



**COMMISSION ON AGING
BYLAWS**

ARTICLE I

Name of Organization and its Objectives

- Section 1:** The name of this organization shall be Tuolumne County Commission on Aging, hereinafter referred to as “COA”.
- Section 2:** The area served is Tuolumne County, California.
- Section 3:** The COA shall represent interests of all person fifty-five (55) years of age and older, hereafter referred to as “seniors”.

ARTICLE II

Responsibilities and Functions

- Section 1:** Study, review, evaluate, and make recommendations to the Board of Supervisors and other relevant community agencies relative to any and all matters affecting seniors in Tuolumne County, including, matters such as health, education, employment, housing, transportation and recreation.
- Section 2:** Identify the various services made available to seniors in Tuolumne County both governmental and non-governmental agencies, and to the extent feasible, act as a voluntary coordinating body for such agencies.
- Section 3:** Study and inform seniors in Tuolumne County of pertinent proposed or enacted legislation and/or regulatory changes.
- Section 4:** Recommend representatives to the Board of Supervisors to serve on the Area 12 Agency on Aging Advisory Council.
- Section 5:** Perform other duties relative to issues affecting seniors in Tuolumne County as may be assigned by the Board of Supervisors.

ARTICLE III

Membership

- Section 1:** The COA shall consist of no more than twenty (20) members appointed at the discretion of the Tuolumne County Board of Supervisors.
- Section 2:** Terms shall be for four (4) years, with five (5) terms starting each January first with the best possible representation from the five (5) supervisorial districts. Terms may be renewed without limits with formal application from the commissioner and the approval of the Board of Supervisors.

- Section 3:** To ensure that all Tuolumne County Supervisorial districts are represented within the COA membership, each County Supervisor is allowed to appoint, one individual member to the COA from his or her Supervisorial district,. This appointment shall be confirmed by a majority vote of the Board of Supervisors.
- Section 4:** A majority of the members shall be “seniors” as defined in Article I, Section 3.
- Section 5:** The Tuolumne County Board of Supervisors shall appoint one of their members as an ex-officio representative on the COA.

ARTICLE IV

Vacancies

- Section 1:** A member absent for three (3) consecutive regular meetings may be removed from the Commission and his/her seat declared vacant by the Chair of the COA. Notification shall be made in writing from the COA to the absentee member and the Board of Supervisors.
- Section 2:** Vacancies shall be advertised in the local media, libraries, and by announcement in local seniors’ organizations, which may recommend persons to the Tuolumne County Board of Supervisors.
- Section 3:** If approved by the Chair of the COA, a member may be granted a leave of absence, up to six (6) months. A member granted a leave of absence shall not be included in the determination of a quorum for COA meetings.
- Section 4:** A member may resign from the COA prior to the end of his or her term by written notice to the Board of Supervisors with a copy to the COA.
- Section 5:** Vacancies shall be filled by the Board of Supervisors per Article III, for the remainder of the unexpired term.

ARTICLE V

Terms and Duties of Officers

- Section 1:** The ranking officers of the COA shall be, in order, Chair, Vice-Chair, Treasurer, Recording Secretary, and Corresponding Secretary, all of whom shall be COA members.
- Section 2:** By no later than the July meeting, a Nominating Committee of three (3) members shall be chosen as follows:
- a. The Chair shall appoint the committee chair;
 - b. The other two committee members shall be nominated and confirmed by the COA;

- c. Only one (1) member of the committee may be a current officer.

The Nominating Committee shall nominate one or more candidates for each office.

