

1 Preface

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3 History

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

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

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

27

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

36

37 [For the most current Older American Act, please go to the Administration for](https://acl.gov/about-acl/authorizing-statutes/older-americans-act)
38 [Community Living \(ACL\) Website:](https://acl.gov/about-acl/authorizing-statutes/older-americans-act)
39 <https://acl.gov/about-acl/authorizing-statutes/older-americans-act>

40 **BYLAWS -**
41 **MARIN COUNTY COMMISSION ON AGING**

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43 **Article I - The Commission**

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45 Section 1 – Name

46 The name of this organization is the Marin County Commission on Aging.

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48 Section 2 – Authorization

49 The Marin County Board of Supervisors (the Board) on January 11, 1977, established the
50 Advisory Council on Aging in order to provide advice and assistance to the Board acting in
51 its capacity as the Marin Area Agency on Aging (AAA), and to function as an advocate on
52 behalf of older adults in Marin County. The Advisory Council on Aging was renamed “The
53 Marin County Commission on Aging” by Board action on May 9, 1978.

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55 **Article II – Mission Statement and Functions**

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57 Mission Statement:

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

62
63 The Commission is an advisory council that advocates for, educates, and celebrates older
64 adults throughout Marin County. The Commission strives to promote understanding and
65 positive change in the community through the values of diversity, equity, inclusion,
66 respect, and collaboration. The Commission is supported in its work by the AAA.

67
68 **Functions:**

69
70 Advocate for Federal, State, and local legislation and policy priorities that improve the
71 well-being of older adults.

72
73 Advise the Board of Supervisors and AAA on legislation affecting policies pertaining to
74 older adults.

75
76 Educate and inform older adults in areas that may impact their welfare including equity,
77 health care, nutrition, housing, transportation, and related legislation.

78
79 Develop and implement strategies that promote diversity, equity, and inclusion focusing
80 on specific issues that impact the social determinants of health including ageism, ableism,
81 health care, housing, transportation, financial and food insecurity

82
83 Outreach into the community to encourage active participation on the Committees and in
84 the work of the Commission.

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

87

88 Participate in program review and outcomes of AAA contracts and recommend
89 programmatic funding areas and funding levels for AAA services/contracts to the Board of
90 Supervisors.

91

92 Review and comment on policies and programs and take actions to assure maximum
93 coordination and responsiveness to the needs of older adults.

94

95 **Article III - Composition of the Commission**

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97 The Commission is composed of the following:

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- 99 • Two representatives appointed from each of the five supervisorial districts
- 100
- 101 • One representative appointed by each incorporated city and town
- 102
- 103 • Two people elected by the Commission to serve as the Senior Senator and the
104 Senior Assemblyperson on the California Senior Legislature (CSL)
- 105
- 106 • If applicable, a Marin County resident appointed by the Governor to the California
107 Commission on Aging will serve as an ex officio member of the Commission
- 108
- 109 • ~~The Commission may appoint a former commissioner as commissioner emeritus in
110 recognition of their service, dedication, commitment, and accomplishments. This is
111 a non-voting position.~~
- 112
- 113 • The majority of the members will be persons 60 years of age or older.
- 114
- 115 • Members will reflect the diversity of the Marin County Planning and Service Area
116 (PSA 5) as designated by the California Department of Aging.
- 117
- 118 • The Commission will actively attempt to recruit one or more members who:
 - 119 ○ Represent the interests of the disabled
 - 120 ○ Are elected official(s)
 - 121 ○ Represent Community-based organizations
- 122

123 Terms of office for ~~C~~ommissioners appointed by the Board and the City or Town Councils
124 are three years and will begin July 1st and end June 30th.

125

126 Terms of interim appointees will correspond to the terms of the ~~C~~ommissioner being
127 replaced. Interim terms of office for people elected to the CSL or appointed to the
128 California Commission on Aging will coincide with the length of their respective tenures.

