

# **El Dorado County Commission on Aging**

## **Policies and Procedures 7/23/12**

### **Attendance:**

- 1.1 There are 10 regularly scheduled meetings per year for the Commission on Aging (COA). In order to be effective, it is expected that members attend a minimum of eight meetings per year.
- 1.2 Members who will be absent from the scheduled meetings, should email or call the Program Manager/Staff, or Chair with notification of absence, prior to or as soon as possible after the meeting.
- 1.3 The Executive Committee shall review attendance and two consecutive unexcused meetings may be cause for termination and replacement for COA appointed members.
- 1.4 Appointing County Supervisors or Cities shall be notified in the event of 1.3; if a Board of Supervisors or City appointed member has two consecutive unexcused absences and has not been responsive to inquiries related to the absences.
- 1.5 Absences due to weather/travel, health, family emergencies, altitude, etc. are excused.

### **Expectations:**

- 2.1 Members should advocate in the community for ALL older adults and their needs. (60 yrs+).
- 2.2 Members shall support selected outreach efforts for events, publications, and the Commission on Aging website.
- 2.3 Members, appointed by County Supervisors or City Councils, may advise the appointing Supervisor or City of concerns and actions by a note, call or visit.
- 2.4 Members may assist with the Area Plan process, such as assessment of needs, development of goals/objectives, plan implementation, and evaluation.
- 2.5 Members are encouraged to take responsibility, volunteer for tasks, projects, and may assist with completion of the Area Plan objectives.
- 2.6 Members may gather relevant information at the COA meetings and disseminate it to any person or group.

- 2.7 Members may visit meals sites, attend Board of Supervisors meetings, or other similar activities, where appropriate.
- 2.8 Members may request to be on the COA agenda and bring new information to the meetings. Staff should be notified at least 14 days prior to meeting.
- 2.9 Members shall treat the Health & Human Services Agency staff with respect and use them as a resource.
- 2.10 Members should have access to email, fax and/or telephone to be able to communicate with staff.

### **Meetings/Conduct**

- 3.1 Members shall practice good listening skills, speak with relevant information. Politics or political views are not a part of Commission discussions.
- 3.2 Members should try to hold questions until speakers have finished. The speakers may cover the question in their presentation.
- 3.3 Self- interest concerns should not be the focus of a member. The COA is to support and advocate for the best services in the County for all older adults.
- 3.4 In order to cover all business items listed on the agenda, members should try to assist the Chair to keep agenda items within the allotted time frames.

### **Membership**

- 4.1 The California Senior Legislature and the California Congress of Seniors representatives do not have to be members of the Commission.
- 4.2 Members who have been appointed by the COA, as a community member, shall serve three years, at which time a vote may be taken to extend the membership for another term.
- 4.3 All applications received in response to a vacancy will remain viable for nine months. The Membership Committee may contact a previous applicant to fill a membership position.
- 4.4 An individual who desires to represent the COA and all older adults may be selected as a Special Advocate for the COA. This individual may report events or concerns to the COA at regular meetings and function as a COA committee member. Unless changed by County Ordinance, the Special Advocate will not receive a stipend or mileage or mileage reimbursement for COA meetings.

## **Committees**

- 5.1 The Nominating Committee for COA officers shall have three members appointed at the September COA meeting. Presentation of a slate of officers shall be at the October meeting and the election shall occur at the November meeting.
- 5.2 In the event of a vacancy, the Membership Committee shall interview and recommend candidates to the COA membership for appointment.
- 5.3 The standing committees are Executive and Policy-Legislature. Members may select a committee based on their individual interest.
- 5.4 Ad Hoc Committees shall be appointed, as needed, for a specific purpose and duration.
- 5.4 Regional Workgroups are comprised of COA members and any other interested persons living in the same geographical area. Interested community members are welcomed to provide input and assistance on regional issues or goals as determined by the workgroup.

## **Chairperson**

- 6.1 May appoint a secretary and ad hoc committee chairs.
- 6.2 Prepares an Annual Report on the COA activities for the Area on Aging (AAA) and the Board of Supervisors. The Chairperson may designate preparation of the Annual Report to another member.
- 6.4 May attend Triple-A Council of California (TACC), as the PSA 29 representative, or may select a designee to attend meetings.
- 6.5 May represent the COA at the Board of Supervisors' meetings, City Council meetings or designate a member to attend.
- 6.6 May assist in preparation of the agenda and selection of topics and speakers.
- 6.7 May arrange for new members to receive training on the functions of the AAA.
- 6.8 May assist in revision and/or review of the COA bylaws and policies and procedures.

## **Vice Chairperson**

- 7.1 May perform duties in the Chairperson's absence or other duties as assigned.