

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS  
STATE OF CALIFORNIA

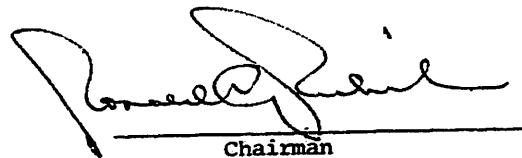
DECEMBER 3, 1979

RESOLUTION NO. 79-584 A RESOLUTION APPROVING AMENDMENTS TO BY-LAWS FOR CALAVERAS COUNTY COMMISSION ON AGING


BE IT RESOLVED that the Calaveras County Board of Supervisors does hereby approve amendments to the by-laws for the Calaveras County Commission on Aging, as recommended by said Commission per Exhibit "A" attached hereto and made a part hereof.

ON A MOTION by Supervisor Lodato, seconded by Supervisor Whittle, the foregoing Resolution was duly passed and adopted by the Board of Supervisors, County of Calaveras, State of California, this 3rd day of December, 1979, by the following vote:

AYES: Supervisors Lodato, Miller, Whittle, Hodgson and Richards  
NOES: None  
ABSENT: None

  
Chairman

ATTEST:

  
County Clerk and Ex-Officio Clerk  
of the Board of Supervisors of the  
County of Calaveras, California

ARTICLE I

MEMBERSHIP, TERMS OF MEMBERSHIP, POWERS AND PURPOSES

The Commission on Aging of the County of Calaveras, hereinafter referred to as the Commission does, by reference, incorporate as part of these By-Laws Resolution #75-368 of September 2, 1975, and any amendment thereto, as adopted by the Board of Supervisors.

The Commission shall be composed of fifteen(15) members appointed by the Board of Supervisors for a term of two years which maybe renewed and preferrably shall include three(3) members from each supervisorial District. Removal of any Commission member shall only be for cause, including absence from three(3) consecutive meetings or a total of five (5) absences during the calender year.

The objectives and purposes of the COMMISSION are to act in an advisory capacity to the Board of Supervisors empowered to perform such functions as are consistent with its purposes; to help the community to provide an environment conducive to the well-being of older people; to concern itself with prevention problems and to deal with problems after they occur.

ARTICLE 2

OFFICERS AND TERMS OF OFFICE

- a. Officers of the COMMISSION. The officers of the COMMISSION shall include a Chairman, a Vice-Chairman, and a Secretary, duly elected at a regularly scheduled meeting of the COMMISSION by a vote of not less than a majority of the members of the COMMISSION present and consituting at least a quorum.
- b. Terms of Office. The term of office of the Chairman, Vice-Chairman, and the Secretary shall be one year. No officer may hold office for more than two consecutive terms unless such office or offices become vacant prior thereto as a result of a resignation submitted in writing by the

person holding such office, or as a result of expiration of such officer's term of membership on the COMMISSION or removal from COMMISSION membership. Upon the office of Chairman becoming vacant prior to the expiration of the term of office of its occupant, the Vice-Chairman shall assume the office of Chairman for the balance of the unexpired term. Upon either the office of Vice-Chairman or Secretary becoming vacant prior to the expiration of the term of office of its occupant, the members of the COMMISSION may elect another of the members of the COMMISSION to the office vacated for the balance of the unexpired term, as provided in section "a" of this Article.

c. Ex-officio Members of the COMMISSION. The COMMISSION may, from time to time, and in its discretion, appoint ex-officio members and ex-officio officers of the COMMISSION. The Administrative Coordinator or a member of his staff shall be an ex-officio member and advisor to the COMMISSION. Ex-officio members and ex-officio officers of the COMMISSION shall have the right to participate in discussions of the COMMISSION on matters before the COMMISSION, but shall not offer resolutions, make motions, or vote as members of the COMMISSIONS.

### ARTICLE 3

#### DUTIES OF CHAIRMAN, VICE-CHAIRMAN, AND SECRETARY

- a. Chairman. The Chairman shall preside at all meetings of the COMMISSION and perform such duties as ordered by the COMMISSION or prescribed by law.
- b. Vice-Chairman. In the Chairman's absence or in case of his inability to act, the Vice-Chairman shall preside at all sessions of the COMMISSION.
- c. Temporary Chairman. In the absence or inability to act of both the Chairman and the Vice-Chairman, the members present shall, by resolution duly entered in their records, elect one of their members to act as Chairman temporarily.
- d. Presiding Officer. The Presiding Officer shall maintain order and decorum and decide questions of procedure subject to the right of members of the COMMISSION to appeal. He shall call the meeting to order promptly

at the appointed hour and conduct the meeting as prescribed by these By-Laws.

e. Secretary.