129

130 Commissioners may serve three consecutive three-year terms, not including any time
131 already served if appointed to fill part of a vacant term. Commissioners may reapply after
132 a break in service for one year, if a vacancy is available, but may not serve more than two
133 additional three-year terms in their lifetime. All Commissioners serving at the time this

134 provision is adopted will be entitled to complete their current term. Commissioners
135 should adhere to the attendance policies set forth in the Bylaws (Article VII).
136

137 **Article IV - Officers**

138
139 The officers of the Commission are the Chair, Vice-Chair, and Secretary.
140 The officers will be elected at the General Meeting in ~~May~~ June for a term of one year.
141 Officers will serve no more than two consecutive terms not including partial terms.
142 Vacancies:
143 The Vice-Chair will succeed to the office of Chair should that office become vacant.
144 Vacancies in the office of Vice-Chair or Secretary will be filled by appointment of the
145 Executive Committee for the balance of the unexpired term.
146

147 **Article V- Duties of the Officers**

148 Chair:

- 149 • Preside at all Executive, General, and Special Meetings
- 150 • Call Special Meetings of the Commission and Executive Committee as needed
- 151 • Partner with the Director of the AAA in achieving ~~her/his~~ the AAA goals
- 152 • Encourage and support the Commission role in strategic planning
- 153 • Appoint Chair and members of the committees pursuant to Article ~~XII~~ 12
- 154 • Serve ex officio as a non-voting member of all committees except the Nominating
- 155 Committee
- 156 • Work with AAA leadership and staff, and Executive Committee to prepare agendas
- 157 and contribute as needed
- 158 • Represent the Commission at the Triple-A Council of California (TACC) or appoint
- 159 a designee if needed
- 160 • Perform other duties necessary and incidental to the office
- 161

162 Vice-Chair:

- 163 • Perform Chair duties when the Chair cannot be available
- 164 • Partner with the Chair in achieving the Commission's mission
- 165 • Support the Commission's role in strategic planning
- 166 • Review agenda and supporting materials prior to Commission meetings
- 167 • Work closely with the Chair, AAA leadership and staff
- 168 • Serve as the first alternate to represent the Commission at the Triple-A-Council of
- 169 California (TACC)
- 170 • Provide on-boarding orientation to newly appointed members of the Commission
- 171 either personally or by delegating a mentor to serve in this capacity during a new
- 172 Commissioner's first year
- 173 • Perform other duties necessary and incidental to the office
- 174

175 Secretary:

- 176 • ~~Ensure~~ Encourage that the minutes of Executive, General, and Special Meetings are
- 177 taken, ~~and~~ maintained by the staff of the AAA, ~~and made~~ available to ~~commission~~
- 178 Commission members and the public as described on Article XI - Records Section
- 179

180 2 - Meeting Minutes. ~~_at least 72 hours prior to the next General Meeting of the~~
181 ~~Commission~~

- 182 • Maintain and distribute the annual Commission Calendar
- 183 ~~• Manage the Commission's external communications~~

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

189
190 At the April General Meeting, the Nominating Committee will submit a slate of
191 nominations for each of the officer positions. Additional nominations may be made from
192 the floor with the consent of the nominee. Elections will be held at the ~~May June~~ General
193 Meeting. An individual receiving a plurality of the votes for any of the offices will be
194 deemed to have been elected. Officers will be seated as of July 1st. Voting will be by voice
195 vote or by a show of hands. The Nominating Committee Chair or a designated member will
196 have responsibility for tallying and reporting the votes.

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

200 ~~Attendance at Meetings of the Commission and its Committees~~

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

209 ~~Only the following reasons will excuse an absence:~~

- 211 ~~1. An illness of the Commissioner or a member of their family.~~
- 212 ~~2. Inclement weather or other conditions that prevent travel to a given meeting.~~
- 213 ~~3. Religious holidays.~~
- 214 ~~4. The death of a person close to the Commissioner.~~

216 Regular attendance of Commission and committee meetings is essential for the
217 Commission to conduct business effectively and efficiently. It allows members to stay
218 current and ensures that issues are examined from various perspectives. Regular
219 attendance is also required to establish meeting quorums which allow commissioners to
220 discuss and vote on Commission business and move work forward.

