

SHASTA COUNTY COMMISSION ON AGING

BYLAWS

The California Commission on Aging serves as the principal advocacy body for older Californians. It seeks to be a catalyst for change that addresses emerging challenges and opportunities and celebrates Californians as they age. The Commission advises the Governor, Legislature, state, federal, and local agencies on programs and services that affect older adults. The Commission's work on behalf of older adults reflects the values of equality and inclusion; autonomy, choice, and access; respect and integrity; collaboration and partnership. The Commission on Aging is governed by the Brown Act.

ARTICLE I

NAME

The name of this commission shall be the "Shasta County Commission on Aging" and shall be referred to in these Bylaws as the "Commission."

ARTICLE II

PURPOSES

The Commission shall have the following advisory powers, functions, and duties:

Under a provision of Title III of the Older Americans Act, the Commission on Aging serves the following advisory functions to the Area Agency on Aging.

Section 1 —To advise and to make recommendations for appropriate action to the Shasta County Board of Supervisors on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.

Section 2 May assist the Area Agency on Aging on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.

Section 3 Study, review, evaluate, and make recommendations to the Board of Supervisors relative to ~~any and all matters affecting senior citizens~~ impacting older adults in the County of Shasta, including, but ~~without being~~not limited to health, nutrition, education, employment, housing, transportation, recreation, safety, and finance. To assist the Area Agency on Aging by providing support and input in ascertaining the changing needs of the elderly throughout the County.

Section 4

~~Section 2.~~ Inventory the nature and extent of the unmet needs of the senior citizensolder adults in this county. To serve as the principal advocate body in Shasta County on behalf of older adults, especially the frail and vulnerable elderly, as defined in the Older Americans Act.

~~Section 3.~~ 5 Identify the various services made available to senior citizensolder adults in this county (by both governmental and ~~nongovernmental~~non-governmental agencies), and assist in the coordination of such services.

~~Section 6~~Section 4. Make such studies and submit to the Board of Supervisors such reports or recommendations respecting matters affecting senior citizensolder adults, including, but ~~without limitation~~not limited to, those listed in Section 1, as the Board may ~~from time to time~~occasionally request.

~~Section 5.~~ Section 7 Evaluate the performance of senior organizations, businesses, and facilities in the community that receive federal, state, or local funds, ~~for the purpose of offering to offer~~ constructive advicereview, guidance, and recommendations.

~~Section 6.~~ 8 Act as the central clearinghousecommission for seniorolder adult matters in Shasta County for the Board of Supervisors ~~and make recommendations.~~ Recommendations shall be made to the Board of Supervisors and the PSA #2 Area Agency on Aging Advisory Council.

~~Section 7.~~ Review, evaluate, and make timely recommendations to the Board of Supervisors regarding federal, state, or local funds to be allocated to community senior organizations. An applications for funds specifically intended for such organizations shall be presented to the Commission, except those which have been previously approved by the Board. The Commission's recommendation shall be advisory only, and failure of

~~the Commission to make such recommendations in a timely manner, when reasonably requested, will be taken as an affirmative recommendation to the Board of Supervisors of such application or proposal.~~

ARTICLE III

III

MEMBERSHIP AND OFFICERS

Section 1- Number of Members

Section 1 The Commission shall consist of eight members, ~~plus 1-2 alternates,~~ five of whom are appointed by the Board of Supervisors, one from each ~~supervisory~~ district, and one member ~~each~~ from the cities of Anderson, Redding, and Shasta Lake, ~~appointed by the~~ The respective City Councils and District Supervisors appoint them. The commission shall select 1-2 alternates by a majority vote who will serve in place of a vacancy, either temporary or permanent.

~~Section 2~~ **Section 2** A minimum of one-half of the members of the Commission shall be fifty-five (55) years of age or older when fully seated.

Section 3 Eligibility of Members and Commissioner Bias

- A. ~~All of the~~ members of the Commission shall be residents of Shasta County and shall serve without compensation.
- B. Subject to all laws regarding conflicts of interest, ~~not~~ more than one owner, operator, employee, or representative of a direct provider of services may sit on the Commission at any time.
- C. No more than one member of a family (within one degree of relationship) shall serve on the Commission at the same time.

Section 3-4 Terms of Office

Members from ~~supervisory~~ Districts 1 and 5 and the cities of Redding and Shasta Lake shall be appointed for 2-year terms expiring on the first Monday after January 1 of even-numbered years. Members from ~~supervisory~~ Districts 2, 3, and 4, and the City of Anderson shall be appointed for 2-year terms expiring on the first Monday after January 1 of odd-numbered years.

