

**BYLAWS  
OF THE ADVISORY COUNCIL  
TO THE AGING AND ADULT SERVICES COMMISSION  
City and County of San Francisco**

**ARTICLE I: NAME**

**Section 1** **NAME:** The name of this organization shall be the Advisory Council to the Aging and Adult Services Commission of the City and County of San Francisco, said Aging and Adult Services Commission having been officially designated by the California Department of Aging as the Area Agency on Aging (AAA) of the City and County of San Francisco and provided for in Section 5.54 of Article VI, Chapter 5 of the San Francisco Administrative Code, Ordinance 500-80. Nothing in these bylaws shall be in conflict with the policies, regulations, and aims of the Older Americans Act of 1965, and its amendments.

**ARTICLE II: ORGANIZATION**

**Section 1** **DEFINITION: Population served** means residents of San Francisco who are older individuals as defined by the Older Americans Act of 1965, or who are adults with disability as defined by the Americans with Disabilities Act.

**Advisory Council** means Advisory Council to the Aging and Adult Services Commission and Department of Aging and Adult Services (DAAS).

**Commission** means the Aging and Adult Services Commission.

**Section 2** **STRUCTURE:** The Advisory Council shall consist of twenty-two (22) members, eleven (11) appointed by one (1) each of the eleven Supervisors, and eleven (11) appointed by the Commission. As mandated by the provisions of the Older Americans Act of 1965, as amended, and City Ordinance 500-80, the Advisory Council shall be structured so that it represents the population served to the greatest extent feasible.

**Section 3** **PURPOSE:** The Advisory Council shall advise the Commission on all matters relating to the development and administration of its area plan and the operations conducted thereunder, including needs assessment, priorities, programs, and budgets, and such other matters relating to the well-being of the population served within the scope and spirit of Federal, State and local regulations, laws and ordinances.

**Section 4** **DUTIES:** The Advisory Council shall:

- A. Provide a forum to ensure that recipients of services and the general public are involved in all phases of the AAA's planning process.

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- B. Be responsible for representing the needs and concerns of the population served.
- C. Advise the AAA regarding
  - 1) Overall priorities of the population served for the City and County of San Francisco.
  - 2) The specific needs of the population served as determined by a continuous assessing of such needs and the planning necessary to meet those needs.
  - 3) Specific problems identified in the larger population served, as well as specific neighborhoods and solutions to meet these problems.
  - 4) Possible changes in the Area Plan to make it more responsive to the needs of the population served.
- D. Assist the AAA in disseminating information needed, either city-wide or in particular neighborhoods through senior groups, clubs, churches and agencies.
- E. Serve as a principal advocacy body on behalf of the population served, i.e.:
  - 1) Hold annual area wide meetings within the population served to prepare priorities;
  - 2) Select delegates for the California Senior Legislature; CSL members are ex officio members of the Advisory Council
  - 3) Take positions on Federal, State and local legislation.
- F. Council members, as designated by the President of the Commission, shall serve as non-voting members on Commission committees.

### ARTICLE III: MEMBERSHIP

**Section 1 REPRESENTATION:** The Council shall be representative of the geographic and ethnic population of the City and County of San Francisco. More than 50% of the members in each group of eleven (11) members shall be 60 years of age or older. Members shall include adults with disabilities, service providers, consumers, veterans, older persons with the greatest socio-economic need, and others specified by Federal regulations.

**Section 2 VOTING:** Only appointed members of the Advisory Council shall have the right to vote on Advisory Council business. Members who are on the Board

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of Directors or staff of an agency applying for a contract will abstain from voting on any matter affecting the agency, to avoid conflict of interest.

**Section 3 TERMS:** Advisory Council members shall be appointed to serve two-year terms which end on March 31. When vacancies occur due to resignation or other causes, they shall be filled by the appointment of a person to fill the unexpired portion of the term by the Commission or corresponding Supervisor.

**Section 4 LACK OF ATTENDANCE:** Absence from three (3) consecutive regular monthly meetings without presentation of a valid excuse shall be sufficient cause for the Advisory Council to make inquiry into the cause and if there is not a valid excuse, to terminate the membership. Upon the third absence without valid cause, the President shall notify the Council and ask for further information about the absent member from the Council members. If no valid reason for absence can be discerned, the former member shall have his or her Advisory Council membership terminated. The President shall notify the former Council Member, and the appointing body, the Council or the Commission on Aging or Supervisor, in writing, indicating the termination and reason for termination.

### ARTICLE IV: OFFICERS

**Section 1 ELECTED OFFICERS:** The elected officers of the Advisory Council shall be:  
President  
First Vice President  
Second Vice President  
Secretary

**Section 2 ELECTION OF OFFICERS:** Officers shall be elected by the members annually by majority rule at the first regular meeting of the Advisory Council after December 1 of each year. A slate of candidates for these positions shall be presented to the Advisory Council by the Nominating Committee. However, additional nominations for each of these positions may be offered from the floor.

**Section 3 TERMS OF OFFICE:** The terms of office for the elected officers shall be two (2) calendar years. They shall hold office until their successors are elected. Elected officers shall not serve more than one (1) term.

