

RESOLUTION NO. 2019-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SIMI VALLEY RESCINDING RESOLUTION NO. 2006-01
AND ADOPTING PROPOSED REVISIONS TO THE TO
THE SIMI VALLEY COUNCIL ON AGING BY-LAWS

WHEREAS, the City Council established the Simi Valley Council On Aging (COA) on January 7, 1974; and

WHEREAS, the City Council adopted Resolution No 2006-61 on November 13, 2006, approving the current By-Laws for the Simi Valley Council On Aging; and

WHEREAS, on January 14, 2019, the COA recommended modifications to the By-Laws to allow for the By-Laws to comply with current policies, practices, and laws governing its operations;

WHEREAS, the City Council has reviewed the proposed changes and desires to adopt the amended By-Laws.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIMI VALLEY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Resolution No. 2006-61, adopted November 13, 2006, is hereby rescinded.


SECTION 2. Simi Valley Council On Aging By-Laws, as amended and identified as Attachment A hereto, is hereby approved.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 11th day of March 2019.

Attest:

FOR: 
Ky Spangler, City Clerk


Keith L. Mashburn, Mayor of the City of
Simi Valley, California

Approved as to Form:


Lonnie J. Eldridge, City Attorney

Approved as to Content:


Eric J. Levitt, City Manager

Ronald K. Fuchiwaki
Interim Community Services Director

CERTIFICATION

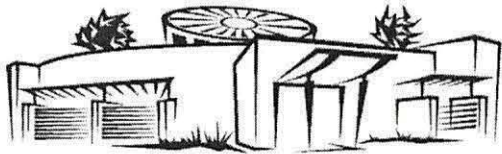
I, City Clerk of the City of Simi Valley, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2019-10 which was regularly introduced and adopted by the City Council of the City of Simi Valley, California, at a regular meeting thereof held on the 11th day of March 2019, by the following vote of the City Council:

- AYES: Council Members Litster, Luevanos and Judge, Mayor Pro Tem Cavanaugh and Mayor Mashburn
- NAYS: None
- ABSENT: None
- ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Simi Valley, California, this 2nd day of April 2019.

For: 

 Ky Spangler
 City Clerk



Simi Valley Council On Aging

SIMI VALLEY COUNCIL ON AGING BY-LAWS

Article I. Creation and Name

Resolution No. 74-1 of the City Council of the City of Simi Valley created a Council On Aging. Said advisory body shall officially be called the Simi Valley Council On Aging.

Article II. Purpose and Objectives

Section 1. Purpose

The purpose of the Simi Valley Council On Aging shall be to advise the City on all matters dealing with senior quality of life issues including, but not limited to, such areas as nutrition, transportation, housing, health care, recreation, education, social relations and employment and;

Administer programs and events to enhance the lives of seniors and;

Conduct fundraising events, programs and apply for grants and to seek funds and donations to support senior quality of life issues.

Section 2. Objectives

The objectives of the Council On Aging (COA) are: to identify the problems and needs of seniors; to develop and recommend solutions to the City Council and/or other appropriate organizations and agencies; and to administer and support programs that benefit seniors.

Article III. Organization and Membership

Section 1. Composition

The COA shall be comprised of the General Membership, an Executive Board and advisory members.

Section 2. General Membership

The General Membership shall consist of all seniors aged 60 years and older, residing within the incorporated City boundaries and immediately adjacent unincorporated areas, who desire to take part in the activities of the COA.

Section 3. Executive Board Members

A. Members

The Executive Board shall consist of a minimum of seven (7) members, with a maximum of nine (9) members, nominated by the General Membership, and appointed by the Mayor with the advice and consent of the City Council. Members of the Executive Board must reside within the incorporated City boundaries and immediately adjacent unincorporated areas. No person may be appointed to the Executive Board if the appointment to the Executive Board would constitute an incompatible holding of office prohibited by Section 1126 of the California Government Code. No person who is appointed to the Executive Board may participate in the making of any decision if that person may have a conflict of interest under 1090 et seq. of the California Government Code, 87100 et seq. of the California Government Code, or Simi Valley Council Resolution No. 85-150.

B. Responsibilities of the Executive Board Members

1. Attend and actively participate in all regular and special meetings of the Simi Valley COA.
2. Promote the COA throughout the community.
3. Serve as an officer of the Executive Board upon election by the Executive Board.
4. Serve as a liaison and/or ad hoc advisory committee chair upon appointment by the chair of the Executive Board.
5. Take an active role in efforts to enhance the membership and participation in the COA.
6. Actively support fundraising endeavors sponsored by the COA.
7. Inform the Chair and/or Staff Liaison of all agenda items for discussion or action as required by City staff.
8. Participate in COA activities and programs.

