

By-Laws of the San Pablo Advisory Committee on Aging

I. OBJECTIVES OF SAN PABLO ADVISORY COMMITTEE ON AGING

- A. To identify and document unmet needs of older persons by providing resources and a means for local area-wide planning, cooperation and coordination of individuals and groups interested in improving and developing services and opportunities for the elderly including but not limited to: housing, health, transportation, information and referral, leisure services, employment, rehabilitation, volunteer opportunities, nutrition and education.
- B. To implement action through the City Council, County Supervisors, the Advisory Council on Aging and all private and public groups concerned with the well-being of older persons.
- C. Partner with other groups to assist with projects that benefit the elderly; and if practical to help obtain financial support.
- D. Be the local link in the channel of communication extending from the Federal Administration on Aging through the State Department of Aging, County Office on Aging, to all our elderly individuals in and about the City of San Pablo.

II. REQUIREMENTS FOR SAN PABLO ADVISORY COMMITTEE ON AGING

- A. A committee representative of all seniors.
- B. Regular meetings once per month to be determined by the committee members on the first meeting day of the current year to be held at the San Pablo Senior Center at 1943 Church Lane, San Pablo, CA 94806. The chair can call special meetings 24 hours in advance.
- C. Membership consisting of representatives of major senior groups, in and about the City of San Pablo including all economic levels and ethnic groups.
- D. A representative will attend the Advisory Council on Aging monthly meeting and give a report to the Committee.

III. MEMBERSHIP OF THE SAN PABLO ADVISORY COMMITTEE ON AGING

- A. Membership shall consist of no more than 11, no less than 7 individuals concerned with the welfare and interest of all seniors in and about the City of San Pablo regardless of economic level, race, nationality or religion. 51% of the committee is and will be over the age of 60.
 - 1. 70% of the representatives should live within the City of San Pablo
- B. The term of service shall be for two years and all members of the Committee can be reappointed.
- C. Those wishing to serve on the Committee may contact the City Clerk or representative of the San Pablo Senior Adult Center and request an application.
 - 1. All appointments to the Committee shall be made by the San Pablo City Council.

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- D. Any member may have their membership revoked by City Council Action as follows:
 - 1. If the City Council determines a member has not acted in the best interest of the City.
 - 2. As requested by a majority vote of committee members present after having three consecutive unexcused or five total absences from regular committee meetings. Members requesting excused absences must contact the Committee Chairperson, Vice-Chairperson or Secretary with an explanation for their absence prior to the meeting in question.
- IV. OFFICERS SERVING THE SAN PABLO ADVISORY COMMITTEE ON AGING
 - A. Chairperson
 - B. Vice-Chairperson
 - 1. If either chairperson or vice-chairperson is unable to attend any meeting, a temporary chairman shall be chosen to chair meeting.
 - C. Secretary
 - D. Treasurer
 - E. Representative to Contra Costa County Advisory Council on Aging.
 - 1. Attend Contra Costa County Advisory Council on Aging meetings.
- V. TERMS OF OFFICE AND PROCEDURE
 - A. All officers to be elected by Committee member to serve for one year. Elections to be held at the November meeting.
 - B. If any vacancies should take place during term of office, Committee members shall at that time appoint one of the members to fill the chair for the remainder of the term.
 - C. Procedure at all meetings shall be according to Roberts Rules.
 - D. Meeting must have a quorum which consists of 50% plus one.
- VI. BROWN ACT REQUIREMENTS
 - A. The San Pablo Advisory Committee on Aging must post an agenda prior to each meeting.
 - 1. The agenda to be posted 72 hours before each regular meeting.
 - 2. Special meeting notices must be posted at least 24 hours prior to the special meeting
 - B. No action shall be taken on any item not appearing on the agenda.
 - 1. All new business must be given to staff to include in agenda.