

# **BYLAWS**

## **Senior Affairs Advisory Board**

### **City of San Diego**

#### **ARTICLE I**

##### **NAME**

The name of this organization shall be the “SENIOR AFFAIRS ADVISORY BOARD.” It shall serve in an advisory capacity to the Mayor and City Council on policies and issues specifically relating to older adults (defined as individuals aged 60 or older). These areas include transportation, home security, improved intergenerational interaction, meal delivery, housing, enhanced City-County cooperation, technology access, digital literacy, cybersecurity awareness, and other issues affecting older adults as determined by the Chair. The Board shall make recommendations for improving communications between older adults and City government; review City employment policies for older adults; perform studies and surveys as requested by the Mayor and Council; advise on relevant issues and the formation of laws, policies, or procedures that may affect older adults; and report annually to the Mayor and Council on the “State of the Seniors” within the City of San Diego.

The Senior Affairs Advisory Board is authorized per Municipal Code [Chapter II, Article 6, Division 15, Sections 26.1501, 26.1502, 26.1503](#). Added by Ordinance No. [0-18800](#), repealing Section 26.05. Adopted May 15, 2000

#### **ARTICLE II**

##### **PURPOSE AND INTENT**

The board serves in an advisory capacity to the Mayor and City Council on policy and issues relating to transportation, security at home, improved intergenerational interaction, meal delivery, housing, improved City-County cooperation, and other issues affecting older adults as determined by the Chair. Make recommendations for improving communications between older adults and City government; review City employment policies for seniors; lead studies and surveys as requested by the Mayor and Council; advise on relevant issues and formation of laws, policies, or procedures that may affect seniors; and report annually to the Mayor and Council on the “State of the Seniors” within the City of San Diego.

ARTICLE III  
MEMBERSHIP

Sec. 1. Composition and Elections.

- A. The board shall be composed of Eleven (11) members. Seven (7) members shall be Senior Service Delivery Professionals/Experts and four (4) members shall be City-at-Large Seniors (over 60).
- B. The Advisory Board may participate in the appointment process by recommending qualified persons apply for appointment to the Office of Boards and Commissions, City of San Diego
- C. Upon identification of a vacancy the Chair, SAAB shall notify the Office of Boards and Commissions and request a replacement.
- D. As laws, regulations and policies relative to Council composition are changed, the Council's by-laws shall be revised to incorporate said changes

Sec. 2. Qualifications.

- A. The composition of the Council shall be in conformance with all City of San Diego requirements.
- B. At least one-third (1/3) of the persons serving on the board shall be 60 years and older.
- C. To the extent possible members shall reflect geographic, racial, economic and social complexion of the city.
- D. Liaison representation shall be requested, as needed, from other bodies dealing with senior and disabled programs and senior citizens groups designated by this board.
- E. The members shall serve as volunteers without pay.

Sec. 3. Term of Membership.

- A. The term of members of the Senior Affairs Advisory Board shall be two (2) years or as established by the Office of Boards and Commissions.
- B. No member of the board may serve for more than two (2) consecutive terms, after a continuous two (2) year non-membership period, a person can again apply for appointment to serve on the board. For purposes of this limitation, a term shall include any appointment to fill a vacancy for one-half or more of a term. Service does not count as a term unless it includes at least one (1) year.

- C. Any member whose term has expired shall continue to discharge the duties as a member until a successor has been appointed and qualified.

#### Sec. 4. Conflict of Interest.

- A. Members of the board shall act in conformity with the requirements of section 1090 et seq of the Government Code (Sec. 82.14.(c)).
- B. Remote Interest. In cases where a member's conflict of interest in a contract is only a remote interest, an Advisory Board member may serve on the board if the following conditions are met:
  - 1. The interest must be disclosed to and noted in the board's official record.
  - 2. The member's interest must be noted in the minutes of any board meeting the member attends in which the contract the member has an interest in is discussed.
  - 3. The board members do not vote on the contract and it does not attempt to influence any other member with respect to the contract.