C. Nominating Committee

The COA Chair shall appoint an Ad Hoc Nominating Committee with the majority approval of the Executive Board. This committee shall be charged with the task of identifying candidates to serve on the Executive Board.

The Nominating Committee will solicit applications from eligible candidates and will announce a slate of candidates to the General Membership for their consideration at the December meeting. The General Membership shall vote on the candidates to be presented to the City Council for appointment at the annual meeting in January.

D. Terms

1. Terms of Office

Executive Board term of appointments shall be for staggered two-year terms. An Executive Board member may not serve more than two (2) consecutive terms. At least twelve (12) months shall elapse before former members may be eligible for reappointment. New appointments shall be made every twelve (12) months, with the term commencing on February 1, of each year. COA Executive Board members serve at the pleasure of the City Council and may be removed from office by a majority of the five (5) members of the City Council.

2. Vacancies

Vacancies occurring on the Executive Board will be filled by the nomination of a candidate by the COA General Membership for appointment consideration by the City Council. Appointments may be made to fill vacancies at any time. Notice of said vacancy shall be posted consistent with state law and City policies. The term of the appointee to the vacancy shall count as a full term.

E. Absences

If a member of the Executive Board misses two (2) or more consecutive or scheduled meetings, or three (3) or more of the meetings in any twelve-month period without a valid excuse or the approval of a majority of the Executive Board members, the seat of such member shall be deemed immediately vacated. The COA Executive Board, by majority vote, may allow a longer absence if extenuating circumstances warrant a longer absence.

F. Communications

1. It is the defined role and responsibility of the COA to identify the needs of seniors and to develop and recommend solutions to the City Council and/or other appropriate organizations and agencies. The COA may make recommendations to the City Council by motions adopted by the affirmative vote of a majority of the Executive Board members of the COA voting on the issue. All communications from the COA to the City Council shall show the number of members supporting, opposing, and abstaining from voting upon each such motion.

2. The COA shall not, nor shall any member of the COA, use their position, or the name of the COA, to directly endorse or imply endorsement for any enterprise/development/project.
3. The COA Executive Board shall coordinate and channel all official communications to the City Council through a designated Executive Board spokesperson to the City of Simi Valley Staff Liaison.

G. Candidates for Public Office

If any member of the Executive Board shall file as a candidate for election to a public office, the holding of which would be incompatible with Executive Board membership under the provisions of California Government Code Section 1126, she/he shall take a leave of absence from the Executive Board. If any member of the Executive Board shall be elected or appointed to any such foregoing described public office, his/her seat as a member of the Executive Board shall become vacant upon the assumption of the other public office.

Section 4. Executive Board Officers

Executive Board officers shall include a Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, and Treasurer. The Executive Board shall elect officers annually by a majority vote of the Executive Board members at the February meeting, and they shall continue in office until their successors are elected or the end of their Executive Board term, whichever occurs first. Interim Officer elections may be used to fill vacant Officer positions as needed.

A. Chair - The duties of the Chair:

1. Preside over all regular and special meetings of the COA.
2. Be the official representative of the COA to the City Council and to represent the official positions taken by the COA.
3. Make appointments to ad hoc advisory committees, program manager and liaison positions with the approval of the Executive Board.
4. Develop the agenda for all meetings with the advice of the Staff Liaison.
5. Ensure the completion of all projects, including fundraising projects, undertaken by the COA.
6. Represent the COA at community functions as needed or appoint an alternate.

- B. Vice-Chair - The duties of the Vice-Chair:
1. Perform the duties of the Chair in his/her absence.
 2. May function as the parliamentarian and advise the Chair on such matters.
- C. Recording Secretary - The duties of the Recording Secretary:
1. Provide minutes for all regular and special meetings.
 2. Keep an accurate and permanent record of the attendance of Executive Board members, advisory members, general members, and guests and staff at all regular and special meetings.
- D. Corresponding Secretary - The duties of the Corresponding Secretary:
1. Prepare COA correspondence as needed.
- E. Treasurer - The duties of the Treasurer are to ensure the COA's compliance with its Financial Policies and Procedures with the assistance of the Staff Liaison.

Section 5. Liaison and Ad Hoc Advisory Committee Functions

- A. Liaisons - The Chair shall appoint, with the majority approval of the Executive Board members present, a liaison for each position as needed to meet current program needs of the COA. Each liaison shall live within the incorporated City boundaries or immediately adjacent unincorporated area and will be responsible for:
1. Serving as the COA Executive Board representative for their designated area of responsibility.
 2. Interfacing and working with staff, volunteers, and/or Executive Board members to address issues or concerns within their assigned area of responsibility.
 3. Reporting to the Executive Board any pertinent activities within their assigned area.
 4. Requesting items to be agendaized for review, discussion, and action by the full Executive Board as needed.
 5. Serving as the Chair of any ad hoc advisory committee convened to address specific tasks or research within their assigned area of responsibility.

