

**BYLAWS OF THE CITY OF OCEANSIDE
SENIOR COMMISSION**

ARTICLE I. THE COMMISSION

Section 1.1 Senior Commission

The name of the Commission shall be the "City of Oceanside Senior Commission" (hereinafter referred to as "Commission").

Section 1.2 Purpose and Intent

The purpose of the Commission is to gather information and make recommendations to the City Council on the following matters regarding services for older adults: policies and plans for the development and operation of programs and services for the benefit of older adults within the City, including the City of Oceanside AARP Age Friendly Action Plan; policies and plans for developing programs and services in cooperation with other public and private agencies that would benefit older adults within the City; and such matters that may be referred to the Commission by the City Council.

ARTICLE II. MEMBERSHIP

Section 2.1 Composition

The Commission shall consist of nine (9) voting members and two (2) alternate members. All Commission members shall be residents of the City of Oceanside, and have experience, knowledge, or a demonstrated interest in issues pertaining to older adults. Commission appointments are nominated by the Mayor, subject to confirmation by a majority of the City Council. The City encourages applications from residents who reflect the various backgrounds, demographics, and cultures found throughout the City and its Council Districts so that the Commission may benefit from a broad range of perspectives in carrying out its mission.

Section 2.2 Terms of Membership

The initial terms of membership for voting members shall be staggered, with the effective date of the Resolution establishing the Commission being the official date on which each term begins. Initially, five (5) Commissioners will serve a one (1) year term through self-selection after appointment. Thereafter, members shall serve terms of two (2) years.

Section 2.3 Termination of Membership

All members serve at the pleasure of the City Council and may be removed

during a term. Membership in the Commission shall be automatically terminated upon any of the following occurrences:

- a. The expiration date of the term of membership;
- b. The member has three (3) unexcused absences per fiscal year from regular Commission meetings without cause and/or without notifying the Chairperson or City Staff;
- c. The member has a less than 50% attendance record each fiscal year (includes excused and unexcused absences);
- d. A new member fails to attend initial Commission training, if training is offered, with 30 days' notice, during their first year on the Commission;
- e. Upon removal by a majority of the City Council, with or without cause;

Section 2.4 Resignation

Any Commission member may resign at any time by giving written notice to the Mayor of the City of Oceanside and the Chairperson of the Commission. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 2.5 Vacancies

When a vacancy occurs, the Mayor or councilmember shall appoint an applicant to fill the vacancy, subject to the provisions and appointment procedures outlined in Section 2.1.64 of the City Code. Vacancies will be filled as expeditiously as is feasible.

ARTICLE III. OFFICERS

Section 3.1 Composition

The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson.

Section 3.2 Chairperson

The Chairperson shall preside at all meetings of the Commission and shall work with the staff who serve the Commission to submit such agendas, recommendations, and information at such meetings that are reasonable and proper for the conduct of business affairs and policies of the Commission.

Section 3.3 Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the

absence of the Chairperson. In the event of the resignation, death or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time as the Commission shall elect a new Chairperson, pursuant to Section 3.6 concerning vacancies.

Section 3.4 Additional Duties

At times, officers of the Commission shall perform duties and functions at the request of the Commission or staff, incidental to the offices held by such officers.

Section 3.5 Election

The Chairperson and Vice-Chairperson shall be elected by the Commission at one of its initial meetings and annually thereafter at a designated regular meeting from among the Commission members, who shall each hold office for a term of one (1) year or until their successors are elected and qualified. An officer may serve successive terms of office.

Section 3.6 Vacancies

Should the office of Chairperson or Vice-Chairperson become vacant, the Commission shall elect a successor from among its members at the next regular or special meeting, and the office shall be held for the un-expired term of office.

ARTICLE IV. MEETINGS

Section 4.1 Regular Meetings

Regular meetings shall be held bi-monthly at a time and date determined by the Commission. In the event that the regular meeting date is a legal holiday of the city, then any such regular meeting shall be held on the following week or as agreed upon by the Commission members at a prior meeting.

Section 4.2 Special Meetings

Special meetings may be held upon call of the Chairperson or the Vice-Chairperson acting on the behalf of the Chairperson or of the majority of the membership of the Commission, for the purpose of transacting any business designated in the call, after notification of all members of the Commission by written notice personally delivered or mailed at least 72 hours before the time specified in the notice of the meeting. At such special meeting, no business other than that designated in the call should be considered.

