

EASTERN SIERRA AREA AGENCY ON AGING (ESAAA)

ADVISORY COUNCIL BY-LAWS

ARTICLE I – NAME OF THE ORGANIZATION

The name of this organization shall be the Eastern Sierra Area Agency on Aging (ESAAA) Advisory Council, hereinafter referred to as “Advisory Council”. ESAAA has been designated by the California Department of Aging (CDA) to serve as the Area Agency on Aging (AAA) for Planning and Service Area (PSA) 16, pursuant to the Older Californians Act (OCA) Section 9400. PSA 16 is geographically defined as the counties of Inyo and Mono.

ARTICLE II – STATEMENT OF PURPOSE

The purpose of this organization is to serve as the official Advisory Council for ESAAA pursuant to Section 9402 of the OCA, to be “a principal advocate body on behalf of older individuals within a planning and service area,” and shall “provide advice and consultation on issues affecting the provision of services provided locally to older individuals.” Such advice and consultation shall be provided directly to the ESAAA governing body which is the Inyo County Board of Supervisors.

ARTICLE III – MEMBERSHIP

SECTION 1 – APPOINTMENT

Following advertisement, as outlined by the Governing Board, for members in vacant membership categories, the ESAAA Governing Board shall appoint Advisory Council members during a publicly noticed meeting of the Governing Board. Meeting notice shall include the agenda with sufficient detail for the public to be informed in advance that Advisory Council members will be appointed.

SECTION 2 – NUMBER OF MEMBERS AND CATEGORICAL REPRESENTATION

The Advisory council shall be comprised of nine (9) total members from across the two-county region. At least 50% of the appointed members shall be aged 60 or above, including minority individuals and older individuals residing in rural areas. Cross-generational representation also is encouraged. Members may *not* be employed by an entity currently in a subcontracting relationship with ESAAA.

Targeting efforts shall be made to ensure membership includes individuals from the following categories:

- a. low income older adults
- b. disabled persons
- c. supportive services provider
- d. health care provider
- e. family caregiver defined as either (1) an adult family member, or other individual, who is an informal provider of in-home and community care to an older individual with Alzheimer’s disease or a related disorder with neurologic and organic brain dysfunction; or (2) a grandparent or step-grandparent of a child, or a relative of a child by blood, marriage, or adoption, who is 55 years of age or older and who lives with the child, is the primary caregiver of the child, and has a legal relationship with the child such legal custody, guardianship or raising the child informally.
- f. local elected officials (to be appointed by the governing body)
- g. individuals with leadership expertise in private/voluntary sectors

SECTION 3 – TERMS

Advisory Council members shall be chosen to serve staggered two-year terms. Members may serve more than one term, including consecutive terms.

SECTION 4 – MEMBER ABSENTEEISM, REMOVAL AND VACANCIES

Any member who misses three (3) consecutive meetings may be removed by majority vote of the Advisory Council.

Vacancies amongst the general membership will be filled following the method described in Section I of this article.

ARTICLE IV – OFFICERS, DUTIES

Officers shall be nominated from the membership and subsequently elected by majority vote of a quorum

SECTION 1 – CHAIRPERSON

The Chairperson shall serve a term of two (2) years beginning July 1st and shall perform the following duties:

1. Consult with the ESAAA Director concerning development of agenda items, issues and priorities.
2. Chair the Advisory Council meetings.
3. Represent the Advisory Council at meetings of the ESAAA Governing Board, and other meetings as deemed appropriate.
4. Establish ad-hoc committees as necessary.

SECTION 2 – VICE CHAIRPERSON.

The Vice-Chairperson shall serve a term of two years beginning July 1st and shall act as the Chairperson in his/her absence and perform all duties listed above.

ARTICLE V – CONFLICT OF INTEREST

Based on perceptions of a reasonable person, an Advisory Council member must leave the meeting room during all deliberations concerning funding for any project which the member's organization is directly involved or may benefit financially, and/or during discussions which influence the course, scope or prioritization of services if his/her organization may benefit from such course, scope or prioritization of services.

Such temporary absence during a meeting will be recorded as part of the minutes of that meeting.

ARTICLE VI – MEETINGS

Meetings of the ESAAA Advisory Council shall occur at least quarterly, and more frequently as necessary, to meet the statutory purposes of the Advisory Council. A summary of issues, discussions and recommendations from such meetings shall be provided promptly to the ESAAA Governing Board at the earliest opportunity by the ESAAA Advisory Council Chairperson, Vice-Chairperson, or by the ESAAA Director.

All meetings are open and accessible to the general public and attendance shall be encouraged through timely public notices. Videoconferencing will be used when possible to facilitate broader participation.

The Chairperson may call additional or special meetings. Notification to members and to the public shall be in compliance with California's Brown Act governing public meetings.

QUORUM

A quorum of the membership, defined as 50% plus one of the currently appointed members, shall be present in person or by videoconference before any business actions can occur in a meeting. In no event shall more than five (5) members be required for a quorum.

VOTING

A majority of the Advisory Council members present at the meeting at which a vote is taken is required to carry an action item.

ARTICLE -VII – AREA PLAN PUBLIC HEARINGS

Prior to the adoption of annual and four-year Area Plans for aging services in PSA 16, the Advisory Council shall hold at least one public hearing to allow area residents the opportunity to comment, ask questions, and make recommendations. Written comments may be accepted as part of this process.

The Advisory Council shall provide a summary of such public hearing to the Governing Board prior to their approval of Area Plans.