

## 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:

- Advise the Clark County Council in the area of aging.
- Provide leadership in addressing the ever changing needs of the aging population;
- Manage and assist in the implementation of the Aging Readiness Plan adopted on February 7, 2012 and update the plan as needs change;
- Provide leadership in addressing the special needs of the aging population and advise the county council 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 and report back on those activities to the full commission;
- Review and comment on community policies, programs, services and actions which affect seniors;
- Advise and counsel on 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;
- 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 county manager, the County Council or the Clark County Home Rule Charter.

- The Commission shall provide an annual progress report to the county council, county manager and community.
- Members are expected to regularly attend monthly meetings, serve on subcommittees as requested, 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.
- The commission shall strive to represent the diversity of our County including the geographic, racial, economic and social complexion of Clark County.
- Commission members shall 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 or an elected representative serving on the county council. 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 county manager to a second consecutive three-year term. The county 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 shall serve as needed as requested by the commission. Non-voting partners include but are not limited to: representation from all Clark County Cities, C-TRAN, Parks Advisory Board, Area Agency on Aging and Disabilities of Southwest Washington (AAADSW), Washington State University-Vancouver, Vancouver Housing Authority (VHA), Clark County Public Health, Clark Regional Emergency Services Agency (CRESA), Human Services Council, County Department representatives, Regional Transportation Council (RTC) and private sector organizations such as Legacy, Peace Health Southwest.

## ARTICLE 5 – ELECTION OF OFFICERS

The officers of the commission shall consist of a chair and vice-chair.

- 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 July and new officers will take office in August.

- Election of officers to fill 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 they 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 county 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.

## **ARTICLE 6 - ATTENDANCE AT MEETINGS**

All Commission members are expected to attend all monthly scheduled work session and regular 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. The chair shall immediately notify the county manager of the vacancy.

## **ARTICLE 7 - VACANCY OF MEMBERS**

The vacancy of a seat caused by the resignation or removal of any member of the commission during his/her term of office shall be filled with a replacement appointed by the county manager for the remaining term of office.

### Resignation

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

### Selection Process

A select committee on membership recruitment will review applications and make recommendations to the county manager, who 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 Wednesday** 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 or if some unforeseen circumstance occurs, such as inclement weather or a disaster.

### 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 with the county council 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, and present their concern 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

### Voting by Proxy

Voting by proxy for Commission members is not allowed.

## **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 guided by the current edition of 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. Committees shall not consist of a quorum of the Commission.

No standing or temporary committee or individual commission member 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 executive committee assumes such duties and responsibilities as authorized by the commission and the commission bylaws. The executive committee is comprised of the chair, the vice chair and one member-at-large appointed by the commission for each calendar year.

## 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 county council.