(1) Meetings. The Secretary shall attend all meetings of the COMMISSION and all committee meetings of the COMMISSION whenever requested to do so by the Chairman of the COMMISSION.

(2) Records. The Secretary shall maintain a full and complete record of all meetings of the COMMISSION and the vote of the members on each question, shall prepare full and complete minutes of each meeting, and shall mail minutes to the members of the COMMISSION at least seven (7) days prior to the succeeding meeting of the COMMISSION.

(3) Agenda. The agenda for the following meeting of the COMMISSION shall be prepared and distributed by mail to each COMMISSION member's address by the Secretary at least (7) days in advance of each meeting.

(4) Agenda Deadline. All Matters to be included on an agenda must be submitted to the Secretary no later than nine (9) days prior to the meeting to which such agenda pertains.

ARTICLE 4

ORDER OF BUSINESS

a. Usual Order. The business of the COMMISSION shall be transacted, so far as practicable, in the following order:

1. Roll Call
2. Approval of Minutes of the previous meeting
3. Written communications and committee reports
4. Agenda items in the order listed
5. Special items not on the agenda
6. Public presentations
7. Adjournment

b. Special Items. Special items, not on the Agenda for the meeting, shall be considered only upon motion duly made and seconded and receiving an affirmative vote of a majority of the members of the COMMISSION present

and voting.

c. Suspension of Order of Business. The regular order of business may be suspended at any time by a majority vote of the members of the COMMISSION to consider any matter presented to the COMMISSION at any regular meeting of the COMMISSION.

#### ARTICLE 5

##### MEETINGS

a. Regular Meetings. Meetings of the COMMISSION shall be held on the 1st. Friday of the month, not less than six (6) times a year provided that if the regular meeting date shall fall on a legal holiday, that meeting shall be held a week from such date and time. The regular hour of meetings shall be 2:00 p.m.

b. Special Meetings. Special meetings of the COMMISSION may be called at any time by the Chairman or by a majority of the members of the COMMISSION. Notice of a special meeting shall be given each member of the COMMISSION, by the Secretary at the request of the Chairman or of a majority of the members of the COMMISSION. The notice of the special meeting shall specify the business to be transacted and no other business shall be considered.

c. Place of Meetings. All meetings of the COMMISSION shall be held at a location determined by the COMMISSION.

#### ARTICLE 6

##### QUORUM, VOTING AND AMENDMENT OF BYLAWS

a. Quorum. A quorum of the COMMISSION, for the transaction of any business, shall be a majority of the members of the COMMISSION. A lesser number of members of the COMMISSION may, however, convene for the purpose of adjourning until the next regularly scheduled meeting of the COMMISSION.

b. Voting. Except for the purpose of amending these Bylaws, or as otherwise provided herein, all actions take and decisions made shall be by a

majority vote of the members of the COMMISSION present and constituting  
least a quorum.

Amendment to Bylaws. These Bylaws may be amended only by the vote of two-thirds (2/3) of the members of the COMMISSION present and constituting at least a quorum. Prior to a vote of the members of the COMMISSION upon any proposed amendment to these Bylaws, and as a condition precedent to such vote, the proposed amendment to these Bylaws shall have been presented to and discussed by the members of the COMMISSION at the regular meeting of the COMMISSION most immediately preceding that meeting at which such vote is taken.

PASSED AND ADOPTED on this *2d day of November, 1979* by the following vote of the COMMISSION, to wit:

AYES: Evelyn Arthur, Dorothy Charlton, Beulah Gleason, Jackson Gordon  
Frank Gott, Ariel Smith, Jean Kirkpatrick, William Langworthy  
Ruth Matson, Marguerite Sahagian, Dorothy Shockley and Terry Wright.

NOES: NONE

ABSENT: NONE

*Jackson M. Gordon*  
Chairman, Commission on Aging of the  
County of Calaveras

ATTEST:

*Klance M. Marden*  
Secretary, Commission on Aging of the  
County of Calaveras