222 A Commissioner must notify (in writing via email or text) the staff and Commission or
223 committee chair and staff forty-eight hours in advance of their absence in advance if
224 possible, or the absence will be recorded as unexcused. A Commissioner who has missed
225 a total of three (3) unexcused general Commission meetings or a total of three (3)

226 unexcused standing committee meetings may be subject to removal from the Commission
227 and/or the standing committee, respectively. If a regularly scheduled meeting time or
228 date is changed and a Commissioner is not able to attend, it will be considered as an
229 excused absence.

230
231 Some examples of excused absences:

- 232
- 233 • Childcare or caregiving need of child or other family members
- 234 • Contagious disease Illness or injury
- 235 • Jury Duty
- 236 • Need related to physical or mental disability
- 237 • Travel while on official business for a legislative body
- 238 • Death of family members or family medical emergency
- 239 • Non-routine Medical appointments
- 240 • Religious holidays
- 241 • Inclement weather or other conditions that prevent travel to the meeting
- 242

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

244
245 Remote Participation

246 Remote participations are allowed, via teleconferencing methods approved by the county,
247 as dictated by the Brown Act Teleconferencing rules, Government Code 54953(B):

248
249 Removal

250 Commission members will be recommended for removal from their position if three (3) or
251 more unexcused absences as stated above occur in a 12-month term. The AAA staff will
252 present an attendance report quarterly to the executive committee. The staff will
253 communicate the unexcused absences to the appointing authority for appropriate action.

254 **Article VIII – Meeting Agenda**

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256
257 The agenda for each General meeting will include but is not limited to:

- 258 • Call to Order
- 259 • Roll Call
- 260 • Approval of Agenda
- 261 • Approval of Minutes
- 262 • Open Time for Public Expression for Items not on the Agenda
- 263 • Chair, Vice-Chair and Secretary Reports
- 264 • Commissioner Reports (critical updates or action items only)
- 265 • Executive, Standing, Internal, and Ad Hoc Committee Reports ~~(action items only)~~
- 266 • Aging and Adult Services Report
- 267 • New Business
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269 The Order of Business may vary.

270 The Public will have the opportunity to comment on any item presented during the
271 meeting.

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

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Article IX - Voting Requirements and Procedures

A ~~commission~~ Commissioner must be in attendance to vote; therefore, no proxies will be recognized.

Article X – Meetings

General

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

Quorum

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

Voting

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

Section 1 - Regular Meetings of the Commission

Meeting Frequency

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

Meeting Time and Place

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

Section 2 – Additional Meetings or Special Events

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

Section 3 – Special Meetings of the Commission

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

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

The Commission will hold the annual a public hearing annually to consider the AAA Area Plan during the April general Commission meeting. -The hearing will be widely publicized to provide for the purpose of providing area residents with the opportunity to comment and make recommendations.

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

The Commission may call a public meeting to discuss and/or approve its proposed reports or statements and may assign this responsibility to a committee. Position papers, reports or statements of the Commission will be delivered to each member of the Commission

seventy-two (72) hours prior to the date of the meeting. Approval of a position paper, report or public statement will require the presence of a quorum and compliance with the statutory mandates of the Ralph M. Brown Act, as amended from time to time.

Article XI – Records

Section 1 – Meeting Agenda

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

Section 2 – Meeting Minutes

The Commission meeting minutes will be ~~sent~~ made available to ~~the each~~ Commissioners by AAA Staff. Staff are encouraged to make minutes available to the Commission no later than 2 weeks after each the meeting, and to the public at least seventy-two (72) hours prior to the time of the subsequent meeting, as required by the Ralph M. Brown Act.

Article XII – Composition and Function of Committees

Section 1 - Composition of Committees

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

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

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

Committee Chairs, with the exception of the Executive and Nominating Committees, will actively recruit community members to participate on their committees. Community members are non-voting participants of the committees.

When there are limited opportunities to participate in an event or a meeting, voting Commissioners will have the first right to participate in these situations. If the voting Commissioners are not able to participate, then the opportunity will be opened to non-voting Commissioner, and finally community members on the Committee.

