee

405 The Nominating Committee, composed of three Commission members other than the
406 current officers, will be elected by the Commission at the beginning of each fiscal year.
407 This committee will elect its own Chair. The committee will serve throughout the year
408 and will have the responsibility for nominating persons for election as officers of the
409 Commission. Any vacancy occurring within the committee will be filled by action of the
410 Commission at its next general meeting following notice of the vacancy.
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413 Section 6: Additional Ad Hoc Committees

414 The Executive Committee may create Ad Hoc Committees for the purpose of studying or
415 handling special matters that have been referred to the Commission. Tasks that may be
416 assigned include legislative studies, policy reviews, commissioner trainings, outreach, and
417 media efforts, among others.

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419 **Article XIII - Reimbursement of Commissioners**

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

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426 **Article XIV - Conflict of Interest**

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428 It is critical for Commissioners to avoid impropriety, the appearance of impropriety,
429 and to refrain from using their appointed positions to further their own financial gain.
430 Commissioners are required to comply with applicable federal, state, and county conflict
431 of interest mandates, including those promulgated by the Fair Political Practices
432 Commission as described in Government Code sections 1090, et seq. The Commission
433 shall be familiar with and abide by the Conflict of Interest (including the Fair Political
434 Practices Commission Fact Sheet) and the Code of Ethics sections of the Board and
435 Commission Member Handbook, as well as all other sections of the same.

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

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439 The business of the Commission will be conducted in accord with all applicable federal,
440 state and county mandates and policies regarding non-discrimination and accessibility.

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442 **Article XVI - Public Statements and Media Contact**

443 The Commission Chair, or designee, is the sole Commissioner authorized to respond to
444 media inquiries and issue formal statements on behalf of the Commission. Commissioners
445 may not use his or her status as a Commissioner when advocating his or her personal
446 opinion in the public forum; however, the Commission Chair or designees, may advocate
447 for legislative measures and policy priorities that have been approved by the Commission
448 as a policy priority of the Commission.

449 **Article XVII - Parliamentary Rule**

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451 The Commission and its committees will be governed by the latest edition of Robert's
452 Rules of Order, Newly Revised (RONR).

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

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456 Any proposal to amend these Bylaws will be subject to approval by a majority vote of the
457 full Commission. Notice of any proposed amendment to these Bylaws, together with a

458 copy of the proposed amendment, will be delivered personally, by mail, or by email to
459 each member of the Commission at least three weeks in advance of the meeting at which
460 the amendment is to be proposed. After such notice, an amendment to the Bylaws may be
461 adopted by affirmative vote of a majority of the Commission at a regular meeting. Such
462 proposed amendments to the Bylaws will then be subject to review by County Counsel
463 and to approval by the Board of Supervisors.

APPROVED