

BYLAWS OF THE CITY OF OAKLAND MAYOR'S COMMISSION ON AGING

ARTICLE I

Name of the Agency

The name shall be the Commission on Aging, established by Ordinance No. 9921 C.M.S. passed May 13, 1980, and amended by Ordinance No. 10561 C.M.S. passed March 19, 1985, Ordinance No. 11081 C.M.S. passed February 14, 1989, Ordinance No. 11773 C.M.S. passed March 14, 1995, and Ordinance 11982 C.M.S. passed May 20, 1997.

ARTICLE II

Purpose of the Agency

The function and duties of the Commission on Aging shall be:

- a. Identify the needs of the aging community and create a citizen awareness of these needs.
- b. Encourage improved standards of services to the aging, both public and private, and in so doing, encourage coordination among organizations providing services to the aging in the community and provide advice and assistance thereto; in cooperation with other agencies collect, maintain and interpret information and statistics on the aging for the use of citizens and organizations in the City; encourage preparation of publications and results of study and research pertaining to the aging.
- c. Advise the City Council and the Human Services Department on services, funding opportunities and on all matters affecting the aging community.
- d. Review and comment on all community policies, programs and actions which affect older persons.
- e. Conduct informational hearings on matters affecting the aging in the community.
- f. Serve in an advisory capacity on other City boards and commissions, including the senior center advisory councils and the Mayor's Commission on Persons with Disabilities.
- g. Perform such other functions and duties as may be directed by the City Council.

ARTICLE III

Members

- a. The Commission shall consist of eleven (11) members who will be appointed pursuant to section 601 of the Charter, and who shall serve without compensation. Each Commissioner shall serve for a term of three (3) years, and the terms shall be staggered as to expiration, except that an appointment to fill a vacancy shall be for the unexpired term only.
- b. No person shall be appointed to serve more than two (2) consecutive terms as a member of the Commission. In the event an appointment to fill a vacancy has not occurred by the conclusion of a Commission member's term, that member may continue to serve as a member of the Commission during the following term in a holdover capacity for a period not to exceed one year, to allow for the appointment of a Commission member to serve the remainder of said following term.
- c. A vacancy on the Commission will exist whenever a Commissioner dies, resigns, or is removed, or whenever an appointee fails to be confirmed by the Council within ten (10) days of appointment. A Commissioner may be removed pursuant to Section 601 of the Charter. Among other things, conviction of a felony, misconduct, inattention to or inability to perform his/her regular duties (regular Commission attendance, serving on or chairing standard committees, participating on ad hoc committee when asked and other duties as may be assigned), or absence from three (3) consecutive regular Commission meetings shall constitute cause for removal. Excused absences include the following: (1) personal/family illness, (2) personal emergency, (3) vacation, (4) Commission business, (5) unavoidable professional scheduling conflict. Commissioners shall contact the chairperson or commission staff if they are unable to attend a scheduled meeting.
- d. The Commission Chairperson shall review attendance records for all Commissioners with Commission on Aging staff and make recommendations to the full Commission for removal if violations should occur.
- e. The City Administrator may provide the commission with assistance from City employees under his/her jurisdiction.
- f. Six (6) Commissioners shall constitute a quorum of the Commission.

ARTICLE IV

Officers

- a. Each year, at the first regular meeting of the year, the Commission shall elect a chairperson and vice chairperson from among its members.

- b. The Chairperson shall:
 - 1. preside at all meetings,
 - 2. supervise the activities of the Commission,
 - 3. appoint all committee members, and
 - 4. represent the Commission at meetings or designate an alternate.
- c. the Vice Chairperson shall:
 - 1. serve as administrative assistant to the Chairperson,
 - 2. succeed to the office of Chairperson when the Chairperson is unable to serve,
 - 3. appoint an acting Vice Chairperson if the Chairperson's absence is to be more than one month, and
 - 4. perform such duties delegated to the Vice Chairperson.

ARTICLE V

Meetings and Place of Meetings

- a. The Commission shall meet at least once each month at Oakland City Hall, One Frank Ogawa Plaza. Such meetings shall be designated regular meetings. Other meetings called by the Mayor, City Administrator and meetings scheduled for a time or place other than regular meetings, shall be designated special meetings. Written notice of special meetings shall be given to the Commission members, the Council, and the public in accordance with the California Brown Act and the Oakland Sunshine Ordinance.
- b. Regular meetings will be held on the first Wednesday of each month.
- c. Meetings will convene normally at 10:00 a.m.

ARTICLE VI

Mode of Operation

- a. The Commission shall, in consultation with the City Administrator and with the approval of the Council, establish rules and procedures for the conduct of its business. A majority vote of the Commissioners present and voting shall be required for the adoption of any motion or resolution. To take a vote, it is required that a quorum be present. The Commission shall make its reports, findings and recommendations in

- writing unless otherwise directed by the Mayor. All reports, findings, and recommendations shall be made either to the City Administrator or the City Council. Recommendations from the Commission to the City Administrator shall be carefully and fully considered by the City Administrator. If rejected by the City Administrator, the Commission may submit its recommendation to the Council for its consideration, as appropriate.
- b. Subject to the approval of the Council in each case, the Commission may designate members to act as a liaison representative to any other board, commission or committee. The functions of such liaison representatives are to attend meetings of such other board, commission, or committee, and advise this Commission of the background, attitudes and reasons behind the actions of such other board, commission or committee.

ARTICLE VII

Committees

- a. The Commission shall establish committees as necessary to carry out its functions and activities. The following committees may be established for this purpose.
1. A Steering Committee made up of the Commission Chairperson, Vice Chairperson and chairpersons of each standing committee shall develop the Commission Agenda.
 2. An Access Advisory Committee composed of not less than three (3) commissioners shall identify the needs and barriers to supporting seniors to remain independent in the community. The Access Advisory Committee shall be a joint committee with the Access Compliance Advisory Committee of the Mayor's Commission on Persons with Disabilities.
 3. A Community Support Committee composed of not less than three (3) Commissioners shall enhance social and environmental opportunities for seniors. The members of the Community Support Committee will serve on the advisory councils of the Oakland senior centers.
- b. Ad Hoc Committees will be established by a majority vote of the Commission as needed.
- c. Members of Committees will report back to the full Commission to provide information and propose actions in response to the activities of the Committee.

ARTICLE VIII

Amendment of Bylaws

- a. These bylaws may be amended by a majority vote of the Commission and approval by the City Council.

ARTICLE IX

Parliamentary Authority

The Parliamentarian will use Roberts Rules of Order as a guide.