Section 2 - Rules of Procedures for Committees

When holding public meetings in the community, Committees will have as their objective to provide interested members of the public with an opportunity to share their advice and concern about issues presented for discussion. Such participation does not include voting rights. The agenda for meetings will be developed by the committee Chair. Each Standing

369 Committee will consider any matters presented by a member of the committee or referred
370 to it by the Commission Chair or Agency staff. A majority of Committee members will
371 constitute a quorum for the transaction of Committee business.

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373 Meetings of the respective committees will be held subject to the call by their respective
374 Chairs or upon request by a majority of the members of the Committee, provided written
375 notice is delivered personally, by mail or e-mail at least seventy-two (72) hours prior to
376 the time of the meeting. Committee meeting dates will be listed ~~with~~on the monthly
377 agenda, which constitutes proper notice to members. Meetings will be open to the public
378 and noticed in accordance with the Ralph M. Brown Act.

379 380 Section 3 - Executive Committee

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

384 A majority of the Executive Committee members will constitute a quorum for the
385 transaction of Executive Committee business.

386 The Executive Committee will:

- 387 • Establish the agenda for Commission meetings
- 388 • Serve in an advisory role to the AAA
- 389 • Make recommendations to the Commission on matters of importance.

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

392 393 Section 4 - Standing Committees

394 Standing committees meet regularly, typically once per month, to address issues relevant
395 to the older adults of Marin County. The committees provide input to the Planning
396 Committee to assist in the development of the Area Agency on Aging Plan. A charge of the
397 standing committees is to involve/reach out to the constituents to understand the
398 community needs and concerns. These committees examine ~~emerging~~ issues impacting
399 older adults and works with other Standing Committees of the Commission and the AAA
400 to plan strategies to address them. ~~All committees shall perform activities within the~~
401 ~~framework of that committee's stated goals and objectives.~~ The Standing Committees can
402 be changed by adding, amending, combining, or ending a Standing Committee with a
403 majority vote at a general Commission meeting. The changes become effective July 1.

404 405 Section 4-A: Equity and Inclusion, Outreach and Advocacy Committee

406 The Equity ~~and Inclusion, Outreach and Advocacy~~ Committee seeks to promote equity and
407 racial justice ~~and strives for broader inclusion~~ in Marin County, especially as it affects
408 older adults. The committee provides education and tools to ~~increase support commission~~
409 ~~the Commissioners'~~ capacity to ~~help raise awareness perform active outreach~~ in their
410 communities. The committee makes recommendations to the Commission on ~~policies and~~
411 strategies designed to encourage community participation, and to advocate
412 collaboratively on ~~relevant~~ equity ~~and inclusion~~ issues.

413 414 Section 4-B: Health and Nutrition Committee

415 The Health and Nutrition Committee identifies and studies health and nutrition issues of
416 interest and concern to older adults and makes recommendations to the Commission for

417 action. This committee identifies and studies issues related to improving the health and
418 well-being of older adults, with particular emphasis on healthy, dignified aging and injury
419 prevention. This committee assists Agency staff in supporting and monitoring the
420 County's health and nutrition related programs.

421

422 Section 4-C: Housing and Transportation Committee

423 The Housing and Transportation Committee focuses on the housing and transportation
424 needs of Marin's diverse older adult population. It supports all levels of affordability in
425 quality ~~affordable~~ housing, including home ownership, rental housing, subsidized housing,
426 senior housing, home sharing, and long-term care facilities. The committee also advocates
427 for and promotes safety, accessibility and walkability in the built environment, volunteer
428 driving programs and local transportation services, including accessible transportation
429 and paratransit, while educating the public about how to use and access those resources.

