

## Commission on Aging Bylaws

WE, THE MEMBERS of the Clark County Commission on Aging, created on March 20, 2012, do hereby adopt, publish and declare the following bylaws:

### ARTICLE 1 – NAME

The official name shall be the “Clark County Commission on Aging,” hereinafter referred to as the Commission.

### ARTICLE 2 – OBJECTIVE AND PURPOSE

The Clark County Commission on Aging is charged to:

- Provide leadership in addressing the ever changing needs of the aging population;
- Advise the Board of County Councilors in the area of aging.
- Implement the Aging Readiness Plan adopted on February 7, 2012 and update the plan as needs change;
- Build the county’s capacity to meeting the changing demographics and advise the BOCC and other partners;
- Foster county-wide awareness, dialogue, and insight into the challenges and opportunities for residents as they age;
- Serve as an ambassador for senior issues by increasing community awareness;
- Review and comment on community policies, programs, services and actions which effect seniors;
- Address the special needs of seniors as they relate to county-wide service delivery including, but not limited to, transportation and mobility, housing, healthy communities, supportive services, community engagement; and
- Develop key partnerships that will enhance the implementation of the plan.

### ARTICLE 3 – POWERS AND DUTIES

- The Commission shall have such powers as are delegated to it by the Manager.
- The Commission shall provide an annual progress report to the BOCC, Manager and community.
- Actively seek opportunities for supplemental funding.



- Members are expected to regularly attend monthly meetings, serve on at least one subcommittee, and be part of a speaker's bureau to raise awareness of senior issues and commission initiatives.
- Members are expected to participate in or attend public meetings related to the goals and objectives of the commission and the implementation of the Aging Readiness Plan.

## ARTICLE 4 – MEMBERSHIP

### Representation

- Commission will consist of not more than nine (9) voting members.
- Commission reflects the geographic, racial, economic and social complexion of Clark County.
- Commission members will be residents of Clark County.
- Commission appointments are based on experience and expertise in addressing the needs of seniors.
- No member shall be a county or city employee. Employees may attend and participate in Commission meetings.

### Term of office

Each member shall serve a three (3) year term and may be reappointed by the Manager to a second consecutive three-year term. The Manager will utilize the Selection Process in Article 7. Membership will be limited to two consecutive, three-year terms. (Not to exceed a total 6 consecutive years.) Former members can be reappointed to another two full, consecutive terms after an absence of at least one year.

### Non-Voting Partners

Non-voting partners as requested by the Commission, shall serve as needed but not limited to: representation from all Clark County Cities, C-TRAN, Vancouver-Clark Parks and Recreation, SWAAD, WSU Vancouver, VHA, Public Health, CRESA, Human Services Council, County Department representatives, RTC and private sector organizations such as Legacy, PeaceHealth Southwest.

## ARTICLE 5 – ELECTION OF OFFICERS

The officers of the Commission shall consist of a Chair, Vice-Chair, Communication and Treasurer.

- Elected from the appointed members of the Commission by the majority vote.
- The election of officers shall take place once each calendar year on the first meeting in May and take office on June 1.
- Election of officers to fulfill a vacancy can happen at any regular or special meeting and shall be for the period of the unexpired term of the previous incumbent; except for the position of Chair. If the Chair position is vacated, the position shall be filled by the Vice-Chair for the

remainder of the unexpired term.

- Any officer may, however, be removed at any scheduled meeting by a vote of a majority of the full Commission entered on the record.
- The term of office of each officer shall run until the subsequent election and may not serve more than two (2) consecutive years.

### Chair

The Chair shall preside over the meetings of the Commission and exercise the duties and powers of the office, such as:

- Have a vote on all matters before the Commission;
- Establish appropriate committees, with the advice and consent of the Commission;
- Appoint the Committee chairs;
- Prepare meeting agendas;
- Present the annual report;
- Meet with the County Manager quarterly to discuss objectives and concerns of the Commission; and,
- Perform such other duties consistent with these Bylaws as may be assigned by the Commission or the Manager.

### Vice-Chair

The Vice-Chair shall in the absence of the Chair, perform all the duties incumbent upon the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall have the full powers of the Chair during the absence of the Chair and Vice-Chair.