Section 4-Section 5 Election of Officers

Officers, consisting of a Chair ~~and~~ a Vice-Chair, ~~and a Treasurer,~~ shall be elected annually at the first meeting after ~~each~~ January 1. ~~They shall be nominated by an ad hoc nominating committee of two (2) persons appointed by the Chair. Further~~ Any Commissioner may make nominations may be made by with the approval of the Commission. Extenuating circumstances may result in term extension, as documented in the Commission minutes.

Section 8 The Chair shall preside at all meetings and:

- A. Represent the Commission at functions of a ceremonial nature; and
- ~~A.B. Appoint members of committees with the majority consent of those members present and voting at any Commissioner regularly scheduled meeting; and~~
- C. Perform other tasks as authorized by the Commission.

Section 9 The Vice-Chair shall perform the duties and exercise the "power of the chair" during their absence.

Section 10 Each member of the Commission shall be a voting member. All business of the Commission shall be conducted by motion and recorded in the minutes. At least 50% +1 seated members shall constitute a quorum, and a quorum is necessary ~~Section 5. Commissioner Removal for Cause~~

for all matters to be conducted during regular or special meetings of the Commission. A majority vote of the members present at a regular or special meeting is required to pass a motion.

Section 11 Commissioners may be removed by the appointing authority for cause, including but not limited to Commissioner bias, misconduct, or other evidence of inability or failure to properly discharge his or her responsibilities as a Commissioner. ~~If a member is absent for three (3) consecutive regular meetings, without excuse (e.g., illness, out-of-town absence, etc.), he or she~~ The Chair may be removed from the Commission, either at the request of the Commission removal, or upon the appointing authority's own action to authority may remove the and replace a Commissioner and appoint a replacement who misses three (3) meetings without an excuse (such as illness or out-of-town absence). According to the Commission on Aging Policy and Procedures, Commissioners must arrange for an alternate to attend meetings. The Commission must approve this alternate for a designated period or until a permanent appointment has been made.

ARTICLE IV

MEETINGS

The Brown Act governs all meetings of this Commission.

Section 1 ~~The Commission shall meet once each month on a regular basis regularly.~~ A conference room, with audio, visual, and internet access, shall be made available for the monthly meetings, if needed, by request for. The Commission Chair will make the meeting room reservation made through the Clerk of the Board staff. The Commission may also meet during the year throughout Shasta County's cities, districts, and other locations within the jurisdiction of Shasta County. All meetings are open to the public.

Section 2 ~~Special meetings may be called by the Chairman, The Chair or by three (3) two (2) Commissioners, may call special meetings with no less than 24 hours advance a~~

minimum of 72 hours' notice. All other meetings will follow the Brown Act timeline.

Section 3 Should the regular meeting day fall on a holiday, the meeting shall commence on the same designated day the following week.

Section 4 A quorum shall be a majority (50%+1) of the ~~seated~~appointed members of the Commission. A majority vote of the ~~seated~~appointed members is required for action ~~to be taken~~.

~~**Section 4.**~~ ~~Public~~**5** A public notice shall be posted a minimum of 72 hours before the meeting, as required by the Brown Act.

ARTICLE V

Section 6 To ensure Brown Act compliance, all matters of the Commission shall be approved by the Chair and added to the agenda a minimum of 5 business days before the regularly scheduled meeting.

Section 7 The Chair will designate Ad Hoc committees or assignments to perform specific functions as necessary for a specific period.


ARTICLE V
AMENDMENTS

Amendments to these By-Laws may be recommended by the Commission to the Board of Supervisors, by a majority of the ~~seated members~~appointed Commission Members, at any regular meeting, provided a 30-day written notice has been given to all Commissioners. ~~There shall be no changes of the published proposal without a further 30-day period before a recommendation to the Board.~~

ARTICLE VI

PARLIAMENTARY AUTHORITY

~~Roberts~~Robert's Rules of Order, current edition, shall govern procedures not covered by these Bylaws of the Shasta County Commission on Aging ~~Policies and Procedures~~.

Date: _____ October 18, 2024 
Chair. Chair
cha, Shasta County Commission on Aging

- Resolution No. 77-284 — Establishing a Commission on Aging as Advisory to the Board of Supervisors (and Bylaws) (dated October 11, 1977)
- Resolution No. 81-52 — Establishing a Commission on Aging as Advisory to the Board of Supervisors (and Bylaws) (dated March 17, 1981)
- Bylaws revised at the Board of Supervisors meeting of April 5, 1994
- Bylaws revised at the Board of Supervisors meeting of August 21, 2001
- Bylaws revised at the Board of Supervisors meeting of November 4, 2008
- Bylaws revised at the Board of Supervisors meeting August 26, 2014
- Bylaws revised at the Board of Supervisors meeting, TBD