

## **BY-LAWS**

### **MAYOR'S COMMISSION ON AGING**

#### **ARTICLE 1        NAME**

Section 1: The name of this Commission shall be the Mayor's Commission on Aging, hereinafter referred to as the Commission.

#### **ARTICLE II        AUTHORITY**

Section 1: The Commission is established under City Ordinance No. 4268, specifically Chapter 2.64 of the Riverside Municipal Code

Section 2: Section 2.64.030 of Chapter 2.64 charges the Commission to act as the advisory panel to the Mayor and City Council in ALL matters pertaining to older Americans and their needs, as well as to make recommendations on correcting deficiencies found. A copy of Chapter 2.64, as it now appears and as it may be hereinafter amended in the future, is a permanent attachment to these By-laws.

#### **ARTICLE III        MEMBERSHIP**

Section 1: The Commission shall consist of nine members representing each one of the seven wards and including two at-large members duly appointed by the Mayor and City Council as defined in Section 2.64.010.

Section 2: The term of office shall be four years except for those members appointed to fill an unexpired term. All Commissioners are entitled to serve a total of two terms (eight years). No member shall be elected to serve more than two consecutive one-year terms as Chairperson. The Chairperson shall serve until a successor is found.

Section 3(a): A member's office shall be considered vacated if she or he becomes a member of the Legislature or an elective City or County official or becomes a paid representative of an elderly service as described in Section 2.64.020.

Section 3(b): A member's office shall be considered vacated if she or he is absent three (3) consecutively regular meetings, unless by permission of such board or commission expressed in its official minutes or as otherwise stated in Section 805 of the Riverside City Charter.

Section 4: If a member resigns or vacates the office, the Commission shall declare the office vacant by resolution and forward a copy to the Mayor.

Section 5: Members shall serve voluntarily without compensation.

Section 6: Members shall have residence in the City of Riverside and have attained fifty-five (55) years of age.

Section 7(a): New members must attend an orientation conducted by Chairperson and one or more Vice Chairpersons.

Section 7(b): Orientation will introduce policies, procedures, by-laws and any other appropriate business.

Section 8: Members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.

#### **ARTICLE IV        MEETINGS**

Section 1: The Commission is an advisory body of the City. The Commission may appoint any or all Special Committees as required, i.e., Nutrition, Health Services, Transportation, Legislation, Employment of the Aging, Housing, Communications – Community Relations, Community Development Advisory Committee (CDAC).

Section 2: All meetings of the Commission are open to the public. The notice and agenda for the meeting shall conform to the requirements of the Brown Act, Section 54950, et seq. of the California Government Code.

Section 3: The Commission shall meet once a month on the second Thursday of the month during the calendar year at 1:00 p.m. at Riverside City Hall except for the months of July and August, and at such times and locations as they are called by the Chairperson.

Section 4: Any Commissioners having completed their term of office are invited to attend and participate as members of the public at regular and scheduled meetings.

Section 5: A commission meeting may be cancelled by the Chair due to a lack of a quorum or lack of sufficient agenda items.

#### **ARTICLE V        OFFICERS**

Section 1: The officers of the Commission shall be the Chairperson and two Vice Chairpersons. To comply with terms of Section 804 of the City Charter, one member will be formally elected Chairperson. Also, the Chairperson will sign all official documents.

Section 2: The Chairperson and the Vice Chairpersons shall be elected and take office at the first meeting in March of each year from the members of the Commission. The March election will be preceded by a slate of nominees presented to the Commission in February. The nominating committee will consist of two (2) Commission members appointed by the Chairperson.



Section 3: The major duties of the Officers are:

Chairperson:

- (1) Preside at all Commission meetings.
- (2) Call special Commission meetings as needed.
- (3) Prepare meeting agenda with Vice Chairs.
- (4) Appoint committees and their Chairpersons.
- (5) Represent or provide representation from the Commission at meetings of other groups.
- (6) Serve as voting member, ex-officio, on all committees of the Commission (Note: only if the committees consist of four members, including the Chairperson).
- (7) Respond on the Commissioners behalf to all correspondence at consultation with Commission members.
- (8) Carry out all other duties which may from time to time be desired by the Commission.
- (9) Present an annual report of its activities for the past year to the Mayor and City Council.

Vice-Chairpersons:

- (1) Preside at Commission meetings in the absence of the Chairperson.
- (2) Carry out those duties that may from time to time be requested by the Chairperson.
- (3) Succeed the Chairperson for the remainder of the term of office in the event of the resignation or vacating of the Chairperson's office.

## **ARTICLE VI      PROCEDURES**

Section 1: Unless otherwise provided in these By-laws, business of the Commission shall be conducted under Robert's Rules of Order, Revised, latest edition.

Section 2: A quorum for the transaction of business by the Commission and its Committees shall be no less than five of the duly appointed members present.

Section 3: Votes may be cast by members duly appointed and attending in person only. No proxy votes.

Section 4: All actions of the Commission shall be by affirmative or negative vote of a simple majority of those voting members after a quorum has been established and remains present. Upon the request of any Commission member, a roll call vote shall be taken and recorded in the meeting minutes.

Section 5: The Commission will provide any member of the public or organization with a copy of the Commission's agenda. Minutes provided upon request by same after approval of Commission members.

Section 6: Commission meetings shall be conducted according to a written agenda prepared and posted at least 72 hours in advance of meeting time. An item may be placed on an upcoming agenda by a Commission member or the Chairperson of the Commission or upon the request of the Mayor and City Council.

## **ARTICLE VII      AMENDMENTS**

Section 1: These By-laws may be altered, amended or repealed and new By-laws adopted by a vote of a majority of the duly appointed members at any regular meeting of the Commission. A copy of the proposed amended By-laws shall be provided to Commissioners at the prior scheduled meeting.

Section 2: Monies received by the Commission may be used for a variety of activities and needs for Riverside senior citizens by vote of the Commission.

## **ARTICLE VIII      EFFECTIVE DATE OF BY-LAWS AND AMENDMENTS**

Section 1: These By-laws and any amendments shall become effective immediately on their adoption unless the Commission, in adopting them as herein provided, provide that they are to become effective at a later date and will remain in effect until repealed or amended.

Mary Holley  
Mary Holley, Chairperson

March 13, 2008  
Date of Adoption