**Section 4 VACANCIES:** In case of a vacancy in office, the Nominating Committee shall present nominees for the position as soon as practicable to be voted upon by the Advisory Council at the next regular meeting. Additional nominations may be made from the floor.

**Section 5 DUTIES OF THE PRESIDENT:** The President shall preside at all regular and special meetings of the Advisory Council and shall be responsible for the

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administration of its business. She/he shall be an ex-officio member of all committees except the Nominating Committee, and shall perform all other duties not specifically delegated to other officers or committees. She/he shall be the Advisory Council's delegate to the Triple-A Council of California (TACC).

The President of the Advisory Council shall prepare and present an oral report at the monthly meeting of the Commission. A written Annual Report shall be prepared to be included in the annual report of the Department of Aging and Adult Services. The Advisory Council may, from time to time, prepare special written reports as deemed necessary.

**Section 6 DUTIES OF THE FIRST VICE-PRESIDENT:** The First Vice President shall perform all duties of the President in the absence or disability of the President, and such other duties as may be assigned by the President including being the designated alternate delegate to TACC.

**Section 7 DUTIES OF THE SECOND VICE-PRESIDENT:** In the absence of the President and the First Vice-President, the Second Vice President shall perform all duties of the President and such other duties as may be assigned by the President.

**Section 8 DUTIES OF THE SECRETARY:** The Secretary shall be responsible for assuring that the minutes of each Advisory Council meeting are recorded, reviewed, and filed; assuring that notices of meetings and agendas are properly sent; and calling the roll at meetings.

### ARTICLE V: COMMITTEES

**Section 1 STANDING COMMITTEES:** Standing committees shall be established by the Council, and shall include:

- A. Executive
- B. Nominating

**Section 2 AD HOC COMMITTEES:** Ad hoc committees may be established which deal with advocacy member education or other special issues.

**Section 3 APPOINTMENT TO COMMITTEES:** The President, with the approval of the Executive Committee, shall appoint all committees with the exception of the Nominating Committee.

- A. Each committee is to elect its own chairperson and recorder.
- B. All standing committees shall report to the full Advisory Council in writing.

**Section 4 NOMINATING COMMITTEE:** The Nominating Committee shall be elected by the full membership at the regular October meeting of the Advisory Council

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and shall consist of three (3) members. Members of the Nominating Committee may be nominated from the floor to be candidates for office.

**Section 5 EXECUTIVE COMMITTEE:** Executive Committee shall consist of the elected officers and shall be responsible to the Advisory Council. It shall conduct any business of the Advisory Council between regular meetings and shall report all its activities at the next regular meeting. The Executive Committee shall meet monthly.

**Section 6 LEGISLATIVE COMMITTEE:** The Legislative Committee is a joint Committee with the Commission on Aging. The President of the Advisory Council appoints four (4) members to the Legislative Committee, one of whom shall serve as Co-Chair of the Legislative Committee. The President of the Commission on Aging appoints three (3) members of the Legislative Committee, one of whom shall serve as Co-Chair of the Legislative Committee. The Legislative Committee reviews legislative and government administrative branch policy positions and actions, which may include local, state and national. They may also review recommendations and actions by the California Senior Legislature and other bodies concerned with the welfare and service delivery to the aged and adults. The Co-Chair of the Legislative Committee from the Advisory Council presents these reviews and recommends potential actions to be taken by the Advisory Council. The Advisory Council votes to support or not to support these recommendations and may take further actions on them, including, but not limited to, those recommended in the meetings of the Legislative Committee. The Co-Chair of the Legislative Committee from the Commission on Aging presents the reviews and recommendations to the Commission on Aging for their separate consideration.

**Section 7 Bylaws Committee.** The Bylaws Committee shall consist of (3-5) members from the Advisory Council and have (1) Chair person. It shall coordinate policies regarding the constitutional structure and governance of the Commission. It shall review the Bylaws as needed.

### ARTICLE VI: MEETINGS

**Section 1 TIME AND PLACE:** The Advisory Council shall hold public, open meetings at a regular day and time of each month, at a regular, established place. The date designated is normally the third Wednesday of each month. The Executive Committee or the Advisory Council shall by vote have the authority to call special meetings or change the time or place of regular meetings.

**Section 2 QUORUM:** A quorum for the conduct of business at regular or special meetings shall be a majority of the current membership.

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**Section 3**    **ROBERT’S RULES OF ORDER:** Meetings of the Advisory Council and its committees shall be guided by Robert’s Rules of Order.

**ARTICLE VII: AMENDMENTS**

**Section 1**    **AMENDMENTS:** Amendments to these Advisory Council Bylaws must be presented in writing at the meeting previous to the one at which they will be voted on; such proposed amendments shall then be printed and distributed to the membership in advance of the meeting at which the vote will be taken; a two-thirds vote of those attending that meeting shall be required for the adoption of amendments.

These Bylaws adopted by action of the Commission on the Aging of the City and County of San Francisco at a regular meeting held on the fourth day of March 1981.

Amended: October 20, 1982

Amended: June 21, 1989

Amended: December 17, 2004

Amended May 20, 2015

Amended August 19, 2015