430

431 Section 4-D: Legislative Advocacy Committee

432 The Legislative Advocacy Committee works with the Commission and Standing
433 Committees to identify and study ~~identifies and studies~~ legislation of importance to older
434 adults in Marin County. It may request support from the Commission and/or Marin
435 County Board of Supervisors for specific legislation. It may act on pending legislation that
436 is covered in the Marin County Federal and State Legislative Platform by sending letters of
437 support or opposition to the California Legislature, or by providing testimony at hearings.
438 The committee provides recommendations for older adult policy priorities to the Board of
439 Supervisors as input to the County's Federal and State Legislative Platform on an annual
440 basis. It advocates for favorable local, state, and federal legislation on behalf of older
441 adults. The Committee shall perform said activities with the Executive Committee's
442 and/or the Commission's approval.

443 Section 4-E: Planning and Communication Committee

444 The Planning and Communication Committee coordinates efforts provides coordination
445 across the Standing Committees of the Commission ~~to drive synergies, and~~ to ensure
446 alignment ~~of with~~ the goals ~~between~~ ~~of~~ the Commission and in partnership with the
447 AAA. It ~~advises and assists with~~ guides the development of the state-mandated Marin
448 County Area Plan for Aging and its annual updates. It works closely with the AAA to help
449 develop, implement, and report on Marin County's needs assessment of older adults. It
450 oversees the implementation and evaluation of the Commission's ~~annual~~ fiscal year
451 goals, and the objectives for each of the Commission's Standing Committees. As
452 appropriate, the Planning ~~c~~ Committee serves as a Commission/AAA liaison, providing
453 support and input into countywide planning efforts and special funding initiatives that
454 affect the health and well-being of older adults.

455

456 Section 5: Internal Committees

457 The internal committees of the Commission are ~~ad hoc committees. These committees~~
458 ~~are~~ charged with the internal workings of the Commission. The work related to Bylaws
459 and the Nominating Committees are Internal Committees. ~~bylaws and elections.~~

460

461 Section 5-A: Bylaws Committee

462 The Bylaws Committee, unless otherwise designated by the Commission, will be
463 composed of at least three Commission members appointed by the Commission Chair, as

464 needed, at the beginning of each fiscal year. The Committee will serve throughout the
465 year. It will have the responsibility to review proposed amendments to the bylaws and to
466 make recommendations to the Executive Committee for approval, prior to consideration
467 by the full Commission. Any changes to the Bylaws shall be approved by the Commission
468 before approval by the County Counsel and the Board of Supervisors.

469

470 Section 5-B: Nominating Committee

471 The Nominating Committee, composed of three Commission members other than the
472 current officers, will be elected by the Commission at the beginning of each fiscal year.
473 This committee will elect its own Chair. The committee will serve throughout the year
474 and will have the responsibility for nominating persons for election as officers of the
475 Commission. Any vacancy occurring within the committee will be filled by action of the
476 Commission at its next general meeting following notice of the vacancy.

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479 Section 6: Additional Ad Hoc Committees

480 The Executive Committee may create Ad Hoc Committees for the purpose of studying or
481 handling special matters that have been referred to the Commission. Tasks that may be
482 assigned include legislative studies, policy reviews, Commissioner trainings, outreach,
483 and media efforts, among others. The Ad Hoc Committees should produce and present a
484 final report upon conclusion of its work. The term is typically up to 6 months and shall
485 conclude by the end of the fiscal year.

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488 **Article XIII - Reimbursement of Commissioners**

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

494

495 **Article XIV - Conflict of Interest**

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

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

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

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

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

518 **Article XVII - Parliamentary Rule**

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520 The Commission and its committees will be governed by the latest edition of Robert's
521 Rules of Order, Newly Revised (RONR).
522

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

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525 Any proposal to amend these Bylaws will be performed by the Bylaws committee and will
526 be subject to approval by a majority vote of the full Commission. Notice of any proposed
527 amendment to these Bylaws, together with a copy of the proposed amendment, will be
528 delivered personally, by mail, or by email to each member of the Commission at least two
529 ~~three~~ weeks in advance of the meeting at which the amendment is to be proposed. After
530 such notice, an amendment to the Bylaws may be adopted by affirmative vote of a
531 majority of the Commission at a regular meeting. Such proposed amendments to the
532 Bylaws will then be subject to review by County Counsel and to approval by the Board of
533 Supervisors.