- B. Ad Hoc Advisory Committees - The Executive Board may appoint ad hoc advisory committees, consisting of COA general members, as required. These may include, but are not limited to, the Nominating Committee and the Wayne Templeton Volunteer of the Year Selection Committee.
1. Ad hoc advisory committees may be convened as needed for a specified task, or to research and investigate issues or recommendations that are reported back to the full Executive Board. Ad hoc advisory committees shall consist solely of less than a quorum of Executive Board members, may not have a quorum of the Executive Board in attendance, and are disbanded upon completion of their task or assignment. All ad hoc advisory committees shall include at least one Executive Board member.
 2. Each ad hoc advisory committee shall provide regular reports to the COA on its activities.
 3. Ad hoc advisory committee recommendations shall be submitted to the Executive Board for appropriate action.
 4. No ad hoc advisory committee will represent a position for the COA, or present any findings, or recommendations to another entity except at the direction of the Executive Board.
 5. Each ad hoc advisory committee will be responsible for the completion of all aspects of programs and projects duly assigned to it by the Executive Board.
 6. The chair of each ad hoc advisory committee will be responsible for: scheduling meetings, notifying committee members of meetings, keeping minutes and attendance for each meeting, and keeping the Executive Board advised of committee activities.

Article IV. Meetings

COA regular general membership meetings are conducted on a monthly basis from September to June and special meetings may be called by the Chair. Concurrent with regular COA monthly general membership meetings, the Executive Board is convened and empowered to conduct the business of the COA. Two votes are taken for each New and Continued Business item on the agenda, one by the Executive Board and one by the General Membership. Both votes are recorded in the minutes of the meeting. In the unlikely event of a disagreement in the vote on any issue, the vote of the Executive Board duly elected by the COA and appointed by the City Council, shall prevail.

Section 1.

The Executive Board shall establish and announce a specific time and place for COA regular meetings. Special meetings as well as regular meetings shall be noticed and agendas prepared and posted at the Senior Center and at City Hall, pursuant to state law and City policies.

Section 2.

The January COA meeting shall be considered its annual meeting.

Section 3.

The COA may act or conduct official business only at duly noticed COA meetings operating under established procedures as set forth in this article and under the provisions of the Ralph M. Brown Act.

Section 4.

The Chair of the Executive Board shall establish the agenda for COA meetings. However, at any regular meeting of the COA, any person may request the inclusion of any specific agenda item for future meetings, and upon concurrence of a majority vote of the members of the Executive Board, such item will be placed on the agenda.

Section 5.

A quorum of a COA meeting shall be more than half (majority) of the current members appointed to the Executive Board. A quorum must be present at any meeting during which business is transacted or a vote taken. In the absence of a quorum, information may be disseminated and action items will be placed on the agenda of the next meeting or a special meeting may be held.

Section 6.

The COA Executive Board may, by a majority vote, cancel regular monthly meetings it deems appropriate.

Section 7.

Public input will be recognized at each meeting under "Public Statements" for all agenda items. The Executive Board may solicit additional public input on specified items as needed as well as other information that may be brought before the COA.

Article V. Standing Rules

Section 1.

No member of the COA shall use the title of COA member on any form of communication unless authorized by the Executive Board and channeled through the Staff Liaison.

Section 2.

The COA shall not present or purport to represent positions, policies, or direction for the City of Simi Valley or its City Council without the prior approval of the City Council.

Section 3.

No COA meeting or activity shall be used as a forum for personal gain or partisan or non-partisan politics.

Section 4.

The rules contained in the current edition of Roberts Rules of Order shall govern the COA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rule or order adopted by the COA Executive Board. Failure to follow any procedural rule shall not invalidate any action or decision of the COA. The purpose of such rules are for the consistency of the COA in order to run an orderly meeting and shall not be deemed to be substantive in nature.

Section 5.

All meetings, minutes, and records of the COA shall be open to the public.

Section 6.

The COA By-laws may be recommended for amendment by a two-thirds (2/3) vote of the General Membership present at any COA meeting where a quorum of the Executive Board is present. Notice of a proposal to amend the By-laws and a written copy of the proposed amendment(s) must be presented at a COA meeting prior to the meeting at which the vote is being taken.

Article VI. Fiscal Matters

All fiscal matters shall be governed by the COA Financial Policies and Procedures.

Article VII. City Support

Section 1.

The City may provide the following services to the COA:

- A. City Staff Liaison and/or Senior Center Liaison serves as support and advises the COA on policies, procedures, financial and governing laws.
- B. Reasonable assistance from City staff for the preparation and distribution of agendas, minutes, and program materials including, but not limited to, flyers, event artwork, direct mailing, postage and other assistance related to fund raising and events as needed.
- C. The services of City staff to serve as liaison with State and County agencies and the community-at-large on senior issues.