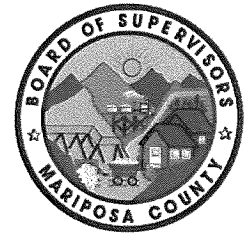


MARIPOSA COUNTY

HHS/Community Services · (209) 966-2000



RESOLUTION - ACTION REQUESTED 2021-295

MEETING: May 25, 2021

TO: The Board of Supervisors

FROM: Shannon Gadd, Health and Human Services Agency Director

RE: Approval of Recommended Commission on Aging Bylaws Revision

RECOMMENDATION AND JUSTIFICATION:

Approve the recommended revisions to the Mariposa County Commission on Aging Bylaws.

The revisions were approved by the Commission on Aging during their meeting held on April 28, 2021, with all of their recommended revisions to the Bylaws noted in magenta, along with County Counsel's and Agency staff recommendations noted in red and blue correspondingly.

The recommended revisions to the bylaws were necessary to address the consolidation of the Department of Community Services into the Mariposa County Health & Human Services Agency, and staffing changes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Historically, the Board has approved the recommendation of the Commission on Aging regarding revisions to the Bylaws.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Mariposa County Commission on Aging would continue to use the Bylaws currently in place at the Department of Community Services.

ATTACHMENTS:

COA Bylaws Revision with Chgs. Noted 2021 (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Wayne Forsythe, District IV Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

MARIPOSA COUNTY COMMISSION ON AGING
BYLAWS
REVISED May 25, 2021

- ARTICLE I - NAME
 - ARTICLE II - FUNCTIONS OF THE COMMISSION
 - ARTICLE III - MEMBERSHIP
 - ARTICLE IV - TERM OF OFFICE AND VACANCIES
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 - ARTICLE VI - MEETINGS, QUORUM, COMMITTEES
 - ARTICLE VII - AMENDMENTS
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ARTICLE 1 - NAME

Section 1. The name of this organization shall be the Mariposa County Commission on Aging, hereinafter referred to as the Commission.

ARTICLE 11 - FUNCTIONS OF THE COMMISSION

Section 1. The functions of the Commission shall remain as those set forth in Mariposa County Resolution No. 05-584 and shall now include the following:

A. Act in an advisory capacity to the Board of Supervisors and formulate and transmit, in writing to the Board, statements of the opportunities and problems in the community, including suggestions and solutions as appropriate. All correspondence generated by the Commission shall be presented through the Health and Human Services Agency Director, or their designee, to the Board of Supervisors for their approval before mailing or distribution.

B. Work with and through the Area 12 Agency on Aging (A12AA) Advisory Council to promote advocacy for seniors in the County and in Public Service Area 12. County Commissioners shall comprise at least fifty (50) percent of the County membership to the A12AA Advisory Council. Such members are to be appointed by the Board of Supervisors.

C. Provide better communication between the senior population and the balance of the community. Act as an instrument to assist seniors in taking advantage of available opportunities and in finding solutions to community problems which may affect them.

D. The Commission will recruit and recommend prospective Commission members from within the County to the Board of Supervisors for appointment.

ARTICLE III - MEMBERSHIP

Section 1. The Commission shall be composed of ten (10) regular voting members. Each supervisorial district will be represented by one (1) member, the remaining five (5) members will be at-large. All members will be appointed and approved by the Board of Supervisors.

Section 2. For every six thousand (6,000) residents of the County, the Board of Supervisors shall appoint one (1) member to the Area 12 Agency on Aging Advisory Council. At least fifty (50) percent of these appointments shall be Commission members.

ARTICLE IV - TERM OF OFFICE AND VACANCIES

Section 1. The term of each person appointed to the Commission representing a supervisorial district shall correspond to the term of the Supervisor nominating that Commissioner and shall terminate when that Supervisor leaves office for any reason or commences a new term in office. The affected Commission member is considered a voting member until official notification.

Section 2. The term of each Commissioner appointed to an at-large position shall be for four (4) years. A Commissioner will continue to serve when the term has expired unless said member resigns or is replaced.