#### VIOLATION OF THIS RULE WILL RESULT IN DISMISSAL.

- 4. A member with a remote interest would be:
  - a) A non-salaried officer of a non-profit corporation currently contracting with the city.
  - b) An employee or agent of the contracting party if the contracting party has 10 or more other employees, and if the member was an employee or agent of the contracting party for at least three years prior to the member initially accepting his/her appointment.
  - c) Any other remote interest specified in Section 1090 of the Government Code.
- C. Financial Interest. Persons who are financially interested in contracts coming before the board are not eligible to serve on the board. This does not extend to persons with only remote interests.
- D. Political Reform Act. The conflict-of-interest provisions of the Political Reform Act are only applicable to advisory bodies, which make substantive recommendations, which are and, over an extended period of time, have been regularly approved without significant amendment or modifications.

#### Sec. 5. Responsibilities of Membership. The Senior Affairs Advisory Board functions through the dedication, hard work and good attendance of its officers and its members. All members and officers may declare a subject area of interest and are thus urged to:

- A. Select/accept a committee/workgroup assignment and monitor at least one area of activity within the community.
- B. Report committee and monitoring activities to the board.

- C. Prepare and give testimony at public hearings and senior groups in his/her area as requested by the Chair.
- D. Attend his/her workgroup meetings.
- E. Attend meetings called by the Chair of the Senior Affairs Advisory Board.

Sec. 6. Absences.

- A. Board members, who, because of illness, family illness or important personal reasons, are unable to attend a Board meeting should report their absence. Absences not accounted for by the above will be reviewed by the Chair for accountability and may be considered unexcused.
- B. Any member with [2] unexcused absences will be notified that their attendance is not satisfactory and can appeal to the Vice-Chair if desired.
- C. The Board secretary will keep a monthly record of attendance, compiled from the Board meeting sign-in sheets and committee minutes and report any problems to the Chair for possible action.
- D. Any member who has three (3) absences from the regular Senior Affairs Advisory Board meeting in a twelve [12]-month period shall be eligible for removal.

ARTICLE IV  
OFFICERS & DUTIES

Sec. 1. The Advisory Board in an open public meeting shall annually elect from its members the following officers:

- A. Chair
- B. Vice-Chair
- C. Secretary
- D. Legislative Officer

Sec. 2. The term of office shall be for a one (1) year period beginning February 1<sup>st</sup> and ending January 31<sup>st</sup>. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. Any exception to these rules requires a month advance written notice before the vote and a two-thirds vote.

Sec. 3. The officers of the Advisory Board shall have the following duties.

- A. Chair - The Chair shall:
  - 1. Develop an agenda and preside at all meetings of the Advisory Board;

2. Will be responsible for appointing the spokesperson who will represent the Advisory Board on specific subject matters;
3. Represent the Advisory Board at functions of a ceremonial nature;
4. Verify the members of all workgroups/committees, except the Nominating Committee, with the consent of the majority of those members present and voting at any regular general meeting;
5. Perform other tasks as authorized from time to time by the Advisory Board;
6. See that correspondence received is properly answered and filed;
7. Submit a written annual summary of the Advisory Board's activities to the Office of Boards and Commissions by December 31 of each year.

B. Vice-Chair - The Vice-Chair shall:

1. Perform the duties and exercise the power of the Chair during the absence of the Chair;
2. Preside over meetings at the request of the Chair;
3. Carry out other duties assigned by the Chair;
4. Coordinate legislation and regulatory (bylaw) matter for the board;
5. Review attendance and performance records and make recommendations for corrective actions that result.

C. Secretary - The Secretary shall have the responsibility for:

1. Assuring that the minutes of each meeting of the Advisory Board are recorded and filed;
2. Proofreading and approving notes entered into the minutes;
3. Seeing that notices of meetings are properly sent;
4. Monitoring Council attendance;
5. Distribute the correspondence with the Minutes when appropriate;
6. Submit a copy of the Minutes to the city staff liaison within two weeks;
7. Keep the Office of Boards and Commissions informed of the names, addresses, and terms of office of committee members.

D. Legislative Officer - The Legislative Officer shall:

1. Oversee and manage legislative activities and initiatives concerning older adult related issues could include local, state, and federal policies;
2. Provide guidance and recommendations to the Chair and Board members on proposed or existing laws that impact the senior community;
3. Lead the Board's legislative advocacy efforts, ensuring alignment with the Board's priorities;
4. Monitor and report on the progress of local, state and federal legislation and regulatory changes relevant to older adults;
5. Perform any other duties as assigned by the Chair, with a focus on legislative affairs and senior advocacy;

6. Serve as the internal point of contact to track and manage who is representing the Board externally on specific subject matters.

