

SANTA CRUZ COUNTY SENIORS COMMISSION BYLAWS

1. DUTIES AND RESPONSIBILITIES

As set forth in Santa Cruz County Code, Chapter 2.78, the Commission shall perform the following duties:

- a) Advise the Board of Supervisors on all matters affecting senior citizens and make recommendations to the County Administrative Officer and the Board of Supervisors on any senior citizens program proposal to be considered by the Board of Supervisors;
- b) Review the needs of senior citizens in the County, and develop a set of comprehensive goals and objectives for effectively meeting those needs;
- c) Monitor the various services made available to senior citizens by public and private agencies in this County to ensure efficient delivery of those services; and
- d) Communicate with Federal and State agencies and commissions serving senior citizens and assist in the preparation, implementation and review of any regional plan or program designed to serve senior citizens.

2. MEMBERSHIP

The Commission shall consist of 10 voting members, residents of the County, appointed by the Board of Supervisors. Each Supervisor shall nominate two persons, one of whom shall be over 60 years of age, who may reside within the Supervisor's district to serve on the Commission. In addition, the local representatives to the California Senior Legislature shall from time to time select one of the local representatives of that body to be a nonvoting member of the Commission.

3. TERM OF OFFICE

Each voting member shall serve for a term of four (4) years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term.

The unexcused absence of any member from three consecutive regular meetings as recorded in the meeting minutes of the Commission, shall be considered a vacancy and shall be reported in writing to the Board of Supervisors, the Clerk of the Board, the Commission, and the member vacating their seat. Any absence about which the Chair or County Staff has been notified in advance shall be considered excused.

4. OFFICERS

The officers of the Commission are the Chair and the Vice Chair. Both officers shall be elected by the Commission during the April meeting to serve in such capacity for one (1) year.

The duties of the Chair are to preside over meetings, review and approve agendas, represent the Commission and communicate with the Board of Supervisors. The Vice Chair shall assume these duties in the absence of the Chair.

5. REGULAR MEETINGS

- a) Regular meetings of the Seniors Commission shall be held on the third Tuesday of every other month (February, April, June, August, October, and December), convening at

12:30 PM at the United Way of Santa Cruz County, 4450 Capitola Road, Ste. 106, Capitola, CA or at another location as designated and properly noticed by the Commission. When the Chair and/or County Staff determine that meeting on the regularly scheduled day or location is not practicable, the meeting may be rescheduled to an alternate date and/or location within the same month and a meeting agenda shall be posted and distributed at least 72 hours before the meeting in accordance with regular meeting agenda procedures described herein.

- b) No meeting of this Commission shall be held in any facility that prohibits the admittance of any person or persons on the basis of race, religion, color, national origin, ancestry, sex, disability, sexual orientation, gender identity, gender expression, age or any other protected characteristic. Meetings shall not be held in any facility that is inaccessible to persons with disabilities or where members of the public may not be present without making a payment or purchase. A person shall not be required to register his/her name or fulfill any other obligation as a condition of attendance at any meeting of this Commission but may volunteer such information for inclusion in the meeting minutes.
- c) A packet containing an agenda, minutes from the prior meeting and any documents for discussion shall be emailed to each Commissioner in advance of each meeting.
- d) Meetings will be conducted in accordance with current Robert's Rules of Order Revised, unless otherwise specified by the authorizing legislation or Bylaws of this Commission.

6. SPECIAL MEETINGS

Special meetings may be called by a majority vote of the Commission or by the Chair at any time.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and mailed or emailed to each member of the Commission, and to each person or organization that has submitted a written request to the Commission for notification of such meetings. The notice shall be posted on the Commission website and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

No business other than that listed on the written notice shall be considered at a special meeting.

7. QUORUM

- a) A majority of the voting members shall constitute a quorum.
- b) All official acts of the Commission shall comply with the Santa Cruz County Code, Section 2.38.150.

8. REGULAR MEETING AGENDAS

At least 72 hours prior to each meeting, an agenda for the regular meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting on the Commission website and in a location that is freely accessible to the public.

The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly

respond to statements made or questions posed by persons exercising their public comment rights or ask a question for clarification, refer the matter to County Staff or to other resources for factual information, or request County Staff to report back at a subsequent meeting concerning any matter.

Notwithstanding the foregoing, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated below:

- a) Upon a determination by a majority vote of the Commission that an emergency situation exists;
- b) Upon determination by two-thirds vote of the members of the Commission present at the meeting, or if less than two-thirds of the members are present, by a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted; or
- c) If the item was posted for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

9. PUBLIC PARTICIPATION

Public participation in Commission meetings shall be allowed as follows:

- a) An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of that item.
- b) The agenda will provide time at the beginning of each regular meeting agenda for comment from members of the public on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- c) The chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time on the agenda for the following meeting.

10. SUBCOMMITTEES

Subcommittees may be appointed, as needed, by majority approval of the Commission. The Commission may terminate a subcommittee by majority approval when its function is deemed no longer necessary.

11. REPORTS

A report of activities and accomplishments shall be submitted to the Board of Supervisors according to a schedule set by the Board of Supervisors. The report shall comply with the required formats described in Santa Cruz County Code 2.38.170.

12. AMENDMENTS

Amendments to the Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

13. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

DATE ADOPTED BY COMMISSION: April 16, 2019

DATE APPROVED BY THE BOARD OF SUPERVISORS: June 25, 2019