Section 3. The Chairperson shall notify the Board of Supervisors, through the Director, or their designee, in writing, sixty (60) days before the expiration of the term of any at-large Commissioner, so that the Board has sufficient time to consider reappointment or the appointment of a new Commissioner At-Large. In order to assist the Chairperson with this responsibility, an updated member roster highlighting district and at-large representation and term expiration will accompany each meeting agenda.

Section 4. If any member is absent from a regular meeting without a valid excuse, that member will receive a courtesy letter explaining that a second absence without a valid excuse within the same calendar year may result in termination of that member's appointment. If any member is absent from two (2) regular meetings during a calendar year without a valid excuse, the Chairperson shall notify the Agency Director to request the Board of Supervisors terminate that member's appointment. If the member's appointment is terminated, the Director, or their designee, shall then post a notice of vacancy for that position on the Commission to fill the unexpired term.

ARTICLE V- OFFICERS

Section 1. The officers of the Commission shall be a Chairperson, Vice-Chairperson, and a Secretary. These officers shall be elected by the Commission for a term of two (2) years and shall hold office until their successors are elected. The officers shall be elected at the first official

meeting of the calendar year. If a position is vacated prior to that election, then that position will be open for election at the next meeting of the Commission.

Section 2. The Chairperson shall preside at all meetings and shall act as the official liaison between the Commission and the Board of Supervisors. The Chairperson shall have the authority to appoint a spokesperson to the Board in those instances when she/he deems it appropriate or she/he is unable to perform this function.

Section 3. The Vice-Chairperson shall perform the duties of the Chairperson in her/his absence. The Vice-Chairperson shall act as Program Chairperson to obtain speakers for meetings as requested by the Commission.

Section 4. The Secretary shall be responsible for the minutes of all meetings, attendance records, and correspondence. In conjunction with the Chairperson, Vice-Chairperson, and staff; the Secretary shall be responsible for preparing and posting the agenda for each regular meeting and notifying the Agency Director, or their designee, regarding necessary appointments. Agendas for Commission meetings shall be distributed to each member of the Board of Supervisors the week before the meeting so they may be aware of the various issues.

ARTICLE VI- MEETINGS, QUORUM, COMMITTEES

Section 1. The Commission shall establish a regular time and place of meeting and shall hold at least four (4) meetings per calendar year. Meetings shall be duly posted and open to the public. The Commission is responsible for meeting all requirements of the Brown Act.

Section 2. A simple majority of the appointed members of the Commission shall constitute a quorum for the conduct of business. A simple majority vote of the quorum present at any meeting is required to take action. Parliamentary procedures shall be according to Robert's Rules of Order. The Commission shall keep an accurate record of its proceedings and transactions and shall report to the Board of Supervisors by the Commission's approved minutes of each meeting, by special report when the Commission deems it appropriate, or when requested by the Board of Supervisors.

Section 3. The elected officers of the Commission shall be the Rules Committee. The bulk of the work of the Commission shall be conducted through ad-hoc committees appointed by the Rules Committee to address specific topics as they arise. When an ad-hoc committee is appointed, it should focus on three (3) primary objectives:

- A. Gather all available information on resources regarding the subject of the committee.
- B. Determine if these resources are adequate.
- C. Recommend a course of action to the Commission.

Section 4. Members of the Commission may receive, with prior approval, reimbursement for mileage, County travel, and/or other expenses incurred in the performance of duties as a

member of the Commission. Approval shall be obtained from the County Administrative Officer through the Agency Director, or their designee.

ARTICLE VII - AMENDMENTS

Section 1. These Bylaws may be amended by a majority vote of the quorum present at any regular meeting, provided that notice of such proposed amendment(s) and the nature thereof has been given at the previous meeting.

ADOPTED BY THE MARIPOSA COUNTY COMMISSION ON AGING 04-28-2021
APPROVED BY THE MARIPOSA COUNTY BOARD OF SUPERVISORS 05-25-2021