ARTICLE V  
NOMINATION AND ELECTION OF OFFICERS

At a regular meeting held in November, a Nominating Committee of two members shall be elected by the general membership for a term of one year.

Sec. 1. It shall be the duty of the committee to:

A. Nominate one or more candidates for the offices to be filled at the annual meeting in January.

B. To nominate candidates for offices and membership to be filled due to vacancies that might occur during the year.

C. Secure the consent of each nominee before announcing him/her as a candidate.

D. Report at the regular meeting in December and at the annual meeting in January.

E. Additional nominations may be made from the floor provided consent of the nominee has been obtained; and nominations from the floor shall not exclude members of the Nominating Committee from consideration.

Sec. 2. The officers shall be elected by the Advisory Board to serve for one year, or until their successors are elected. Their term of office shall begin February 1<sup>st</sup>.

Sec. 3. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Sec. 4. Upon notice of the resignation of an officer the Nominating Committee shall recommend to the Council a candidate to fill the vacancy.

Sec. 5. The Nominating Committee shall be responsible for:

A. Preparing a written slate of officers.

B. Presenting the proposed slate of officers at the December meeting and mailing a slate of officers to those not present at the December meeting.

C. Assisting the Chair at the annual meeting and election in January.

ARTICLE VI  
ADVISORY COUNCIL MEETINGS

- Sec. 1. The regular meetings of the Advisory Board shall be at least quarterly unless otherwise ordered by the Office of Boards and Commissions. Time and place of the meetings shall be determined by consent of the Board.
- Sec. 2. All meetings of the Advisory Board shall be public. Any member of the public may speak on any agenda item, or an item not on the agenda, by completing a Speaker Slip.
- Sec. 3. Special meetings may be called by the Chair when deemed necessary on an emergency basis. Such meetings may be held at whatever location the Chair determines appropriate.
- Sec. 4. One-half of the persons who are members at any given time shall constitute a quorum.
- Sec. 5. Staff Assistance. Representatives of the City Parks and Recreation Department shall be responsible for assistive administrative support and coordination with other city departments.

ARTICLE VII  
COMMITTEES OF THE ADVISORY BOARD

The Advisory Board may select from its membership workgroup chairs and members to lead studies, conduct research, or provide recommendations related to the Board's activities. A workgroup chair may invite non-Board members to participate as regular workgroup members or in an advisory capacity. All members of these workgroups and committees serve on a voluntary basis without compensation or reimbursement for travel. Non-Board members participating in workgroups and/or committees shall not act as public representatives or spokespersons for the Advisory Board.

The Board may also establish standing committees and ad hoc committees to address specific areas of focus and emerging issues:

- Standing Committees:
  - Housing Committee
  - Health Committee
  - Technology Committee
  
- Ad Hoc Committees:

The Board may establish ad hoc committees as needed to address time-sensitive or emerging issues outside the scope of the standing committees.

While workgroup and committee chairs may direct the efforts of their respective groups, they are not authorized to act as official spokespersons or make public statements on behalf of the Advisory Board.

## ARTICLE VIII STANDARDS OF INTEGRITY (SOI)

To promote fairness and equity, build trust, credibility, foster collaboration and teamwork, the Board will be guided by several agreed-upon standards of integrity:

### **Communication.**

We have open, honest and timely communications while being mindful of different communication styles. We assume good intentions and “walk the talk”.

### **Respect.**

We build trusting and respectful relationships while focusing on agreed-upon outcomes.

### **Effective Leadership.**

We model collegial leadership and demonstrate accountability.

### **Diversity, Equity and Inclusion. (DEI)**

We cultivate a learning mindset and show respect for high DEI standards in our advice.

### **Collaboration.**

We leverage strengths and knowledge from our colleagues and celebrate individual contributions in achieving team success.

## ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Advisory Board in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.



ARTICLE X  
AMENDMENT OF BYLAWS

- Sec. 1. No amendment to these bylaws may be made without thirty days prior notice in writing, either mailed or given in person, to all members of the Advisory Board. Notice should contain current and proposed wording.
- Sec. 2. These bylaws may be amended by a two-thirds vote of the members present at the meeting called in said notice. All amendments are subject to the approval of the City Office of Boards and Commissions.