- Section 3:** At the November meeting, the Nominating Committee shall report its nominations for the offices.
- Section 4:** The election shall be held at the December meeting after the report of the Nominating Committee. Additional nominations may be made from the floor if consent of the nominee has been obtained.
- Section 5:** Terms of all officers are one (1) year. The Chair and Vice-Chair may be elected to no more than two (2) consecutive terms, but may be re-elected after the passage of one year. The Treasurer, Recording Secretary, and the Corresponding Secretary may be elected to unlimited consecutive terms.
- Section 6:** Duties of the Chair:
- a. To preside at all Commission and Executive Committee meetings.
 - b. To establish committees and appoint Chairs of all committees.
 - c. To be an ex-officio member of all committees.
 - d. To oversee preparation of agendas for all Commission and Executive Committee meetings.
 - e. To provide liaison with the Board of Supervisors.
- Section 7:** Duties of the Vice-Chair:
- a. To assume the duties of the Chairperson in his or her absence.
 - b. To contact members about attendance when they have missed two consecutive meetings.
- Section 8:** Duties of the Treasurer:
- a. To preside at Finance Committee meetings.
 - b. To provide a financial report at all regular meetings of the COA.
 - c. To assist in the preparation of the budget.
 - d. To help develop fundraising plans.
 - e. To make financial information available to COA members and the public.
- Section 9:** Duties of the Recording Secretary:
- a. To take minutes of all Commission and Executive Committee meetings.

- b. To mail (by USPS or e-mail) agendas, minutes, and other materials to COA members no later than three (3) days before each meeting.
- c. To maintain records of all business of the COA.
- d. To record members' attendance and to assist the Chair in the implementation of Article IV; Section 1.
- e. To assume the duties of the Corresponding Secretary in his or her absence.

Section 10: Duties of the Corresponding Secretary:

- a. To process and track all correspondence received.
- b. To write letters and reports as directed by the Chair.
- c. To maintain an up-to-date Commission membership List for COA members and the Board of Supervisors.
- d. To be responsible for the implementation of Article IV; Section 2.
- e. To assume the duties of the Recording Secretary in his or her absence.

Section 11: Officer Vacancies

- a. Vacancies shall be filled at the next COA meeting, unless postponed for cause.
- b. Vacancies in the office of Chair shall first be filled by the Vice-Chair. If not possible, then such vacancy shall be filled by appointment of the next highest ranking officer.
- c. Vacancies in other offices shall be filled by appointment by the Chair or highest ranking officer.

ARTICLE VI

Committees

Section 1: Standing committees shall be:

- a. Executive Committee of officers of the COA, and Immediate Past Chair, if still a COA member.
- b. Legislative Committee, which shall report pertinent senior legislative information to the COA and, if significant, to the BOS.
- c. Finance Committee which is responsible for developing fiscal procedures, fundraising plans, and annual budget and reviewing with County staff and other COA members. The COA shall approve the budget, and all expenditures must be

within the budget. Any major change in the budget must be approved by the Executive Committee. The fiscal year shall be the same as the County fiscal year. Annual reports are required to be submitted to the Finance Committee showing income, expenditures and pending income. The financial records of the COA are public information and shall be made available to the COA members and the public.

- d. Community Relations
- e. Education
- f. Governance

Section 2: Ad hoc and other committees may be appointed by the Chair.

Section 3: It shall be the responsibility of the Chair of any committee to call and conduct meetings and report to the COA.

ARTICLE VII

Meetings and Quorums

Section 1: The COA shall conduct regularly scheduled public meetings on the second Monday of each month, except when that day is a Federal holiday, and then the meeting may be conducted on the following day. Meetings may be cancelled by the Chair or a quorum of the Commission for a lack of necessary business or in anticipation of a lack of a quorum.

Section 2: Special meetings may be called by the Chair or by a majority of the membership by mail or telephone poll at least twenty-four (24) hours prior to such meeting.

Section 3: A majority of COA filled positions shall constitute a quorum. If a quorum does not exist, no action may be taken.

ARTICLE VIII

Amendments

Section 1: These bylaws may be amended by affirmative vote of a majority of the COA membership at a regular meeting, provided that notice of the proposed amendment(s) shall have been given to all members at least one (1) month prior to the date of the meeting at which the amendment(s) will be considered.

Section 2: Upon approval by the COA, the amendment(s) shall be submitted to the Board of Supervisors for final approval.

BY-LAWS APPROVED: July 20, 1982

Amended: August, 1982
November, 1983
January, 1985
July, 1989
August, 2002
March, 2005
June, 2006
August, 2007
December, 2008
December, 2009
November, 2010
August, 2012
February, 2013
April, 2016