Section 4.3 Adjourned Meetings

Any meeting of the Commission may be adjourned to another meeting providing

the adjournment indicates the date, time, and place of the adjourned meeting. Commission members absent from the meeting at which adjourned decision is made shall be notified by the Chairperson of the continued meeting.

Section 4.4 Meetings to be Open and Public

All meetings of the Commission and its standing committees shall be open and public to the extent required by the California State Brown Act. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

Section 4.5 Quorum

A majority of the Commission shall constitute a quorum for the purpose of conducting the Commission business, exercising its powers and all other purposes, but less than a majority of the Commission membership may adjourn the meeting from time to time until a quorum is obtained.

Section 4.6 Attendance at Meetings

All members of the Commission shall be required to attend all Commission meetings unless such members have been excused from participation.

Section 4.7 Excused Absences

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the Chairperson or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to order, the Chairperson shall report to the Commission the name of any member who has so notified the Chairperson or staff of his/her intent to be absent.

Section 4.8 Order of Business

The order of business shall be established by the Commission. Agendas shall be published and posted in compliance with applicable state and local laws and rules. Provisions will be made for citizens with disabilities by contacting City staff.

Section 4.9 Rules of Order

All business and matters before the Commission shall be transacted in conformance with Article I of Chapter 2 of the Oceanside City Code to the extent applicable to the business of this Commission

Section 4.10 Off-Agenda Items

No off-agenda items shall be acted upon or discussed by the Commission. Commission members, staff and/or public may announce off-agenda matters of

concern. Each off-agenda matter shall be automatically referred to staff for resolution or placed on the next available Commission agenda.

ARTICLE V. RECORDS, REPORTS, AND ANNUAL WORKPLAN

Section 5.1 Meeting Records

The Commission shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Minutes should contain detailed voting records by Member, and by specific action. Upon approval of meeting minutes by the Commission, copies of such minutes shall be distributed to the City Council and City Manager.

Section 5.2 Reports Submitted to City Council

The Commission shall submit copies of all written reports, studies, and correspondence sent to public agencies to the City Manager and City Council upon distribution of the original document.

Section 5.3 Presentation of Biennial Work plan

The Commission shall submit to the City Council, no later than three (3) months after the initial seating of the commissioners, and no later than June 30 of every other following year, a comprehensive work plan indicating specific goals and objectives to support the purpose and scope of responsibilities as described in Section 1.2.

ARTICLE VI. REPRESENTATION BEFORE PUBLIC BODIES

Section 6.1 Representation

Any official representations on behalf of the commission before the City Council, or any public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Commission specifically designated by the Commission.

Section 6.2 Statement of Minority Views

All reports by City staff and all official representation on behalf of the Commission pursuant to Section 4.1 and 4.2 on matters that have been approved or disapproved by the Commission shall, in addition to a statement of majority vote, include a brief statement of any minority opinions on the matter, as incorporated in the Official Minutes of the Commission.

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ARTICLE VII. COMMITTEES

Section 7.1 Establishment

The Commission shall have the authority to and may establish ad-hoc committees as necessary with the approval of the City Manager to accomplish the purposes set forth in Section 1.2 herein. Committees may meet to discuss specific issues within the scope of responsibility for the Commission and to make recommendations for action by the Commission. Membership composition and terms shall be determined by the Commission for any committee created; however, no committee shall consist of more than four (4) Commission members, as not to cause a majority of Commission members to serve on one (1) committee.

Section 7.2 Appointment of Committee Members

Members on an ad-hoc committee shall be appointed by the Chairperson with the approval of a majority of the Commission members.

Section 7.3 Committee Reports

Committee(s) shall from time to time make reports, written or verbal, to the Commission.

ARTICLE VIII. MISCELLANEOUS

Section 8.1 Councilmember Liaisons to Commission

The Mayor shall appoint to the Commission, subject to approval of the City Council, one (1) member of the City Council to serve as a non-voting ex-officio member of the Commission. Said ex-officio member shall serve as a liaison between the City Council and the Commission, shall from time-to-time inform the City Council of the activities and issues addressed by the Commission, and shall assist the Commission in promoting recommendations made to the City Council. Council liaisons will make every effort to attend all Commission meetings.

Section 8.2 City Assistance to Officers and Commission

The City Manager shall appoint staff to assist the Commission officers and members, as necessary in such activities as setting and conducting meetings, preparing meeting agendas and minutes and responding to requests for assistance from Commission members.

Section 8.3 Procedural Situations Not Addressed

In procedural situations not addressed in the body of the Commission bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office.