### Treasurer

The Treasurer shall be responsible for all funds of the Commission. The Treasurer will:

- Maintain financial records and quarterly submit a financial report to the Chair;
- Ensure that an annual budget is assembled and approved based on the Commission work plan;
- Oversee the monies associated with the Commission from any source whatsoever in accordance with the Commission's Policy and Procedures; and,
- Perform such other duties as assigned by the Chair.

The Treasurer may delegate in writing certain day-to-day duties, as the Treasurer and Chair deem appropriate.

## Communication Officer

The Communication Officer shall be responsible for disseminating information of the Commission.

The Communication Officer will:

- Ensure that a communication plan is assembled and approved based on the ongoing work of the Commission and its original purpose;
- Oversee that the communications by the Commission on Aging members are handled appropriately in accordance with the Commission's Policy and Procedures; and,
- Perform such other duties as assigned by the Chair.

## **ARTICLE 6 – ATTENDANCE AT MEETINGS**

After an absence of three (3) consecutive regular meetings or from four (4) meetings during any 12 month period, the Chair shall ask for his/her resignation except for reasons of health or extenuating circumstances as duly reported to the chair in advance of the meeting. All Commission members are expected to attend all meetings. The Chair shall immediately notify the Chair of the BOCC of the vacancy.

## **ARTICLE 7 – VACANCY OF MEMBERS**

The vacancy of an office caused by the resignation or removal of any member of the Commission during his/her term of office shall be filled for the remaining term of office by the Manager.

### Resignation

In the event that a member wishes to resign from the Commission, he/she must notify the Manager in writing or by email.

### Selection Process

A select committee on membership recruitment will review applications and make recommendations to the Manager, which will make the appointments.

## **ARTICLE 8 – MEETINGS**

Public meetings will be held at the Clark County Public Services Center, Vancouver, Washington, unless otherwise directed by the Chair. The Commission will receive electronic meeting packets a week before each meeting. The packets will include the agenda, meeting notes from the previous meeting and any staff reports, literature or other appropriate material.

### Regular Meetings

Regular meetings shall be held at 4:30 p.m. on the **third Tuesday** of each month in the Public Service Center, 1300 Franklin St., Vancouver and shall be open to the public. A meeting may be cancelled by the Chair at the request of a majority of the Commission.

### Special Meetings

Special meetings may be called at any time by the Chair at the request of a majority of the Commission and with due notice.

### Annual Meeting

The Annual meeting shall be held on the third Tuesday of January.

### Public Time

During the public time, a presenter should address the Commission with their name and affiliation. Present their concern or question to the Chair. If there are several persons from the audience wishing to address the Commission, the Chair reserves the right to set a time limit for all presenters.

### **ARTICLE 9 –QUORUM**

A simple majority of the appointed members shall constitute a quorum for the transaction of business. The Commission can receive reports or petitions whenever a quorum is present. No action of the Commission, however, may be taken without the affirmative vote of the majority of the quorum present.

### **ARTICLE 10 – VOTING**

Except as may be otherwise provided in these Bylaws, each member has one (1) vote and must be present.

### **ARTICLE 11 –PARLIAMENTARY AUTHORITY**

All meetings shall be conducted in accordance with Robert’s Rules of Order and anyone wishing to speak shall do so only upon recognition by the Chair.

### **ARTICLE 12 – COMMITTEES**

The Chair shall have full power to create temporary committees of one or more members. Standing committees of the Commission shall be created at the direction of the Commission and appointed by the Chair. Standing or temporary committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without the approval of the Commission.

### **Executive Committee**

The officers shall be designated as the Executive Committee assuming such duties and responsibilities as authorized by the Commission and the Commission Bylaws including acting as the Selection Committee under Article 7.

### **ARTICLE 13 – AMENDMENT**

The Bylaws may be amended at a duly noticed meeting of the Commission by a majority of the entire

membership. The proposed amendment must be presented in writing at a preceding regular or special meeting.

#### **ARTICLE 14 –COMMUNITY PLANNING**

The Department of Community Planning shall organize and supervise clerical details of the Commission's business and shall be responsible to the Commission for the proper preparation and maintenance of records of meetings, hearings, official action and all public records. Community Planning shall be responsible for providing such other staff service as may be required by the Commission within the limits of the budget for Clark County as approved by the BOCC.